

17539958

16-Jun-2023

Sanchana Kumari

**India - Bengaluru**

**Offer - Appointment Letter**

Dear Sanchana Kumari ,

Based on your application and subsequent discussions we had with you, we are pleased to offer you employment in our organization as **Graduate Trainee**. The terms in this agreement shall be effective as of the Date of Joining (as defined below)

- 1) **07-Aug-2023**. This employment offer is valid for fifteen (15) calendar days from the date of offer. If the company does not receive any confirmation from you or receive the documents which has been requested within the stipulated time, this offer shall lapse automatically and there shall be no further communication from the company in furtherance of this offer of employment.
- 2) You will be based at **India - Bengaluru** location. You are, however, liable to be transferred to any of our establishments/locations in India, or overseas or to any subsidiary or associate company, whether existing now or still to be formed. Such transfer / deputation will be in accordance with the company's rules in force during the relevant transfer / deputation.
- 3) Your annual compensation will be INR 3,05,825 and in addition, you will be eligible for Bonus INR 9,175 the details of which are outlined in the Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so.
- 4) You will also be covered by Provident Fund, Gratuity, Medical and other schemes of the company as applicable to your category that are in

force at present and / or may be amended from time to time. These shall also be subject to taxes as applicable under relevant laws.

- 5) Training: You will undergo Company defined training program immediately after your joining. Your training will include classroom and on-the-job trainings. The duration of the training will be based on the business requirement. Your continuation of employment will be based on successful completion of the training program. Upon successful completion of training, you will be entitled for a Level and designation change in line with the Career Architecture Framework.
- 6) Notice Period: You & the Company will be mutually be required to give 30 Days notice to terminate this employment contract post joining. The last working day would be decided at the sole discretion of the Management and in the event of being relieved within the notice period days, , the remaining part of notice period days would be adjusted against the existing leave balance or an equivalent of Basic and HRA. The Company, however will have the right to terminate your appointment forthwith on account of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's or Client's property or breach of the confidentiality obligations. In all other instances, the Company reserves the right to terminate the appointment by giving 30 Days notice or payment of Basic and HRA in lieu of notice.
- 7) Leave: You will be entitled to an equivalent of 21 working days in a calendar year (January till December). This translates to 1.75 days per month and would be prorated based on your date of joining the Company.
- 8) Unauthorized Absenteeism: You agree that all/any unplanned/unauthorized leave for 3 (three) or more consecutive working days without prior intimation will be deemed as 'Abandonment of Services' (unless such unplanned leave, is for the reasons of medical emergency which shall be substantiated with valid documentary proof within 7 (seven) days from the date of such absence) and you shall not be entitled to any monetary and non-monetary benefits as was applicable to you. This provision shall also be applicable to all/any such unplanned/unauthorized leave during your serving the notice period, if

any. You shall also be not entitled to any monetary and non-monetary benefits, in case of your resignation and you do not serve the agreed notice period as directed by the Company.

- 9) Retirement: You will retire from the employment of the company in the month in which you attain 58 years of age. The age will be calculated based on the date of birth declared by you and mentioned in employment records.
- 10) Confidentiality: During your employment with the Company, you will be exposed to confidential information regarding the Company, our customers, employees and other stakeholders. You will hold all such information in utmost confidence and use such information only for the benefit of the Company and only to the extent required thereof. You will not divulge any information concerning the company's (or its associates) to operations, know-how, secrets etc. that you may come to acquire as an employee of the company any unauthorized person, nor use for any purpose other than Company's during the period of your employment with us, or thereafter.
- 11) The Company shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution, and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time. You will be required to sign an Employee Undertaking/Non-Disclosure Agreement (NDA) at the time of joining.
- 12) You shall maintain and protect the assets, properties, facilities, software, and hardware, if and when provided by the Company for your use. On demand, you shall take steps to return such assets, properties etc., back to the Company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the Company. Failing this, the Company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost and value of such assets and properties.
- 13) You will keep the Company informed of any change in your residential address and / or civil status. Any communication conveyed or

letters/documents sent to the last recorded address with the company, shall be deemed to have been duly served on you.

- 14) You will be governed by the Rules, Regulations and Policies & Processes of the Company as are in force at present and / or as may be introduced from time to time.
- 15) You shall be responsible for the use of Email facilities provided by the Company on the express understanding that such usage will not be detrimental to the best interest of the Company. You agree not to transmit messages for personal commercial purposes, sending indecent/defamatory or indecent messages including any other unlawful materials; disseminate confidential information and trade secrets of the Company; knowingly cause interference or disruption to company's network by sending unsolicited bulk mails also prohibited. The Company shall have all rights and discretion to monitor and record your use of emails and its contents that are held, sent, and received through the emails on all such equipments' made available to you by the Company at any time. Random checks shall be conducted to ensure the rules of email facilities are observed. Any violation under this provision may result in disciplinary action including termination of employment.
- 16) You are requested to submit the following certified copies at the time of joining:
  - Proof of Date
  - Indian Driving License with Clear Photograph
  - Indian Passport Copy with Clear Photograph
  - Any Document as recognized by the Union of India to substantiate and prove your Indian citizenship, which include Aadhar Card/Voter's ID Card etc
- 17) You will not take up any employment or assignment remunerative or honorarium with any other organization, body, or person without the consent of the Management in writing during the tenure of your service with us.

- 18) The Company may provide you special training from time to time in India or abroad, including on-hand training at its client sites. Considering the substantial investment in such training and development, Company will require you to sign a service agreement to serve the Company for a specific minimum period of time after receiving such training. The details of this agreement shall be spelt out at the time of nominating you to such training and will cover both direct and indirect cost of such training.
- 19) Your appointment is subject to the accuracy and completeness of the information as stated by you in your resume or company application form, including but not limited to any certificates, forms, answers to questionnaires, data sheets or other documents submitted by you. If it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete or that you have willfully suppressed material information, you shall be deemed to have committed a fraud on the Company and the Company reserves the right to terminate your appointment forthwith, notwithstanding anything to the contrary, and without prejudice to any other remedy available to the Company.
- 20) Notwithstanding your obligation to provide accurate information/records about yourself to the Company, the Company reserves the right at any time to make such inquiries as it deems fit, including but not limited to inquiries for the purpose of ascertaining the accuracy of any information/records you have given to the Company, and to verify whether you have a criminal record or a record of any indiscipline or misconduct with previous employer/s. If such verification proves data inaccuracy, forgery, criminal record, termination based on indiscipline/misconduct and/or non-satisfactory performance you agree to forfeit all monetary and non-monetary benefits as was applicable/accrued. By signing this letter, you shall be deemed to have agreed to conduct the 'background check verification' and to have waived your right to lodge any claim or action against the Company, including but not limited to any claim related to invasion of privacy.
- 21) Any future changes in the Company policies, Benefits rules & regulations will supersede the points mentioned in this letter.

Any claim(s) / statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

Any dispute arising in connection with your employment shall fall under the jurisdiction of the Bangalore High Court / Bangalore Courts.

We welcome you to Microland Limited and look forward to a long and happy association. You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

Sincerely yours,  
**For Microland Limited,**



**Srinivasan T R**  
Chief People Officer

**Declaration:** “I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects.”


**Read, understood and agreed.**

**Name:** Sanchana Kumari

**Signature:**

**Date:**

**Annexure - A**

Name :	Sanchana Kumari	
Designation :	<b>Graduate Trainee</b>	
Level :	PT	
Location :	<b>India - Bengaluru</b>	
Notice Period :	30 Days	
<b>Components</b>	<b>Monthly (₹)</b>	<b>Annual (₹)</b>
Basic	16,255	1,95,060
House Rent Allowance	6,498	77,976
<b>GROSS</b>	<b>22,753</b>	<b>2,73,036</b>
PF - Company's Contribution @ 12% of Basic [2]	1,950	23,407
Gratuity	782	9,382
<b>COST TO COMPANY (CTC)</b>	<b>25,485</b>	<b>3,05,825</b>
Bonus 1		9,175
<b>TOTAL EARNING POTENTIAL (TEP)</b>	<b>26,250</b>	<b>3,15,000</b>
Group Medical Coverage Premium [Company borne] [4]		8,183
<b>TOTAL EARNING POTENTIAL + Benefits (TEPB)</b>		<b>3,23,183</b>
<b>BENEFITS</b>		<b>Insured Amount (₹)</b>
Group Medical Insurance Scheme for Self, Spouse & 2 Dependent Children		4,00,000
Group Personal Accident Insurance		2 * Annual CTC (minimum of 10,00,000)
Group Term Life Insurance		3 * Annual CTC (minimum of 16,00,000)
 <b>Srinivasan T R</b> <b>Chief People Officer</b>		
Accepted By - Sanchana Kumari :	Signature:	Date: 16-Jun-2023



**Annexure - A (continued)**

1. Payable monthly, as per your customized allocation towards: Leave Travel Allowance (LTA), Conveyance, Medical, Vehicle, Meal Vouchers, Child Education. enabling you to plan your tax outflow in an optimum manner. The balance amount, post allocation, will be paid out as Special Allowance.
2. An equal amount, will be deducted, as your contribution, as per Provident Fund (PF) guidelines.
3. Bonus 1 Payable annually, if eligible, based on your and your unit's Performance measured during the Appraisal Cycle and Target Achievements as per KRAs set for the Performance Evaluation Year, on a pro-rata basis.
4. Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted monthly.  
GMC Parental - Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted on a monthly basis.

16-Jun-2023

Emp Full Name: Sanchana Kumari

Candidate ID: **17539958**

Designation: Graduate Trainee

Subject: **Retention Bonus Letter**

Dear Sanchana Kumari ,

Congratulations!

In reference to the appointment letter dated **16-Jun-2023**, we are pleased to inform you that you will also be entitled to get Retention Bonus of **INR 35000** payable in 12<sup>th</sup> month payroll, basis continuity of your service with Microland.

This amount will be paid to you after necessary statutory deductions as applicable, provided you are being on active rolls and not serving notice with Microland, at the time of the payment.

Please note that this amount will be restructured into the final TEP effective 01-Jul-2024, when all the employees will be eligible for annual increase.

We wish you the best for your journey with Microland!

Warm Regards

For **Microland Limited**,



**Srinivasan T R**  
**Chief People Officer**