



Ref: HR/OL/2020-21/58

Date - 1<sup>st</sup> February'2021

Mr. Akshay Devgun,

[Redacted Address], Delhi - 110092,

Dear Akshay,

This has reference to your application and subsequent discussion you had with us, we are offering you the position of **Process Associate in Client Reporting** with our company subject to your acceptance of terms and conditions given in Annexure "A".

You are required to report for joining on or before 1<sup>st</sup> February 2021 at 1200 Hrs. Please carry copy of all the documents as enlisted in Annexure "B" as a part of your Documentation process.

We hope our offer will meet your expectation and look forward to your acceptance at the earliest and a long and mutually beneficial association.

We wish you a happy working association with EPE Administration International Private Limited.

For EPE Administration International Private Limited

Authorised Signatory

I would like to thank you for offering me the position **Process Associate in Client Reporting** with EPE Administration International Private Limited. After considering your proposal, I am pleased to accept it. I look forward to starting work on or before 1<sup>st</sup> February 2021.

Sign

Akshay Devgun

Date

## ANNEXURE A

### GENERAL TERMS & CONDITIONS OF EMPLOYMENT APPLICABLE TO: MR. AKSHAY

#### 1. COMPENSATION

Your Total Cost to company will be INR 3,22,000/- per annum (Rupees Three Lacs Twenty-Two Thousand only). The detailed compensation is provided in Annexure-I which are attached herewith. Your salary would be effective from the date of joining us.

You are required to keep your salary information confidential at all times and not to disclose it to anybody in the Company or to any outside agency.

Your above compensation salary includes below components; you will be eligible for following benefits governed by the Company policies and rules during your tenure with EPE Administration International Private Limited.

Provident fund as per employees Provident Fund and Miscellaneous Provisions Act, 1952

- a. Medical claims/hospitalization of up to INR 300,000 as per the Corporate's Medical policy.
- b. Personal Accident Insurance cover as per Company Insurance policy.
- c. Gratuity as per Government rules

#### 2. Date of first salary review

Your first salary review will be after first anniversary from joining in accordance to performance review policy.

#### 3. Background check

This offer is subject to a positive background check constituting educational qualification, previous employments, permanent address verification and criminal record check. This offer will be null and void, in case of receipt of negative background check on either of the above grounds.

#### 4. Probation

You will be initially on probation for 3 months. A written confirmation will be provided on completion of your probation. You will continue to be in probation until you get confirmation in writing.

#### 5. Regular Appointment

On satisfactory completion of probationary period, you will be considered for regular employment in the company and a letter of confirmation will be issued to you.

## 6. Employment Bond

The Company shall provide relevant specialized technical training at onshore client location and make available specialized and sophisticated software and support facilities to you to learn and perform. Therefore, in consideration of the covenants and for other good and valuable consideration, you need to agree to work with the required professional skills, technical capabilities and resources for the Company for a term of 18 (Eighteen) months from date of return from client location.

## 7. Notice for Separation

During the period of probation, your services can be terminated, by either party by giving to the other a notice of 1 month in writing during the probation period. After confirmation your services can be terminated by either party by giving to the other, a notice of 3 months in writing. Company, however, reserves its right to terminate your employment by giving to you salary and benefits for 3 months in lieu of the notice (1 month during probation). Company reserves its right to recover an amount equivalent to 3 month's salary and benefits (1 month during probation) on pro rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

The Company may terminate your employment with immediate effect and without notice or pay in lieu thereof that you:

- a. commit any serious or material breach or repeated breaches of your obligations under this contract and (if capable of remedy) fail to remedy the same within 14 days of being called upon to do so by the Company; or
- b. neglect or fail to refuse to properly discharge any of the duties properly assigned or delegated to you and (if capable of remedy) fail to remedy the same within 14 days of being called upon to do so by the Company; or
- c. are guilty of dishonesty or misconduct or wilful neglect in the discharge of your duties or the performance of your powers; or
- d. are adjudicated bankrupt or commit any act of bankruptcy or make any arrangement or composition with your creditors; or
- e. are convicted of any criminal offence (other than a road traffic offence which does not result in a custodial sentence) which in the reasonable opinion of the Company may affect your position in or the reputation of the Company; or
- f. are absent or unable through illness or injury to discharge in full your duties hereunder for a consecutive period of 90 days or for an aggregate period of 180 days in any period of 12 consecutive months; or
- g. for any reason become in the reasonable opinion of the Company incapable of performing your duties under this contract.

## 8. Working Hours and Leaves

You are employed to work full-time. Your normal working hours will be 8 hours (excluding 45 minutes of your lunch break). You are eligible for leaves as given below:

**Privilege Leave 15**

**Casual Leave 08**

You will be deployed to work along with United Kingdom and European client; therefore, you will be required to follow working shift starting from 1.30 pm to 10.00 pm.

In ordinary course of business, you are required to work on Monday to Friday. One Saturday of the month may be utilized for Trainings as per training calendar available on Employee CRM.

## 9. Confidential Information

- a. "Confidential Information" for the purpose of this clause includes (but is not limited to) all information in whatever form relating to the Company's or any Group company's trade secrets, business strategy, financial performance and projections, marketing plans, investments, prospective investments, research activities, inventions, ideas, intellectual property, computer programs, secret processes, know-how, customers, potential customers, suppliers, customer lists, contact lists, investor lists, supplier lists, business partner lists, business methods, products, services, pricing policies, contracts with third parties, terms of business and the rates of pay and benefits of Group employees, together with any information or materials not referred to above but which are disclosed to you in confidence.
- b. You shall not use or disclose any Confidential Information belonging to or relating to the Company or the Group or their respective businesses or relating to any client, supplier, business partner or other contact of the Company or the Group which has come to your knowledge during the course of your employment, at any time during your employment or after it has ended.
- c. You must, on request by the Company, delete all Confidential Information from any reusable material and destroy all other documents and tangible items which contain or refer to any Confidential Information and which are in your possession or under your control.
- d. Nothing in this clause shall restrict you from disclosing (but only to the proper recipient) any Confidential Information which you are required to disclose by law or any order of the court or any relevant regulatory body, provided that you shall, unless obliged by law have given prior written notice to the Company of the requirement and of the information to be disclosed and allowed the Company an opportunity to comment on the requirement before making the disclosure.



## 10. Whilst employed by the Company

- a. You will not be permitted to undertake any other full time or part time prior employment or engage in any external activities of a commercial nature without written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- c. Except in the ordinary course of your employment, you shall not divulge to an third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 9.
- d. You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- e. You confirm that you have disclosed fully all of your business interests in the company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between EPEA and you or any immediate relatives, Also, you agree to disclose fully and immediately to the company any such interest or circumstances which may arise during your employment.

## 11. Disciplinary Procedure

It is a company policy that the following procedure should be followed when an employee is being disciplined or dismissed. The procedure provides that in normal cases a series of warnings will be given before discipline or dismissal is contemplated. The stages of the procedure that apply when discipline or dismissal is being contemplated comply with the statutory dismissal and grievance procedures. Matters which may be dealt with under the disciplinary and dismissal procedure include discipline and dismissal of the following reasons:

- Misconduct
- Sub-standard performance
- Harassment or victimization.
- No call no show would be treated as immediate dismissal.
- Poor timekeeping.
- Misuse of company facilities including computer facilities (e.g. email and the Internet)
- Smoking/Drinking Alcohol/Drugs intake in office premises is prohibited

In and after investigation if it is confirmed that you have committed one of the following offences (the list is not exhaustive), you will normally be dismissed with immediate effect without any notice or compensation lieu of short notice:

- Fraud and deliberate falsification of records
- Theft
- Physical violence
- Serious bullying or harassment
- Deliberate damage to property

## 12. Return of Materials

Upon termination of your employment for any reason, or at any other time upon the request of the Company, you agree to return to the Company all property in your possession or control which belongs to the Company or any other company in the Group including, but not limited to, all books, documents, papers (including copies), material, credit cards, computer discs, security passes and keys. You also agree to provide to the Company, on request, all necessary passwords or other information to allow it to access any computer equipment owned by the Company or any other company in the Group and used or accessed by you during your employment.

## 13. Acknowledgement and Acceptance

I have gone through all the terms and conditions mentioned in this offer letter. I hereby declare that I duly understand these terms and agree that they shall remain binding. As a token of acceptance, I hereby sign the duplicate copy of this letter.

Signature

Name:

Date:



*Prabir Malik*

## Annexure “B”

### List of documents required at time of joining

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.

- a. Letter of offer Letter
- b. Date of Birth Proof (ONE of the following): Birth Certificate, Class 10 Board Certificate, Passport, PAN Card, Voter ID and Driving License.
- c. Photo ID (One of the following): Voter ID, Driving License, Photo Credit Card, Ration Card, PAN Card, 12th Board.
- d. Address proof (ONE of the following): Passport, Electricity Bill(Latest) of self or parents, Bank Statement(Latest), Ration Card, Telephone Landline bill(Latest) of self or parents or current lease deed-with you or parents as lessee or co lessee)

The same document may be used as proof for more than one of the above requirements.

2. In addition to the documents mentioned above, you are requested to provide the following document & information. Please ensure that these documents and information are available with you on your date of joining.

- a. Academics: Either class XII or College Certificate (if applicable).
- b. Professional Relieving Letter from previous employer (last employment)
- c. Nationality Proof (Voters id, Passport, Driving license or any government approved proof
- d. Indicating nationality)
- e. 4 (four) recent Passport size Photographs.
- f. e. If your salary is less than or equal to 1,80,000/- per annum, (CTC minus Employer's PF Contribution) you will need to enrol for ESIC (Employee State Insurance Corporation) which is a Government of India regulation therefore please carry

### Information:

1. Names and Date of Birth of Family members you would want to mention as nominees for the Provident Fund Scheme.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
  - Employer's name.
  - Date of joining and leaving service with them.
  - Previous PF-account number