

Source One Management Services Pvt. Ltd.

55/A, 1st Floor, Nanjappa Road, Shanthi Nagar
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CIN : U72200KA2005PTC036903

APPOINTMENT LETTER

30th November, 2023

Dear Arunkumar Halagatti,

We are pleased to offer you the position of **DTA Coordinator at our client place Deloitte Consulting Pvt Ltd.** . Attached are the specific terms and conditions of our offer – please read these important details carefully, including your compensation and benefits detailed in Annexure I

Acceptance and Commencement:

Your appointment will be effective on your joining date, i.e **18th Jan,2024** Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative joining date, this offer will be withdrawn and standees cancelled.

To confirm your acceptance of this offer, you are required to:

Respond via email to dc.payroll@msourceone.com with your Appointment and to confirm your joining date. Please note that if you do not send your acceptance to this email ID,you will not be allowed to join on the joining date specified above.

- Any change of joining date must be sent to dc.payroll@msourceone.com at least 1 week in prior to your original joining date. The new joining dates would be no later than 5 days from the joining date specified above, in case the 5th day falls on a Saturday or Sunday or on a public Holiday the following working day will be considered as the revised joining date.

Corporate Office:

Source One Management Services Pvt Ltd
#55/A ,1st Floor , Nanjappa Road ,
Shanthinagar ,Bangalore – 560027 Karnataka
| India.

You would be deployed at the client place, a separate deputation letter will be provided before joining.

Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

On your joining date, it is mandatory that you have to bring:

1. The original and 1 photocopy of this letter duly signed and dated by you.
2. 5 self-photographs (passport sized, color photos with a white background)
3. The originals and 2 sets of photocopies of the following documents:
4. Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
5. Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed for 1 year or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
6. Bring 3 sets of photocopies of any one of the following documents for proof of identity: Passport or Driving license or Voter identification card or PAN card.
7. Copy of Passport - if you do not have a passport then kindly apply for a passport immediately and carry the acknowledgment on the day of your on boarding.
8. If you have stated in your application to Source One that you are differently abled, please bring the disability certificate.
9. If you have ever changed your name at any point of time and for any reason whatsoever, please bring supporting documents for the same.
10. Valid Indian Work Permit, if applicable.

*** Please note that all of the above documents are mandatory and you will not be allowed to join without them.**

Please contact us via dc.payment@msourceone.com for any queries regarding your employment offer.

The other terms and conditions of the offer are:

1. During your employment you will be paid a CTC of **INR4.5LPA** (Rupee Four Lakh Fifty Thousand Only). Approximate Tax would be deducted every month as per the law of land and as applicable and a detailed breakup of your salary is provided as per company policy (Annexure-I). You would also be entitled to any other benefits as per company policy (Annexure I).
2. Your Date of Joining will be on **18th Jan, 2024** and your initial posting will be at **Bangalore.**

3. The normal working hours are business hours a week. You will be having leave policy as per laws of India and the Client leave policy.
4. 1st month salary would be processed on clearance of Background Check verification. If in case Background verification failure, Salary would not be paid for work tenure.
5. Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join – Applicable only for foreigners / non-Indian citizens.
6. Your initial posting will be in **Bangalore**. However, your services are transferable and you may be assigned to any office of Source One, a subsidiary, associate company or to any of our client company. In all such cases, you will be governed by the Source One company policies.
7. Source One can depute you to any of its client in India or Abroad to serve the business needs of the organization towards your rendering your full time services or consulting at client's premises and thus in that case you would be governed by Source One terms and conditions and you would act as a consultant to the client. On deputation you would be entitled for all benefits as applicable and as per Source One policies and procedures which would be briefed to you by Source One's RMG representative at Source One and for further clarification please send mail to group email ids rmg@msourceone.com.
8. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
9. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
11. If you are absent for a continuous period of 5 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
12. Company reserves the right to terminate the employment of the Employee at any time by giving Fifteen (15) days' notice to the Employee or payment basic salary in lieu of such notice period. In the event that the Employee decides to terminate his or her employment

with Company, the Employee shall be required to give notice of 30 days in writing or pay an amount in lieu of such notice period. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

13. Upon your resignation from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
14. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
15. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
16. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
17. While in employment with us, you will not carry on any business or enter for any part of your time, in any capacities, the services of or be employed by any other firm, company or person. You would devote your time and attention to your duties to promote the organizational interest and will not utilize any internal information, trade secrets or affairs for personal (or) competitor advantage.
18. You would be responsible for safe keeping of organizational property such as books, documents, IT & non IT infrastructure etc. which may be in your use, custody or charge and the same has to be returned in good condition and order. You will be held liable if we find you misusing/mishandling the organizational property which will lead to commercial implications like deduction from salary/FFS etc and any legality is involved then we will examine & take appropriate action as per the law of the land
19. Information pertaining to Source One operations and intellectual property is confidential and accepting this letter will be deemed as signing the non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
20. You will disclose to us forthwith any discovery, invention process or improvement made or discovered by you while in our service and such discovery, invention, process or improvements shall belong absolutely to the organization and be the sole property of the company. If and when required to do so by the company, you shall at the company's

expense, take out or apply for letters, patents, licenses, or other right privileges, or protection as may be directed by us in respect of such discoveries, invention, process or improvement, so that the benefits thereof shall accrue to organization and you will execute to do all instruments, acts deeds and things which may be required by organization for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in organizational favor or such other persons, firms or companies, as we may direct as the sole beneficiary thereof.

21. All employees are required to read and comply with Source One's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
22. You agree by signing and accepting this appointment letter that you will not abscond from client site and get exit without proper notice and handing over all items like laptop, badges and any others formalities. In absconding from project client will have penalty on SourceOne and same amount will be recovered.
23. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may ask you to submit all correct credentials in 5 working days failing which company can terminate your services without notice or compensation. In case of BG failure, performance issue, behavioral issue your Employment will be terminated immediately without notice.
24. If, any time, in our opinion, which is final in this matter, you are found guilty of dis-honesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by us detrimental to our interests, or of violation of one or more terms of this letter, your services may be terminated without notice.
25. The Employee shall endeavor to perform his or her duties efficiently and to the best of his or her ability. The appraisal/increment of the Employee depends on his/her performance and on other miscellaneous factors. The Employee may be called upon to undergo any training to upgrade himself/ herself to meet the requirements of the Client and failure to undergo/ complete such training or fulfill the requirements of such training may render the Employee unfit for continuation of its employment.
26. You shall remain on contractual employment period. On expiry of the contractual employment period, SourceOne may extend/renew the offer or confirm the employment of the Employee in writing subject to the conditions prescribed by SourceOne and basis the inputs SourceOne receives from the Client where the Employee is deployed.

27. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Source One on your on boarding day.

Sincerely,

Ms. Deepthi S
(HR Operations)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Source OneManagement Services Pvt. Ltd. under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Signature: _____

Printed Name (In Capital Letters): _____

Date of Joining (if requesting an alternative date): _____

Date: _____

Annexure I

Remuneration Breakup					
Earning	Per Month	Per Annum	Deduction	Per Month	Per Annum
Basic & DA	16500	198000	Employer's Statutory Deduction:		
			PF Deduction	1800	21600
Flexible Benefit Plan (FBP)			Insurance	260	3120
House Rent Allowance	8250	99000	ESI Deduction	0	0
Conveyance Allowance	1600	19200	Gratuity	0	0
Medical Allowance	1250	15000		2060	24720
Performance Bonus	2922	35064			
Leave Travel Allowance	3544	42528	Employee's Statutory deduction:		
Bonus	1374	16488	Professional Tax	200	2400
Total FBP	18940	227280	PF Deduction	1800	21600
			ESI Deduction	0	0
Gross Remuneration	35440	425280		2000	24000
Employer's Statutory Contribution:					
PF Contribution	1800	21600			
Insurance	260	3120			
ESI Contribution	0	0			
Gratuity	0	0	Total Deduction	4060	48720
	2060	24720			
Annual Fixed Remuneration	37500	450000	Gross Payable excluding TDS (Approx.):	33440	401280

Leave Policy:

- Leaves would be as per respective State Policy on prorated basis. Refer Annexure “A”
- Type of Leave- Sick Leave (SL), Casual Leave (CL) & Earned/Privilege Leave (EL or PL) applicable as per state policy
- Update “0” zero hours in Field Glass timesheet when you take any leave with comments as “PL/CL/SL” as applicable in the Comments section.
- It is mandatory to mention the type of leave taken (PL/CL/SL) in fieldglass comment to adjust your leave balance accordingly. If the type of leave taken exceeds the type of leave in your bucket, then it will be taken as Loss of pay. Leave can only be availed as per leave category balance available.
- SL & CL leave in this category not availed during calendar year would lapse and the same will not be encashed or carried forward for the next year.
- Public holidays will be applicable as per client policy.

Leave Encashment:

- Leave encashment benefit would be available for employee. PL/EL can be carried forward up to a maximum limit as per state policy.
- The basis for computing leave will be “Basic Salary” on a 30 days month basis.

Helpline for Employees:

- RMG issues please reach out to dc.payroll@msourceone.com
- For Opening a Bank Account, please reach out at bankaccount@msourceone.com
- For PF/ESI please reach out at pfandesi@msourceone.com.
- Any Type of HR related documents please reach out to dc.payroll@msourceone.com
- For Salary / Reimbursement / Shift Expense payments and Payslips reach out to payroll@msourceone.com
- Any leaves taken needs to be approved by the manager & the same mail has to be sent to rmg@msourceone.com.

Escalation Matrix:

- Please send mail to deepthi@msourceone.com & contact 9342205615.
- On special critical occasion you can reach out to CEO – Sanjay Anand at ceo@msourceone.com