



# DESTINA INFOTECH LLP

Flot no. 32, Hilton villa, Yashwant Vihar, Nanawadi, Belagavi - 590009

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**Ms. Samiksha Chougale,**  
**House no: 56, Jwalamalini mahila Bank,**  
**Main road Kothali,**  
**Pin code: 591287,**  
**Email: samikshac1008@gmail.com,**  
**Sub: Appointment Letter**

**Dear SamikshaChougale,**

Referring to your application and the subsequent interviews you have participated in, during which you accepted the offer letter, we are delighted to appoint you as a Trainee Engineer in Destina Infotech LLP's processing function located in Belagavi. Your employment will be subject to the terms and conditions outlined in the HR policy, designed by Destina Infotech LLP, under the Code of Conduct Policy

➤ ***Monthly Gross Salary***

You will be paid a monthly consolidated salary of **Rs. 2, 40,000/-(Rupees Only)** per Annum.

➤ ***Working Hours***

Your working hours will be 9.30 am to 6:30 pm as per the current company policy. The company observes a 6 day work week.

➤ ***Date of Appointment***

Your date of appointment as per company records is **1<sup>st</sup> August 2023**.



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## ➤ *Salary Increase*

Your salary increase will be subject to periodic review in accordance with the Company's policy. Increment in the salary range will be based on demonstrated results and the effectiveness of performance during the review period.

### *a) PROBATION*

Three months from the date of your appointment. However, your probation period can be extended depending upon your performance.

### *b) CONFIRMATION*

On successful completion of your probation period your services will be confirmed by a Confirmation Letter. Until then, you shall be deemed to be on probation.

### *c) REPORTING*

You will be reporting to **Designated Team Lead**.

## ➤ *Leave*

You will be governed by the current Leave Policy of the company for permanent employees

## ➤ *Responsibilities*

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

## ➤ *Notice Period*

While on probation, this appointment may be terminated by either side by giving one month probationary **notice in lieu of notice period**.



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On confirmation, this appointment may be terminated by either side by giving **one month's** notice or **one month's** salary in lieu of notice period.

➤ ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

➤ ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

➤ ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

➤ ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.



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## ***POSH Policy:***

In order to establish and uphold a safe work environment that is free from sexual harassment and discrimination for all its employees, the company adheres to the guidelines outlined in "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013." This Act emphasizes a zero-tolerance approach towards any form of Sexual Harassment.

### ➤ ***General***

The aforementioned terms and conditions are founded on the Company's current Policy, Procedures, and other applicable Rules and Regulations for its employees, and they are subject to amendments and adjustments periodically.

To confirm your acceptance of this appointment, kindly sign a copy of this letter and return it to us.

As a gesture of your acceptance of the aforementioned terms and conditions, please sign the duplicate copy of this letter and send it back to us.

We extend our best wishes for a long and mutually rewarding association with our organization.

Yours faithfully,  
**For Destina InfoTech LLP**

**Mr. Santosh Harkuni.**  
**CEO and Director**