



**Mahaswami Software Private Limited**  
#3<sup>rd</sup> Floor, Place on Earth, Pai Layout  
Bangalore, Karnataka 560 016  
Tel: 4124-2917 E-mail: [hr@mahaswami.com](mailto:hr@mahaswami.com)

## **LETTER OF INDUCTION TO TRAINING PROGRAM**

Dated: 1st July 2019

ID NO: MSO81

Ms. Raksha Ganapati Salunke,  
D/O: Ganapati Dattatry Salunke,  
Address: B D O Office Qutrus, Vikrampur, Athani,  
Belgaum, Karnataka - 591304.

We are glad to welcome you to Mahaswami Software. Subsequent to your interviews, you have been inducted into a Training program as of this date.

The terms under which your induction is described in detail in a legal agreement that is already signed by you and with us on record.

### **Working Hours**

We follow the rules and regulations of "THE KARNATAKA SHOPS AND COMMERCIAL ESTABLISHMENTS (AMENDMENT) ACT" and as per the act the following is stated for working hours and weekly holidays.

**The nature of work in Information Technology establishments and Information Technology enabling services or Establishments; Bio-Technology and Research Centres or establishments of epidemic and other diseases, is such that it requires flexibility in terms of working hours as their work entails lot of mental work in terms of fault finding, imagination and reflection and design. So much so no time can be set out with regard to their working hours and even weekly holiday, except assigning tasks to be accomplished.**

### **Holidays**

Sunday is our routine weekly Holiday. Subject to availability of training personelle and other reasons additional holiday may be declared from time to time. The office would be closed on all fixed holidays as mandated by Karnataka Act. Regarding the elected holidays such days list would be displayed on Company Notice Board.





## Leaves

We follow the rules as per the relevant Karnata Act with respect to leaves. As per the provisions of the Act and for the purpose of ensuring continuity of training/work in an establishment, grant of leave would be regulated by a Scheme. An agreed scheme would be displayed on Notice Board.

### Notice on impact of Leaves during Training Period

As the training is provided under a very high cost of stipend, infrastructure, computers, and salaries towards training personnel, your unplanned absences would have severe impact to your training time as well as the time it takes to fulfill your employment commitment.

Any absence during foundation training would result in losing your fast track eligibility. Please be aware fast track training entails upto six months reduced time commitment and a financial benefit worth upto 2 lakhs when compared to regular track training.

Also regular track duration of 12 months may require to be extended subject to your performance.

Depending on what you miss during your absences and how long is your absence, your success of training itself is likely to be jeopardised.

We wish the best for your successful completion of training and a rewarding career subsequently over the years to come.

Your signed acknowledgement of this letter is required for our records.

Yours sincerely,

For Mahaswami Software Private Limited

*V. Kameshwari*

V. Kameshwari

Director(HR)



I have read, understood and agree to the terms and conditions as set forth in this letter.

Date:

Name and Signature of Trainee: