

**Strictly Confidential**

**October 07, 2019**

**Ms. Supriya S Allayyanavarmath**

**Emp. No. 22815**

**Belagavi**

**Dear Supriya,**

**Letter of Appointment**

Hinduja Global Solutions Limited, is glad to offer you an appointment to the position of “” with effect from October 07, 2019. Your annual Compensation (CTC - All Inclusive) will be **₹175420/-**. The details of your entitlements and your salary are as per Annexure II. You will be based at Bangalore.

The following are enclosed as annexure:

- General Terms and Conditions of Employment (Annexure – I)
- Entitlements and Remuneration (Annexure – II)

This appointment is subject to a satisfactory reference report being received by us.

You are requested to sign the copy of this Letter with Annexure and return the same to us as a token of your acceptance of the offer. We are excited at the prospect of working with you and look forward to a fruitful association.

We welcome you to Hinduja Global Solutions Limited and wish you a rewarding and successful career.

Yours truly,

For Hinduja Global Solutions Limited.

**Signature Not Verified**

Digitally signed by SHIRUDE PRAJAKTA  
MADHUKAR  
Date: 2019.10.07 13:35:46 +05:30  
Reason: Appointment Letter

**(Prajakta Shirude)**  
**Head – Human Resources**  
**Business Services**

**This is a digitally signed document and does not require physical signature.**

**HINDUJA GLOBAL SOLUTIONS LIMITED**

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42009327/43. CIN: L92I99MHI995PLC084610  
**Regd. Office:** Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208, Website: [www.teamhgs.com](http://www.teamhgs.com)

Registered in England No: 3017799



**Annexure – I**

**General terms and conditions of employment**

a. **Tenure:**

The tenure of this employment is for the period 1 Year of duration ending March 05, 2020.

b. **Public Holiday:**

You will follow Public Holiday Calendar as applicable to your work location.

c. **Work Timings:**

As per the company work timing policy.

d. **Statutory Deductions:**

Taxes and other deductions such as Income tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the company provided that you have, when called for by the company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves right to make the deductions in the available time frame in the ongoing year.

e. **Maternity Benefit (Applicable only to Women Employees):** You will be eligible for amended benefits under Maternity Benefit Act, 1961 as under :

- i. **Leave:** You shall be entitled 26 weeks of leave under Maternity Benefit of which not more than 8 weeks can precede the date of your expected delivery. However, in case you have two or more surviving children then the benefit will be for 12 weeks of which not more than 6 weeks shall precede the date of expected delivery.
- ii. **Adoption & Commissioning mothers:** A woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.

f. Your employment with the Company are transferable and the Company reserves the right to depute / transfer your services to any other location or Group Company within India or abroad or any of its associates have their establishments or may set up new establishments.

g. You will not be permitted to undertake any other employment or engage in any external activities of a Commercial nature without prior written approval of our manager.

h. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities.

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- i. Except on the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs of the Company or information regarding its customers without prior written approval. All information that comes in your knowledge by reasons of your employment with the Company is deemed to be confidential.
- j. You confirm that you have disclosed fully all of your business interest to the Company whether or not they are similar to or in conflict with similar business(es) or activities of the Company and an circumstances in respect of which there is, or there might be perceived a conflict of interest between the Company and you or any immediate relatives. Also you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- k. You will be required to apply and maintain the highest standards of personal conduct and Integrity and comply with all company policies and procedures.
- l. Any violation of the above or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
- m. Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, files, books, papers and memos in your possession or custody.
- n. You shall communicate to the company any change in your address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.
- o. In the unlikely event of any information furnished by you in connection with your employment with us, is suppressed or found to be false or incorrect, your services are liable to be terminated forthwith, without any Notice Pay or compensation whatsoever.
- p. Termination/Separation:

Your services may be terminated by either party, giving notice in writing for one month or payment of Gross salary in lieu thereof. The Company reserves the right to terminate your employment on any grounds whatsoever, including on grounds of misconduct or unsatisfactory job performance or violation of the Company's Policies. Absence for a continuous period of eight days without prior approval of your superior, (including overstay of leave/training), can lead to your services being terminated without notice or explanation

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ANNEXURE			
Name	Supriya S Allayyanavarmath	Salary Details	
Location	Bangalore	Monthly CTC	Annual CTC
Emp. No.	22815		
Effective Date	28 October 2019		
Position	Associate		
"A" Fixed			
1	Basic	6500	78000
2	HRA	4711	56529
3	Conveyance Allowance	0	0
4	Statutory Bonus	2000	24000
5	Medical	0	0
6	Variable Pay	0	0
Gross Salary (A)		13211	158529
"B" Retirals			
7	Provident Fund (EmployersContribution)	780	9360
8	Gratuity (@4.81% of Basic)	0	0
9	ESIC (@ 4.75% of Gross)	628	7531
"B" Sub total Retiral Benefits		1408	16891
"C" Others			
10	Medical Insurance Premium	-	0
"C" Sub total Others		-	-
Total Cost to Company [A]+[B]+[C]		14618	175420
NET TAKE HOME SALARY			
GROSS SALARY		13211	158529
Less :			
PF - EMPLOYEES CONTRIBUTION		780	9360
ESIC - EMPLOYEES CONTRIBUTION		231	2772
MEDICLAIM INSURANCE		0	0
PT		200	2500
Income Tax*		-	-
TOTAL DEDUCTIONS		1211	14632
NET SALARY		12000	143897
Income Tax*	Appropriate Income Tax would be deducted in the payroll every month		

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