



PERSONAL & CONFIDENTIAL

Date: August 28, 2021

Dear Hemasaisree Chegu,

Subject: Offer of Employment

We welcome you to **Sagarsoft (India) Limited** and wish you a long term and mutually rewarding career with us.

Please find enclosed your letter of offer of employment containing relevant details and terms & conditions regarding your employment. If you would like to know more about the Company or have any questions or clarifications, please feel free to contact us. Please note that the validity of letter of offer is subject to satisfactory completion of a reference check and compliance to all terms and conditions herein.

Some important joining information is mentioned below:

Date of Joining : 01st September, 2021
Designation : Trainee Software Engineer

Please refer to:

- Annexure A for the Terms of Employment.
- Annexure B for documentation to be submitted by you.
- Annexure C for the compensation and benefits details.

Please sign and return to the undersigned the duplicate copy of the offer letter as a token of your acceptance.

For and on behalf of **Sagarsoft (India) Limited.**

A handwritten signature in blue ink that reads "Nisha".

Nisha Nair
Head – Human Resources

Name: Chegu Hemasaisree

Date: 8/28/2021

Signature:

DocuSigned by:
A handwritten signature in blue ink that reads "Chegu Hemasaisree".
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Annexure -A

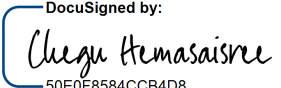
TERMS OF EMPLOYMENT

1. General Terms

- 1.1** This letter contains the general terms and conditions of your employment in Sagarsoft and it supersedes' other documents, employment letters and contracts entered either written or orally earlier. This letter is subject to change from time to time at the Company's discretion. Hence you are requested to contact Human Resources / your Manager for information on policies, company rules and regulations which are applicable to you.
- 1.2** We trust that you have provided us with true declaration and information. The Company reserves the right to take appropriate action including the termination of offer for any false declaration made by you.
- 2.** You are required to provide copies of all mandatory documents (Annexure B) required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time may result in termination of employment.
- 3.** This letter is made on the clear understanding that your employment is on a full time basis and that you shall not engage yourself directly or indirectly in any business or service other than the Company's business or services without prior approval from management. In addition, this employment is of continuous nature and does not entail any compensation for any overtime worked by you.
- 4.** This offer will be subject to satisfactory health report that you have to submit at the time of joining the Company.

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- 5.** In the absence of our receiving your signed acceptance within 7 days from the date of this offer, this employment offer will be deemed to have been rejected by you and shall lapse.

It is provided that the above mentioned period may be extended in writing by any person/persons of the Company who have been specifically authorized in this regard. This letter of offer along with your acceptance constitutes a binding agreement between yourself and the Company.

6. Probation

You will be on probation for a period of one year from the date of your joining. The Company may confirm your services based on satisfactory performance during the probation period. In case your performance is found unsatisfactory during the probation period, the Company may at its discretion extend your probation period for a term deemed fit by Authorized person or terminate your employment. If you wish to leave the Organization during the Probationary period, you need to serve a one months' notice post official resignation

7. Employment Bond

Your term of employment starts from the date of appointment. If you want to leave employment within period Two (02) years, you should give 01-month prior notice and shall deposit training cost of 2.5 Lakhs before leaving the organization. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving letter from the organization & at the same time organization has full right to initiate appropriate necessary steps against the Employee in case of breach of this employment agreement.

8. Background Check

This clause is applicable to you during your probation period also. Your offer is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the background check is delayed by more than 30 days from new hire due to lack of required documentation, employment would be considered on hold and notice would be given to new hire for employment

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termination. If the particulars given by you are in any way found to be inaccurate or misleading, the company may at its discretion automatically cancel your appointment. If required, the Company may also conduct client specific background checks regarding you after the commencement of your employment, in the event that a Company client requires background checks to be conducted as an eligibility condition for working on projects for such client and if you are staffed / are to be staffed to any such project.

9. Change of Address

You shall keep Company informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by Company on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

10. Compensation

10.1 You will be eligible to receive the compensation as per details in Annexure C.

10.2 You will be entitled to other compensation and benefits in accordance with the Company's relevant employment policies, rules and regulations as modified and intimated to you from time to time (the "Policies"). The Policies are subject to change at any point on Company's discretion. It is your prerogative to keep yourself abreast with the latest Policies of the Company which are regularly updated on the Company's intranet site.

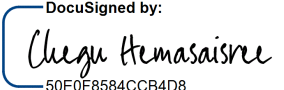
10.3 Your compensation will be reviewed periodically as per the Company's policy. Changes in your compensation are carried out at the sole discretion of the Company and will be subject to and based on effective individual and company performance and results during the period and other relevant criteria.

10.4 You are solely responsible for declarations and implications arising thereof for all Income Tax purposes.

10.5 Your remuneration has been arrived at on the basis of your specific background, relevant experience and professional merit. We expect you to keep the CTC details

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confidential at all times. Any breach of such confidential information terms shall amount to misconduct on your part and the Company is entitled to take disciplinary action including termination.

Welcome to **Sagarsoft (India) Limited** and we wish you the best.

For **Sagarsoft (India) Limited**

Nisha Nair
Head – Human Resources

Acceptance of Offer of Employment

I agree to accept employment on the above-mentioned terms and conditions. I will join the Company on or before the Date of joining mentioned in the Letter of Offer.

Name: Chegu Hemasaisree

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Annexure -B

You are requested to bring the following documents in **original** along with a copy of each

- (a) Certificates supporting your educational qualifications along with mark sheets
- (b) Any Identity document in support of your age or Birth Certificate
- (c) 12th class / Intermediate certificate
- (d) Your last three month's salary slips or salary certificate
- (e) Your relieving letter from your present organization
- (f) Service certificate from present & all previous employers
- (g) Form 16 or taxable Income Statement duly certified by previous employer (Statement showing deductions & taxable Income with break-up)
- (h) 4 colored Passport size Photographs
- (i) Valid Passport details
- (j) PAN card (2-copies)
- (k) Address proof (Telephone bill / Electricity bill / Driving license)-2 copies.
- (l) Medical Clearance certificate by appropriate authority.

Please bring all the certificates supporting your educational qualifications along with mark sheets in ORIGINAL for verification only.

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Annexure –C

Sagarsoft (India) Limited Salary Structure		
Earnings	Per Month(Rs)	Per Annum(Rs)
Basic Pay	9,479	113,750
House Rent Allowance	4,740	56,875
Basket of Allowances	8,063	96,756
Reimbursements		
Uniform allowance	500	6,000
Telephone	-	-
Magazines	-	-
Statutory Earnings		
Provident Fund (Employer share)	1,138	13,650.00
Gratuity	456	5,469
Fixed Gross Salary	24,375	292,500
Variable Pay / Performance Incentive@100% pay out	2,708	32,500.00
Total Salary (C T C)	27,083	325,000

Note:

- You will be provided with company accommodation in case of relocation.
- Other benefits as provided in the benefits document.
- Please note that to be eligible for payment of Variable pay/Performance Incentive components for a given half yearly period, you need to be on the rolls of the Company as on the last date of the Half Year under consideration. You will be entitled to the variable components of your compensation, as long as you are based in India.
- Matter of your compensation package is confidential information. Any discussion or disclosure of your compensation with anybody other than your departmental head or Head HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.
- Please note that the above structure is subject to change in lieu of changes in Government rules, company policies and tax rules.
- All other terms and conditions of your appointment order will remain unchanged.

Wishing you all the best!!!

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