



December 23, 2019

Mr. Kommu Srikranthi Kumar
kranthik1611@gmail.com

Dear Kommu Srikranthi Kumar,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Aptitude Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your joining date and base location will be communicated later. Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. You will be under probation for a period of one month after your course completion. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Compensation Structure

Name	Mr. Kommu Srikranthi Kumar	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

P. S. Vijay Anand

Vijay Anand P S

Vice President – Human Resources

L SHARAN TEJA
18-210/17/5, Laxmi Nagar
Kodumur - 518464.

21st Feb 2020
Off/L-852/103

SUB : OFFER LETTER

Dear **Sharan Teja**,

We are extremely pleased to offer you the position of **Customer Care Executive** in our organization at an annual gross remuneration (Cost to the Company) of **Rs. 2,64,000/-** (Rupees Two Lakhs Sixty Four Thousand only) per annum which includes performance linked incentive of **Rs. 24,000/-** (Rupees Twenty Four Thousand Only) per annum.

Your base location of this profile would be at **Hyderabad**.

We believe that you will play a significant role in building the operational base of Teleperformance and our expanding business in the years to come. The challenges that face us are exciting and we look forward to your contribution in helping us to meet these objectives.

Your date of joining the services of the Company would be **1st Dec 2020**.

You are requested to bring the following documents at the time of joining:

1. *Three passport size Photographs.*
2. *Educational certificates.*
3. *A copy of your pan card.*
4. *Address Proof Document.*

On your acceptance of this offer, an appointment letter with detailed terms and conditions will be handed over on the day of your joining.

Looking forward to have you with us and wishing you great success with Teleperformance INDIA.

Thanking you,

For **Teleperformance D.I.B.S.**


Mohammed Farooque

Senior Manager | Talent Acquisition

12018



September 10, 2020

Dear Pala Sai Sravani,

Joining Letter

Congratulations! We welcome you to the family of Sutherland!

You are requested to join as Associate-CS Internet on or before September 25, 2020 on the following terms and conditions.

Your place of posting will be initially at Chennai. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

You shall report to Hemanth Kumar of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years.

Required Documents

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form -16 along with earnings certificate for IT purpose

Best wishes for a long, happy and rewarding career with us.

Sincerely,

For Sutherland



Thendral Rajendran
Associate Vice President - Talent Acquisition



SURVEY NO 207/1, LANKAPALLI,
Vijayawada, Krishna-521247,
Andhra Pradesh, India

Date: 16-11-2020

Appointment Letter

Dear PUCHAKAYALA SREEJA

We are very happy to inform you that you have been appointed as a Trainee Engineer with **Suvarchala Foods Pvt.Ltd**

The duration of apprenticeship will be one year and during this training probation period, you will be expected to fulfill all the duties and responsibilities assigned to you by the Marketing Manager, Mr. Siddharth Sen who will also be the person whom you will be reporting.

As a Trainee Engineer, you will be entitled for a starting salary of Rs.20,000 per month. You will not be entitled for any other kind of monetary benefits other than one casual leave a month. In case you plan to leave the company during the period of one year, you will be required to serve a notice period of one month.

You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document on or before date 01-12-2020 and sharing it with us by post.

Congratulations and welcome aboard.

HR Manager

P GUNA SEKHAR SAI
2-150, Golla Street,
Palakonda - 532440.

21st Feb 2020
Off/L-852/104

SUB : OFFER LETTER

Dear **Guna Sekhar Sai**,

We are extremely pleased to offer you the position of **Customer Care Executive** in our organization at an annual gross remuneration (Cost to the Company) of **Rs. 2,64,000/-** (Rupees Two Lakhs Sixty Four Thousand only) per annum which includes performance linked incentive of **Rs. 24,000/-** (Rupees Twenty Four Thousand Only) per annum.

Your base location of this profile would be at **Hyderabad**.

We believe that you will play a significant role in building the operational base of Teleperformance and our expanding business in the years to come. The challenges that face us are exciting and we look forward to your contribution in helping us to meet these objectives.

Your date of joining the services of the Company would be **1st Dec 2020**.

You are requested to bring the following documents at the time of joining:

1. *Three passport size Photographs.*
2. *Educational certificates.*
3. *A copy of your pan card.*
4. *Address Proof Document.*

On your acceptance of this offer, an appointment letter with detailed terms and conditions will be handed over on the day of your joining.

Looking forward to have you with us and wishing you great success with Teleperformance INDIA.

Thanking you,

For **Teleperformance D.I.B.S.**


Mohammed Farooque

Senior Manager | Talent Acquisition



December 23, 2019

Ms. Seelam Sravani
sarithavenkateswarao@gmail.com

Dear Seelam Sravani,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training with the Aptitude Practice** at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your joining date and base location will be communicated later. Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. You will be under probation for a period of one month after your course completion. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Compensation Structure

Name	Ms. Seelam Sravani	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

P. S. Vijay Anand

Vijay Anand P S

Vice President – Human Resources



SURVEY NO 207/1, LANKAPALLI,
Vijayawada, Krishna-521247,
Andhra Pradesh, India

Date: 16-11-2020

Appointment Letter

Dear TARAGALLA TARUN KUMAR

We are very happy to inform you that you have been appointed as a Trainee Engineer with **Suvarchala Foods Pvt.Ltd**

The duration of apprenticeship will be one year and during this training probation period, you will be expected to fulfill all the duties and responsibilities assigned to you by the Marketing Manager, Mr. Siddharth Sen who will also be the person whom you will be reporting.

As a Trainee Engineer, you will be entitled for a starting salary of Rs.20,000 per month. You will not be entitled for any other kind of monetary benefits other than one casual leave a month. In case you plan to leave the company during the period of one year, you will be required to serve a notice period of one month.

You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document on or before date 01-12-2020 and sharing it with us by post.

Congratulations and welcome aboard.

HR Manager

Date: 12 Feb, 2020

OFFER LETTER

Dear Thokala Anand Kumar,

We are pleased to appoint you for the position of **Business Associate**. We extend this offer, and the opportunity it represents, with great confidence in your skills and abilities. You are expected to join our Company on or before **18 May, 2020**.

Your roles and responsibilities will be discussed with you by your Reporting Manager once you are on board. Your employment with us will be governed by policies (referred in the Company Policy Handbook).

The following are the terms and conditions of our Company **M/s Aliens Developers Private Limited**.

Compensation and Benefits: Your Annual Cost To Company will be **INR 4,43,004/-** (Rupees Four Lakhs Forty-three Thousand Four Rupees Only) Which is Inclusive of fixed component of INR 3,88,356/- (Rupees Three Lakhs Eighty Eight Thousand Three Hundred Fifty Six Rupees Only) and performance-linked uncapped incentives(variable component) of INR 54,648/- (Rupees Fifty Four Thousand Six Hundred Forty Eight Rupees Only). The compensation details are strictly confidential between the Company and yourself and it shall be maintained at all times. The details of the remuneration package are provided in the Annexure (attached).

Place of Posting: Your place of posting will be at Hyderabad. However, during employment with the Company, the Company reserves the right to post you/transfer you to any of the offices/projects/divisions/departments/units/Associates' Offices of the Company existing or to be set at any other location in India or abroad.

Probation and Confirmation: You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable either by the Company or by you by giving thirty (30) days prior to notice period and without the need to provide a reason. On completion of probation period, you will be deemed to be confirmed in the services of the Company, unless otherwise intimated.

Increment and Career Progression: Increments are not automatic but any increase in your compensation and future prospects in the Company shall entirely depend on your efficiency, hard work, regularity in attendance, sincerity, good conduct and such other relevant factors including your performance, potential for next role and Company's performance.

Recovery: In the event of separation from services of the company (separation can also include termination on performance grounds), within 12 months of joining, the Company has the right to recover the amount if paid to you in the form of notice period buy-out/relocation reimbursement/joining bonus or any other expenses incurred which are not part of the compensation structure.

Termination: On confirmation of your employment, either party- shall give 60 days' notice in writing or salary in lieu thereof to the other for termination of this employment. It is made explicitly clear that if the employee avails any leave during the notice period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the period. Payment of salary in lieu of notice on termination is at the sole discretion of the Management.

Code of Conduct

- 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.
- 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.
- As long as you are in the employment of the Company, 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 service of the Company, you shall not disclose them to anyone.

- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 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.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings as applicable to your location and place of work in compliance with the policies.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

Other Terms & Conditions

- You will be entitled to leave in accordance with the Company policy.
- 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.
- During the period of your employment with us, if 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 such improvements.
- Your appointment is subject to submission of your credentials i.e. marks sheets, certificates, experience letter(s), id/address proof etc. and background verification clearance.

We welcome you onboard and wish you all the success in your career with us. We look forward to your contributions in taking the Company ahead and an exciting work relationship.

For Aliens Developers Private Limited,



Avinash Upadhyay
Head – Human Resources

Declaration and Offer Acceptance

I hereby warrant and confirm that I am not prevented by previous employment terms and conditions, or in any other way, from entering into employment with the Company or performing any of the duties of employment referred to above. I hereby, accept the terms & conditions of the employment offered in totality.

Signature
Name:

Note: Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment. You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law. If you have any questions, please contact HR department.

Salary Annexure

Salary Details		
Annual Cost to Company	₹ 36,917	₹ 443,004
Part A		
Components	Monthly	Yearly
Basic Salary	₹ 15,000	₹ 180,000
HRA	₹ 9,000	₹ 108,000
Bonus	₹ 1,587	₹ 19,044
Washing Allowance	₹ 1,200	₹ 14,400
Attendance Allowance	₹ 4,698	₹ 56,376
Gross Salary	₹ 31,485	₹ 377,820
Employee Contribution of PF	₹ 1800	₹ 21,600
Employee Contribution of ESI	₹ 264	₹ 3,168
Net Salary	₹ 29,421	₹ 353,052
Employer Contribution of PF	₹ 1800	₹ 21,600
Employer Contribution of ESI	₹ 1142	₹ 13,704
Total Fixed Component	₹ 32,363	₹ 388,356
Part B		
Variable Component		₹ 54,648
(Payable on performance basis)		



December 23, 2019

Ms. Vattiprolu Vyshnavi
vyshanavivattiprolu@gmail.com

Dear Vattiprolu Vyshnavi,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Aptitude Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

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We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Compensation Structure

Name	Ms. Vattiprolu Vyshnavi	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
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Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources