



SUVIDHA
Software Solutions
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Office : 08742 2350 65
 Support :
 e-mail : 99120 555 00
 web : info@suvridhasoft.com
 www.suvridhasoft.com

11-5-18/A, Opp:Zilla Parishad Office, Khammam, T.S., India - 507 002

03th Dec, 2014.

**Mr.MIRYALA RAGHUVARAN,
 H. No. 1-105,
 Brahmana Vellemla, Narketpally,
 Nalgonda,Telangana– 508114**

Subject: Appointment for the post of Associative Software Engineer.

Dear **MIRYALA RAGHUVARAN,**

We are pleased to offer you, the position of **Associative Software Engineer** with **Suvridha Software Solutions** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of **15th, Dec, 2014.**

2. Job title

Your job title will be **Associative Software Engineer**, and you will report to **Mrs. Y. Sneha, C.F.O.**

3. Salary

Your salary and other benefits will be as set out in **Schedule-I**, hereto.

4. Leave/Holidays

- 4.1** You are entitled to casual leave of **[12]** days per year.
- 4.2** You are entitled to **[06]** working days of paid sick leave per year.
- 4.3** The Company shall notify a list of declared holidays in the beginning of each year.

5. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

6. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.



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7. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

8. Termination

8.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than [01] month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

8.2 You may terminate your employment with the Company, without any cause, by giving no less than [01] month prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

8.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

8.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. Confidential Information

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time whatsoever, without the prior permission of the Company.

9.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment.



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This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, employees' benefits, working hours, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

11. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

For Suvridha Software Solutions.

Kishore. Ch,
Founder & C.E.O.,



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SALARY STRUCTURE ANNEXURE

Full Name	MIRYALA RAGHUVARAN	
Designation	Associative Software Engineer	
Date Of Joining	15th Dec, 2014	
SALARY COMPOSITION	AMOUNT (RS) MONTHLY	AMOUNT (RS) YEARLY
MONTHLY ENTITLEMENTS		
BASIC	11,000.00	1,32,000.00
HOUSE RENT ALLOWANCE	5,000.00	60,000.00
CONVEYANCE	1,500.00	18,000.00
MEDICAL	1,250.00	15,000.00
ENTERTAINMENT	1,000.00	12,000.00
SPECIAL ALLOWANCE	2,250.00	27,000.00
TOTAL SALARY	22,000.00	2,64,000.00

Note: 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.

For Suvridha Software Solutions.

Kishore. Ch,
Founder & C.E.O.,

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted:

Date: