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**Registered Office:**  
**Vaco Binary Semantics LLP**  
LLP No. AAI-1086 Plot No. 38, Sector  
18,  
Electronic City Gurugram, Haryana-  
122015 (India)  
Phone No. 0124 - 4242120

Dear Ankit Ankit,  
Date of Joining - 16-12-2019

We are pleased to revise your annual compensation to **INR 364320.0 effective from 1st April 2022**, as per the details enclosed in Annexure I, subject to income tax applicable as per Income Tax Laws.

1. Your employment shall be governed by the following Terms and Conditions including the Non - Disclosure Agreement (NDA) and Code of Conduct that you are required to simultaneously execute with our Company. Further, you will be bound by other Rules & Regulations/ Conditions of Service as may be communicated to you while in our employment.
2. **General Conduct:**You are required to adhere to the assigned shift hours/days and break timings. Uninformed/unexplained /excess breaks from work or not complying with the assigned shift timings / days shall be considered operating against the effective Code of Conduct and lead to action as per company policy, that may even culminate in the termination of your services, if found to be grave and serious.
3. **Travel:**You may be required to travel within and outside the country for business related assignments. However, your services shall be transferable, based entirely on the exigencies of the work in our Company. You may be assigned to any location in India or abroad either existing or to be set up in future, where the Company shall conduct its business. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location. In case of deputation to On-Site Assignments, you are advised to comply with the Company's policies and schemes applicable at that time and local laws .In case of work-related travel, the company will either sponsor the travel and / or stay or reimburse for the expenses on actuals, subject to submission and validation of the supporting bills/receipts. The travel should be approved in writing by the Program Manager or respective Business Unit Head.
4. **Leave:**You will be eligible for casual, earned, sick leaves and public holidays as determined by the Company's Leave Policy, which is subject to change from time to time. Women employees are eligible to avail maternity leaves as per the provisions of the Maternity Benefit (Amendment) Act, 2017. All your leaves should be applied in writing and duly approved by your immediate lead/manager. Any uninformed, unapproved leave or excess leaves from your available leave balance shall result in Leave(s) Without Pay/Loss of Pay which shall also have an impact on all components of your CTC and other benefits (if any).
5. **Shift:**You shall be required to work in a 9 hours shift including an interval of rest/break. Your shift shall be assigned to you by your immediate lead / manager. Based on the nature of your work and business requirements, you may be required to work in rotational shifts and for extended hours. Overtime, if applicable, shall be paid as per policy. The Company reserves the right to assign any shift, additional/ change duty, or transfer you to any other department as per business requirement.
6. **Official Property:**You will be provided office equipment (like laptops, headsets and cell phones, as applicable), essential to perform your job duties. Equipment supplied by the Company is to be used for business purposes only. You are required to take utmost care of all tangible and intangible office property including intellectual property / digital assets in your possession during your employment. At the end of the employment services, all office equipment / assets should be promptly returned as per Employee Separation policy. The Company reserves the right to take due action, recover/forfeit dues, and/or withhold relieving cum experience certificates in case of damage or loss of such things.
7. **Applicable Rules & Regulations:**You shall, at all times, be governed by Company's policies and other rules and regulations in respect to leave, conduct, discipline or any other matter related to your services not covered above. The policies are subject to change to keep abreast with changing work environment, industry standards and other business exigencies.
8. **Statutory Compliances:** In the event, a government body/authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements or compliances. You may belong to this category and your details will be disclosed to these authorities. Further, you will also be provided benefits under the Sexual Harassment of Women At Workplace (Prevention, Prohibition and Redressal) Act; the Employees Compensation Act and the Maternity Benefit Act, if applicable.
9. **Separation:**Either party to this Agreement may end the services, even without cause, by serving a notice in writing to

the other and providing **60 days** notice or at the company's discretion, making payment in lieu thereof for the notice period days not served. In case of misconduct/breach of company policies committed by you, the Management reserves its right to terminate your services without notice or payment in lieu thereof.

10. **Termination:** Notwithstanding the above, the Company also reserves the right to terminate the services without notice on the following grounds and the Company reserves the right to take action, recover/forfeit dues, and/or withhold relieving cum experience certificates in such cases.
  - a. Failure in certification / training / written test or any other evaluation during the first 3 months of employment.
  - b. Continuous non-performance / failure to clear through performance improvement plans.
  - c. Continuous unexplained / unresponded absence from work for more than 3 working days.
  - d. Violation of company policies, code of conduct, NDA terms or any other agreement terms signed during employment.
  - e. Severe breach of data / information and physical security policies
  - f. Sexual harassment of an employee at the workplace as provided under the Company's Policy Prevention of Sexual Harassment.
  - g. Moral turpitude
12. **Dispute Resolution:** Any dispute arising out of the terms of this Agreement and/or your conditions of service will in the first instance be referred to your Project Manager. In the event, no resolution is reached, then the matter would be finally escalated to Head HR or any person nominated for the said purpose. The Courts at Gurugram will have exclusive jurisdiction as per this Agreement.

To indicate your acceptance of this revision letter with the Company, please submit a signed copy of this letter (including annexures and other documents) via email.

***Wishing you a successful journey ahead!***  
***Yours Sincerely***

***Prema Swamy***  
***Manager HR - Payroll, Compensation & Benefits and Compliances***  
***(It is a system generated copy, signatures are not required)***

Annexure

Notes:

1. Income Tax will be deducted at source if applicable as per Income Tax rules.
2. Salary is subject to statutory deductions (e.g. Provident Fund, Professional tax, etc.) and any other deductions which may be applicable.
3. These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, the Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
4. Compensation related information is strictly confidential. It should not be shared with anyone other than your reporting manager.

## Salary Annexure

**Name:** Ankit Ankit

**Designation:** Associate Research Analyst

	<b>Total Monthly</b>	<b>Total Yearly</b>	
Basic	₹ 12,558.00	₹ 150,696.00	
House Rent Allowance	₹ 6,279.00	₹ 75,348.00	
Other Allowance	₹ 6,266.00	₹ 75,192.00	
Grade Allowance	₹ 3,230.75	₹ 38,769.00	
<b>Monthly Emoluments</b>		₹ 28,333.75	₹ 340,005.00
<b>Monthly Take Home</b>		₹ 28,333.75	₹ 340,005.00
Medicclaim		₹ 5,004.00	
<b>Leave Encashment</b>			<b>₹ 7,245.00</b>
<b>CTC</b>		₹ 30,360.00	<b>₹ 364,320.00</b>

~The above structure is on the basis of individual's voluntary decision and acceptance. The structure is subject to any statutory change in future.

\*\*The EL encashment is applicable for unavailed ELs upto the maximum of 15 day annually.

\*Medicclaim will be applicable from the date of entry in the policy.