



HR-F No. 074  
Issue 06-09-2022  
Revision 002

Date: 05-Apr-2023

Ref No: AL/2022/OAL-PUN-0832

**Mr. Arun G**  
#378/S 10th Cross Hebbal 2nd Stage  
Hinkal Post Mysore Mysore  
Karnataka - 570017.

**Sub: Offer Letter cum Appointment Letter**

Dear Arun,

With reference to your application and the subsequent interview you had with "**ALTEL India Private Limited**". We have great pleasure in offering you an employment under the following terms and conditions:

**1. Employment Details:**

a) Designation	: Senior Engineer - Design
b) Place of Posting	: Bangalore
c) Date of Joining	: 06-Apr-2023

**2. Compensation:**

Your annual salary will be **INR 1350000/-** (Rupees Thirteen Lakhs Fifty Thousand Only) and will be as per the attached Annexure1 Compensation structure.

**3. Employee Benefits:**

a) **Insurance Coverage.**

- Group Personal Accident Coverage:** You will be covered under personal accident insurance for a sum of ₹20,00,000/- or your 1-year CTC whichever is higher.
- Group Mediclaim Insurance Coverage:** You will be covered under Group Health Insurance for a sum of ₹3,00,000/-.
- Group Term Insurance Coverage:** You will be eligible for group term Insurance for self, for a sum of ₹20,00,000/- or your 1-year CTC whichever is higher.
- Workmen Compensation Insurance:** Medical & other benefits would be covered as per applicable laws.

**ALTEL INDIA PRIVATE LIMITED**

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> Arun G



**b) Statutory Benefit Entitlements.**

1. Employees' State Insurance (ESIC) as per the Employees State Insurance Corporation Act as applicable.
2. Employees' Provident Funds & Miscellaneous Provisions Act, 1952.
3. Gratuity under the Payment of Gratuity Act, 1972.

**c) Special Occasion Benefits:**

Sodexo Gift Vouchers: Birthday- ₹1000/-, Marriage Anniversary - ₹2,500/-, New Family Addition - ₹2,000/-, as per the company policy.

**d) Leave / Holiday Entitlement:**

During your Employment, you will be entitled for the leaves as per the leave policy of the company.

1. **Casual leave:** Applicable as per the company policy.
2. **Earned Leave:** Applicable as per the company policy.
3. **National Festival & Holidays:** Applicable as per the company policy.
4. **Maternity Benefit:** Applicable as per the provisions of Maternity Benefits Act.
5. **Paternity Leave:** As per the company policy.
6. **Bereavement Leave:** As per the company policy.

**National Festival & Holidays:** You will also be entitled to National & Festival holidays inclusive of 26<sup>th</sup>January, 15<sup>th</sup>August, 1<sup>st</sup>May and 2<sup>nd</sup> October as declared by ALTERN /client from time to time where you have been deployed.

**Leave Grant and Approval:**

- a) Grant of Leave of absence shall depend upon the exigencies of work and shall be at the discretion of the management. For availing leave, you are required to apply in the prescribed tool to the appropriate authority at Customer location & copy to KAM/ Reporting Manager from ALTERN and seek prior approval for such leave.
- b) Similarly, for extension of leave, an application through prescribed tool will have to be made in writing before the expiry of the leave originally sanctioned, which should reach the Human Resources department at least five (5) days prior to expiry of leave. While making such application you will state your address and contact phone number during the leave period. Mere submission of application shall not mean that the leave has been sanctioned and unless leave is sanctioned or extended in writing by the management, you will not be treated to be on leave.

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#### **4. General Employment Conditions:**

This Appointment letter and your employment with the company are subject to:

##### **a) Background Verification:**

The employment shall be conditional to a background and reference check carried out by the Company to its satisfaction based on the information furnished. If the information and records/documents are found to be incorrect or false, the Company reserves the right to terminate the employment without giving any reason/ notice/ payment in lieu thereof and take appropriate legal action.

##### **b) Reference:**

This appointment is also subject to satisfactory report from your former employers and the references given by you.

##### **c) Confidentiality /Nondisclosure/Non-Compete**

You shall maintain confidentiality /secrecy and shall not give out to anybody/organization, by word of mouth or otherwise, particulars / details of our engagement process, technical knowhow, security arrangements, administrative and organizational matters of confidential and secret nature, which may be your personal privilege to gain knowledge by virtue of your employment with the company, unless compelled to do so by judicial authority or by permission in writing from the Management. You shall also not solicit / seek / explore employment with the client and/or with any of the competitors serving the same client during your deputation and till six months from the date of relieving, and if found doing so the same would constitute breach of contract, conflict of interest and render yourself liable for legal action, including recovery of liquidated damages.

##### **d) Intellectual Property:**

The Employee hereby agrees that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of his employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely and the Employee shall have no claim or right in the proprietary rights and any breach will render him/her liable for legal action including recovery of Liquidated damages.

##### **e) Onsite Agreement:**

Your execution of onsite travel or any such agreement shall be applicable for all projects/programs prevalent in the company.

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**5. Transfer & Deputation:**

Upon Joining, your work location would be based at **Stryker- Bangalore**. You acknowledge and agree that the company is entitled to depute you in any of its client's office in India or abroad, temporarily or permanently, with prior intimation to you. Further, you hereby acknowledge and agree that you may be assigned, transferred, or deputed to any of the establishments/branches of the company and your services will be subject to temporary or permanent interdepartmental or inter-company transfers.

**6. Prohibition of double Employment:**

Your employment with the company is in the capacity as a whole-time employee and during the period of employment in the company, you will neither serve anywhere else part time or whole time, nor any interest for yourself in any other business, trade, profession or vocation directly or indirectly without the prior permission of the Management. If found violating this commitment, employee agrees to accept any action taken by the organization including termination of employment without notice.

**7. Company Assets & infrastructure:**

Employee is provided with required infrastructure including computer/Laptop, phone, data card, portal, access to software applications etc. Such infrastructure should be used strictly for business related work. Any kind of misuse, violation of usage instructions etc. shall be a punishable offence which will attract serious action. At the time of separation, voluntary or involuntary, it is mandatory to hand over all the Company assets along with data intact.

**8. Address for communication:**

Company shall correspond with you directly or at the address given by you. Please note that it is mandatory to communicate any changes in address family status etc., immediately to Human Resources department.

**9. Personal Information:**

Your appointment in the company and its continuance shall be subject to the condition that the information disclosed by you in your CV or through any other documents for employment are correct and complete. In the event of any misstatement, suppression of facts or wrong statement provided by you, this appointment order will be deemed as void and your services are liable to be terminated without notice. The company will be in its rights to initiate appropriate legal action against you and in that event, you will be liable for all costs and consequences thereof.

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#### **10. Health:**

Continuance in service in the organization is subject to you remaining physically and mentally fit to perform the assigned job. As and when required by the management, you will subject yourself to medical examination at the cost of the Company by a physician appointed/referred by the Company for the purpose.

#### **11. Tax Compliances:**

You shall be personally responsible for and pay all taxes imposed by any tax authority in India or elsewhere on any income or payments received from the company, unless deducted at source.

#### **12. Separation:**

- a) Acceptance of the resignation is the discretion of the Management based on the project / Position criticality. Your Employment may be terminated by either side with a notice period of 3 Months or gross salary in lieu of notice. The discretion to accept payment in lieu of notice rests with the Company and you will be bound by any such decision, which will be taken based on work exigencies and you may therefore be required to work through the notice period. In the event of resignation at his/her own will, the Company reserves the right to release the employee prior to the notice period of three (3) months, taking into consideration the business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period. You shall not join competitor company working in the same Project for the same Customer of the company for a minimum period of six (6) months from the date of relieving from the company, without obtaining prior consent of the company in writing and any breach will render yourself liable for appropriate legal action. In case of misconduct or breach of the Company's code of conduct or non-performance or go-slow or other disciplinary grounds employee may be terminated without any notice or payment if any in lieu of notice.
- b) The Company also reserves the right to recover the costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment. During the notice period, employee shall be responsible to meet the minimum target, failing which appropriate action deemed fit shall be initiated. At the time of separation, it is mandatory to handover your project work status, all company documents and Company assets etc, and obtain clearance certificate from the reporting manager and send it across to the Human Resources department for further process.

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#### **ALTEC INDIA PRIVATE LIMITED**

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c) In the event of failure to serve the notice period specified herein/fulfill agreed obligations, the company shall be entitled to approach any Court of competent jurisdiction to recover all costs, damages, losses and expenses incurred by the company. Short fall of notice period will be recovered based on gross salary.

**13. Abandonment of Employment / Absconding from the Services:**

Any employee who abstains from their job without intimation and remains untraceable is referred to as an "Absconder". You are responsible for officially informing the HR Department or your Reporting Authority when deciding to resign from your services with the Company. You shall agree that any unauthorized absence from your employment for a continuous period of Seven (7) or more business days would be considered as voluntary Abandonment/Absconding from your employment and accordingly your name will be removed from the payroll register. The Company reserves the right to proceed with necessary action to recover any liquidated damages. No relieving letter will be issued to you, and your full and final settlement shall be held back by the Company.

**14. Termination of Permanent Service:**

- The company reserves the right to terminate your services at any time at its absolute discretion, after giving you three (3) months' notice or on payment of three (3) month's gross salary in lieu thereof. However, if termination is on disciplinary grounds the notice period or payment in lieu of notice period is not applicable.
- If the company terminates your employment for any misconduct or breach of the Company's code of conduct or other disciplinary grounds, then
  1. The company's obligations under this letter shall immediately cease, and
  2. You shall not be entitled to receive any payment due from the company, and the company shall have no obligation to pay, compensation attributable to such termination.

**15. Cooperation/Knowledge Transfer Following Termination:**

The Employee agrees that, following notice of termination of his employment, he/she shall cooperate fully with the Company in all matters relating to the completion of his/her pending work on behalf of the Company and the orderly transition of such work to such other employees as the Company may designate. The Employee further agrees that during and following the termination of his employment he shall cooperate fully with the Company as to any and all claims, controversies, disputes or complaints over which he has any knowledge or that may relate to him or his employment relationship with the

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Company. Such cooperation includes, but is not limited to, providing the Company with all information known to him/her related to such claims, controversies, disputes or complaints and appearing and giving testimony in any forum. Further, the Employee agrees that upon the termination of this Agreement, the Employee shall return to the Company all correspondence, specifications, formulae, passwords, books, documents, cost data, market data, literature, drawings, effects or records etc. or any other proprietary information or Company property that is in possession of the Employee or that Employee may have received during the course of the employment. The Employee shall not make any duplicates or retain any copies of the abovementioned information.

**16. Retirement:**

Your retirement from the services shall be on attaining sixty (60) years of your age as per the records.

**17. Indemnification:**

The Employee shall indemnify and hold Company, its affiliates and their respective directors, officers, agents and employee harmless from and against all claims, demands, losses, damages and judgments, including court costs and attorney's fees, arising out of or based upon any material breach by the Employee of any representation, warranty, obligation or any other agreement as set forth in this Agreement.

**18. Jurisdiction:**

This letter shall be governed by and construed in accordance with the laws of India, and you agree to submit to the exclusive jurisdiction of the courts of law of Bangalore in India.

**19. Miscellaneous:**

- a) In addition to the above the employee shall be bound by any policies, rules & regulations enforced by the management from time to time in relation to conduct, discipline, or on any matters relating to service conditions which will be deemed as rules, regulations and order in the part of these terms and employment. The terms and conditions of your employment are subject to change from time to time as per discretion of the company based on business needs. Violation of any of the above or company policies, employee shall be liable for action deemed fit.
- b) No delay or omission by the company in exercising any right under this agreement shall operate as a waiver of that or any other right. A waiver or consent given by the company on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.
- c) Employee shall perform as per their job role and responsibilities and work assigned to you by the management. The employee shall also agree to perform any other job / work as and when required and as and when instructed to do so by the management.

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Detailed job role, responsibilities and KRA will be provided to you after joining the organization.

- d) Employee shall be punctual and regular to the job. Employee shall take care of his / her safety at workplace and en-route, use safety equipment.
- e) As a responsible employee/citizen, you are required to maintain the office decorum and environment protection norms.
- f) Employee shall maintain integrity and be away from all unlawful activities.
- g) You will not at any time hereafter, without the consent in writing of the company or except under any legal process, divulge or make public any matters relating to the company's transactions or dealings, which are confidential and company specific.

For any queries and Clarifications pertaining to Offer and Appointment letter, please reach out to Mr. Prashanth Kumar, Manager – HRBP at 7676230127.

We look forward for mutually rewarding long term association with ALTEL Group of Companies.

With best wishes,

**For ALTEL India Private Limited**

**Uttamkumar Sankpal  
Chief Executive Officer**

**Declaration:**

The above said terms and conditions are explained to me in vernacular language. All the terms & conditions of my employment in the organization has been understood, accepted & agreed by me.

**Date:** 06 - Apr - 2023

**Place:** Bangalore

**Signature of Employee**

**Name: Arun G**

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### Annexure - 1

Employee Name: Arun G  
Designation: Senior Engineer - Design  
DOJ: 06-Apr-2023

<b>Salary Breakup</b>		
<b>Emoluments</b>	<b>Monthly (₹)</b>	<b>Annually (₹)</b>
Basic & DA	38,938	4,67,256
House Rent Allowance	15,575	1,86,900
Special Allowance	50,191	6,02,292
<b>Total (A)</b>	<b>1,04,704</b>	<b>12,56,448</b>
PF-Employer's Share	4,673	56,076
Gratuity	1,873	22,476
<b>Total (B)</b>	<b>6,546</b>	<b>78,552</b>
Insurance Cost (C)	1,250	15,000
<b>Total CTC (A+B+C)</b>	<b>1,12,500</b>	<b>13,50,000</b>
<b>Statutory Deductions</b>		
PF Employee's Share	4,673	56,076
PT	200	2,400
<b>Total (D)</b>	<b>4,873</b>	<b>58,476</b>
<b>Net Take Home Salary (A-D)</b>	<b>99,831</b>	<b>11,97,972</b>

**List of benefits as per the company policies:**

- Group Mediclaim Insurance: Self, Spouse, Two Children & Dependent Parents or In-Law are covered up to ₹3,00,000/- PA.
- Group Personal Accident Coverage: Total benefit would be up to ₹20,00,000/- PA or your 1-year CTC, whichever is higher.
- Group Term Life Insurance Coverage: Total benefit would be up to ₹20,00,000/- PA or your 1-year CTC, whichever is higher.
- Workmen Compensation Insurance: Medical & other benefits would be covered as per applicable laws.
- Special Occasion Gift Vouchers: Birthday- ₹1000/-, Marriage Anniversary - ₹2,500/-, New Family Addition - ₹2,000/-

**Note:**

- TDS, ESI, PF, PT & Gratuity will be as per the applicable laws.
- Your compensation package is strictly confidential, should remain a private matter between yourself and HR Department and not to be disclosed to your colleagues.

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*Dhruv G*



### Annexure - 2

#### **Declaration:**

I hereby represent and warrant, and undertake, affirm and agree that as of the date of joining with ALLEN India Private Limited, I will have terminated my employment with all my previous employers.

- (a) I have not entered into any agreement or arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer hereunder.
- (b) I am in good standing and that I have full capacity and authority to accept this offer letter and to perform its obligations hereunder according to the terms hereof.
- (c) Neither the acceptance of this offer letter nor the execution and delivery of the agreement contemplated hereunder, or the fulfillment of or compliance with the terms and conditions thereof, conflict with or result in a breach of or a default under any of the terms, conditions or provisions of any legal restriction (including, without limitation, any judgment, order, injunction, decree or ruling of any court or governmental authority, or any federal, state, local or other law, statute, rule or regulation) or any covenant or agreement or instrument to which I a party, or by which I am bound, nor does such execution, delivery, consummation or compliance violate or result in the violation any documents;

I, **Arun G** accept the above terms and conditions of the employment and have joined to my duties on 06-Apr-2023

Signature: ..... Arun G

Date: ..... 06-Apr-2023

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