

Ref: GBS_ITS/OFFER/HO/2021

19 August 2021

Dwarampudi Pavankumar Reddy
Chennai

Sub: OfferDear **Pavankumar**,

This has reference to the meeting you had with us in connection with employment in our Organization. We are glad to inform you that you are selected for the post, details of which are given below:

Role Title : Associate Application Support Analyst
Department : PDS
Location : Chennai
Division : GBS

We would appreciate if you could join us on or before **August 23, 2021**. This contract will become invalid if you do not join the services of the Organisation as per the Date of Joining mentioned. For any change in Date of joining please contact the HR team.

DP-DHL uses the **Role Classification System (RCS)** for the evaluation and grading of all roles. We would like to emphasize that an RCS Grade is neither linked to your person nor to your performance but merely based on the assessment of the role you are currently assigned. This means that the RCS Grade of your current role might change whenever the content of the role is subject to change (e.g. in the context of Organizational change). In any such situation you will be informed in writing of any change.

For the role you are assigned to, the following grade has been determined:

RCS Grade N**1.0 Work Timings**

All employees are governed by the timings and the hours of work applicable to the establishment. This would include working in rotational shifts.

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2.0 Leave

You will be entitled to leave as per the Organization rules.

3.0 Probation Period

Your Employment with Organization will be on probation for a period of **6 months** from your date of joining, which period may be either extended or reduced at the sole discretion of the Organization. Your employment will automatically be confirmed upon your successful completion of the probationary period, unless otherwise communicated to you.

4.0 Salary

4.1 The break-up of compensation is given in the Annexure.

4.2 You will be granted an annual increment based on your performance and contribution according to the policies.

4.3 Any employee who has joined after 30th September will not be eligible for Bonus in that particular year and no make-up payment will be made in the following year.

5.0 Gratuity

You will be entitled to Gratuity as per the provisions of the payment of Gratuity Act 1972 on completion of 5 years of continuous service with the Organization.

On separation, subject to the conditions mentioned above, you will be entitled to receive a gratuity @ 15 days of basic salary for every year of service completed with the Organization.

Gratuity amount is exempted from tax up to a maximum limit of Rs.20,00,000/- only once in an individual's career even though this might span multiple Organization.

6.0 General

6.1 You are required to adhere to the disciplinary requirements of the Organization.

6.2 It is an express condition that the Organization's personnel are whole-time employees and accordingly, you shall fully devote your time to the Organization's business. You shall not, without express permission, undertake any other Business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will liable for termination of your services with immediate effect.

6.3 You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service.

6.4 You shall not give out to anyone in any manner whatsoever particulars, or any details of any of the matters pertaining to the Organization or its working, or any other confidential information.

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In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.

- 6.5** In the event you are absent for continuous period of 8 days from your duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Organization without notice.
- 6.6** You must return to Organization, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the Organization or which refer to any confidential information and which are in your possession or under your control.
- 6.7** You shall keep the Organization informed in writing, of any change in your Name and Address.

7.0 Notice Period and Termination of Employment

The notice period / notice pay of **3 Months** will be applicable on either side, in case of resignation / termination of services after confirmation.

As an employee of the Organization, you will be required to give either (a) 90 calendar days' notice or (b) three month salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Organization's discretion. Similarly, the Organization can terminate your services by giving 90 calendar days' notice or salary in lieu thereof, at the Organization's sole discretion.

However, for breach of this appointment, misconduct, misbehavior, fraud, neglect of duty, or any other misconduct under the Organization's policies which is detrimental to the business or interests of the Organization, the Organization may terminate your services with immediate notice and no monetary liability is lieu of Notice.

Further the Organization reserves the right to terminate the service for your failure to pass the Organization training norms on internal training on soft skill and process.

You agree that if you resign from the Company within 24 months from the date of your joining then you shall pay a sum of INR 2,00,000 plus applicable GST as liquidated damages before your last working day:

You agree that the said amount has been calculated taking into consideration the grave and irreparable damages and losses arising from serious lapses on your part in the continuity of service, disruption of work and plans, loss of Company's reputation and morale, etc., and most importantly costs incurred directly by the Company in recruiting and training you.

8.0 Retirement

- 8.1** You will retire from the services of the Organization on the last day of the month in which you attain the age of 58 years.

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- 8.2** For determination of age, the details in the documents furnished by you and verified by the Organization at the time of joining will be considered.

9.0 Transfer and Travel

Your services are transferable to any other office of the Organization in India or abroad & the decision with regard to this is solely on the management.

You may be required to travel on Organization work and you will be reimbursed expenses as per Organization policy.

10.0 Role Titles & Reporting Structures

Role Titles and Reporting Relationships are governed by prevailing policies, Organization designs and business requirements. The Management reserves the right to change, alter or modify the same if deemed necessary with changes in Organizational objectives and/or business requirements which may be called for in future.

11.0 Background Checks

As a part of joining formalities, the Organization will conduct background checks. Your appointment will be made on the basis of your particulars such as CV, qualification certificates, experience letters, salary details etc. as given in your application for employment and in case any information as given by you is found false or incorrect your appointment will be deemed void and the employee will be liable for termination without any notice or salary in lieu of notice.

12.0 Employee Handbook

Your employment with the Organization shall also be governed by the terms of the Employee Handbook as amended from time-to-time at the Organization's sole discretion. You agree to familiarize with and adhere to the most recent version of the Employee Handbook. You shall follow in letter and in spirit the policies and practices detailed in Employee Handbook. If there is any policy or provision in the Employee Handbook that you do not understand, then you agree to seek clarification of the same from Organization's Human Resources.

You understand and agree that nothing contained in the Employee Handbook shall be construed as creating a promise of future benefits or a binding contract with Organization for benefits or for any other purpose. You are requested to inform the Organization on any change in your joining date.

Please sign the copy of this contract letter in token of your acceptance of the terms & conditions of service stated herein and return it to us.

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IT SERVICES



GLOBAL BUSINESS SERVICES

The Organization reserves the right to vary, amend, substitute the benefits contained herein.
We welcome you to our Organization, and look forward to having a mutually beneficial long-term association.

Thanking you,
Yours faithfully,

For **DHL Information Services (I) LLP**

A handwritten signature in blue ink, appearing to read 'Elizabeth Shiney Abraham'. The signature is stylized with loops and flourishes.

Elizabeth Shiney Abraham
Head - Human Resources
Global Business Services - ITS, Chennai
August 19, 2021

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Annexure I

Dwarampudi Pavankumar Reddy
RCS Grade N, Associate Application Support Analyst

I. Fixed Compensation

Pay Elements	MONTHLY	ANNUAL
Basic	12,667	152,000
Flexible Benefits	13,820	165,839
Annual Wage Supplement	1,056	12,667
Annual Base Salary (Total Guaranteed Payment)	27,542	330,506

- II. Performance Target Bonus:** The Bonus system is a key motivational tool. The compensation is determined by agreeing and achieving the defined goals. Bonus System strengthens the focus on variable pay, with individual performance and the success of the Organization being determining factors for the actual payout.

You will be entitled for the **Target Bonus of INR 20,583/- at 100%** achievement of the goals. Maximum earning potential of Target Bonus is up to 133.33%. The bonus payout will be in the month of April.

- III. Employer Statutory Contributions:** The statutory contributions are the benefits offered by the employer to the employee according to the statutory norms which is subject to change as per the statutory regulations.

1. The Organization will contribute monthly an equivalent of 12% of your basic salary, **INR 21,600/-** towards the Provident Fund.
2. Gratuity **INR 7,311/-** (4.81% of Basic) as per the Payment of Gratuity Act 1972.

- IV. Benefits:** The Organization will provide the benefit of Insurance to the employee. This includes the Group Life Insurance, Personal Accident Insurance and Hospitalization coverage. Your spouse and maximum up to 2 children will be covered as per the Insurance Policy of the Organization. The premium amount will be borne by the Organization which will be over and above the compensation offered.

Hospitalization coverage for parents is a separate insurance policy governed by the terms as per the Organization Policy.

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- V. Flexible Benefit Plan:** The FBP is the bouquet of components that an employee can choose based on their individual expenditure and investment pattern. The amount declared towards the components is subject to limits according to the Compensation and Benefit Policy. Please refer to the Annexure II to know the list of components and its description.

Thanking you,

Yours faithfully,

For **DHL Information Services (I) LLP**



Elizabeth Shiney Abraham

Head - Human Resources

Global Business Services - ITS, Chennai

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Annexure II

DHL IT Services defined components for Flexible Benefits. Guidelines and policies are available in the intranet portal and please read before you opt.

Components	Description
House Rent Allowance	This component can be opted by an employee to the value of 40% to 50% of Basic. An employee is subject to submit the proofs to avail the tax benefit
Leave Travel Allowance	This component will be paid as a reimbursement for the tax benefit. Employee can submit bills during any time of the Financial year. Exemption is available in respect of domestic travel only for two journeys in the block of 4 calendar years as per the Income-Tax Act, 1961 (I.T. Act).
Meal Card	Meal card will be issued for the opted employees. No bills are required for this component to avail the tax benefit
Fuel Reimbursements (Employees owned vehicle)	For Two-Wheeler the reimbursement of Fuel and Maintenance expenses will be non-taxable up to INR 900/month; For Four-Wheeler, the reimbursement of Fuel and Maintenance expense will be non-taxable up to INR 1800 per month where cubic capacity of engine does not exceed 1.6L and INR 2400 per month where cubic capacity of engine exceeds 1.6L.
Telephone Expenses Reimbursement	To avail this benefit the Landline/ Mobile postpaid bills has to be in employee's name. Reimbursement for standalone broadband, prepaid Mobile and data card charges will not be permitted. Employee may claim up to two telephone bills (either landline or mobile or both) for a particular month.
Mobile Handset Laptop / Tab / Computer	1. Purchase of Mobile phone is allowed once in a year for an employee to the extent of his eligibility which will be considered for tax exemption. 2. Purchase of Laptop / Tab / Computer will be allowed once in 3 years with the reimbursement and tax exemption benefit
Professional Development Scheme	Tax Benefits can be availed for the expenses incurred for the career/professional development
Books & periodicals	Books related to professional course can be claimed as reimbursements with tax exemption
National Pension Scheme	10% of Basic can be availed. The employees of the corporate entity enrolled by the employer will be registered as subscribers under NPS.
Children Education Allowance	INR 100/- per month, per child is exempted from tax for maximum of two children and no proof of payment is required.

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