



**March 6, 2017**

**Mr. Tayade Avinash Tulshiram**

Dear Tayade ,

**Sub: Offer Letter - Position: Data Analyst**

With reference to your application and subsequent interview with us for the above position, we are pleased to offer you employment as **Data Analyst** at our Pune office (7T Technologies Private Limited, Floor No. 2, Spot 18 Mall Wakad - Bhosari BRTS Rd, Wakad Junction, Pimple Saudagar, Pune, Maharashtra 411017) on the following terms and conditions:

1. Your date of joining will be on or before **16<sup>th</sup> March 2017**. Your annual cost to the company (CTC) will be **Rs.6,30,000/-**(Rupees Six Lakh thirty thousand only).
2. Increments are not automatic but will be based solely on efficient, satisfactory and loyal performance of duties as assessed by our performance appraisal systems.
3. (a) Your designation is merely indicative of the responsibilities which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.  
  
(b) Your salary is strictly confidential and we expect that you maintain the confidentiality of the same.
4. During your employment, the company may nominate you to attend training that might involve considerable cost. Similarly you may be deputed to client's site to gain knowledge and utilize the same to execute projects. You are expected to serve the company on completion of the training/knowledge transfer for a specified period as required by the company. This will be documented prior to your training/travel to customer site.
5. (a) You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.  
  
(b) You will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in the service of the Company, you shall not disclose them to anyone.  
  
(c) You will assign the Company right, title and interest in any invention or improvement that you may make solely or jointly in the course of your relating to the products/services marketed, based, developed and you will perform any acts, execute such documents without expenses to you which, in the judgment of the Company, may be needful or desirable to secure to the Company patent protection and any/all rights relating to invention or improvements  
  
(d) You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.  
  
(e) You shall regularly sign the attendance sheet or register maintained by the Company for the



employees of your cadre.

- (f) You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
  - (g) You will forthwith inform the Company of any change in your residential address.
6. It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
  7. Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, however, in case of emergency such transfers may be made effective immediately.
  8. (a) You will observe working timings and holidays as applicable to your location and place of work.
    - (b) On your transfer to any other place as stipulated in clause (8), you will observe the working timings and holidays as applicable to the location and place of work where you have been transferred without any change in remuneration.
  9. (a) If during the period of your employment with us you achieve any invention, process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and exploit such improvements and you shall assign all your rights to the Company for the purpose of seeking any patent rights in respect thereof or for any other purpose.
    - (b) You may resign from the Company's service by giving the Company a prior written notice of at least: 2 months (60 days). The Company may accept or reject your resignation, at its sole discretion: (i) agree to reduce the notice period and accept your payment to the Company of proportionate Remuneration in lieu of notice; or (ii) require you to serve your full notice period.
    - (c) The Company may summarily dismiss you from services or terminate your employment forthwith without notice or payment in lieu of notice or incurring liability, if you: (a) breach any of the Company's Codes or Policies (including, without limitation, those relating to harassment, confidentiality, and information security); (b) damage, cause loss to, steal, injure, misappropriate, defraud or otherwise harm any Property of Facilities; (c) breach Relevant Law in the course of your employment; (d) you are no longer medically fit to effectively perform your duties under the Agreement or your absence due to medical reasons exceed 2 months in any calendar year; (e) breach your obligations under the Agreement; or (f) engage in any act of dishonesty, disobedience, insubordination, incivility, irregularity in attendance (other than by way of leave approved by the Company), misconduct or neglect of duty or incompetence in discharge of your duties. In the case of any such action by the Company, you irrevocably agree that the Company is not obliged to make any discretionary or non-committed payments to you (even if you would have otherwise been entitled to) and that you shall forfeit all such amounts. You understand this is in addition to any other remedy the Company may have.
    - (d) During the period of notice, no leave of any kind will be granted; the associate concerned will be required to remain on duty. If leave is availed for unforeseen reasons, then the notice period will be extended for those many days.
    - (e) If an associate leaves the service of the company, without requisite notice, then without prejudice to any other action that may be taken against him, the company may deduct from his pay and allowances and any other personal claims due to his resignation, and a sum equivalent



to his pay and allowances for the notice period required or the un-expired portion thereof at the discretion of the management.

- (f) Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or other data, tables, calculations, letter or other documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.
10. The age for retirement from services in the company is 58.
  11. You will be governed by and shall confirm to the service rules of the Company.
  12. The appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The company reserves the right to ask you to undergo medical examination if and when considered necessary.
  13. This appointment is subject to your not being a partner or relative of a Director of the company within the meaning of Section 314 of the Indian Companies Act, 1956. A list of Directors is available in the Head Office for perusal.
  14. Your appointment is subject to your submitting copies of mark sheets /certificates in respect of all your educational qualifications.
  15. This offer is subject to proper release from your present employer.
  16. All Conveyance and other incidental expenses for meeting the customers/ Educational institutions would be borne by you.
  17. If you take leave for more than three days in the first month of your joining you will be terminated from your duties and no salary will be paid for that period.
  18. Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment by no later than March 07, 2020.

You will have to report to Mr. Yogesh Kalaskar on or before the date of joining, failing which this offer will stand withdrawn and canceled, unless notified in writing by you and accepted by the management of iTech.

Sincerely,

**Kishore Khandavalli, CEO**

Accepted: \_\_\_\_\_

Name: **Tayade Avinash Tulshiram**

Date : \_\_\_\_\_



**Annexure**

(All figures in INR)

<b>Name</b>	<b>Tayade Avinash Tulshiram</b>	
<b>Designation</b>	Data Analyst	
<b>Earnings</b>		
<b>Component</b>	<b>Monthly</b>	<b>Annual</b>
Basic Pay	31,500	3,78,000
House Rent Allowance	15,750	1,89,000
Medical Allowance	787.5	9,450
Special Allowance	4,462.5	53,550
<b>Total Earnings</b>	<b>52,500</b>	<b>6,30,000</b>
Note: Withholding tax as per Income Tax Act will be deducted based on the declaration provided by the employee		