

Ref No. LMCHRAPPT2020-14

Date: 20th Aug 2019

Manasa Alugonda

Plot NO 14, Christian Colony,
Hasthinapuram,
Ranga Reddy-500070.

OFFER CUM APPOINTMENT LETTER

Dear **Manasa**,

Congratulations! With reference to your application and the subsequent discussion with us, we are pleased to offer you a career in **Ratna Global Retail Private Limited. (RGRPL or Company)**, as per the terms and conditions mentioned herein:

1. Date of joining:

Your appointment is with effect from the date of joining, which should in any case be not later than **15th of Sept 2019**.

2. Compensation:

Your annual total fixed employment cost to RGRPL would be **INR 1,80,000.00** (in Words **Rupees One Lac Eighty Thousand Only**). Please refer the **Annexure (I)** to see the salary break-up. The compensation package shall be governed by the policies presently applicable and as may be modified from time to time.

Further you should strictly maintain the confidentiality and ensure that you will not disclose or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action will be taken. Follow the guidelines of the Company

3. Duties and responsibilities:

You shall be designated as a **Trainee Engineer** and You shall apply yourself diligently and faithfully to all duties & responsibilities that may be assigned to you from time to time and will conform to such directions that shall be given to you by your superiors.

You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

4. Job Location/ Place of Transfer:

Your present place of work will be at **Ratna Global Retail Pvt. Ltd., 2nd Floor, CNR Complex, Tirumala Colony, near Chintalkunta Check post, L B Nagar, Hyderabad – 500074, Telangana, India**. However, your services could be transferred to any other Departments/ Divisions/ Units of the Company, anywhere in India or outside. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the RGRPL. You may also be assigned such other duties as may become at the discretion of the management in any branch or office of the Company and/or its subsidiaries or to any of its other associate companies.

5. Probation Period:

You will be on probation for a period of **Six [6] months** from the date of your joining. The probation period is extendable for such period or periods at the sole discretion of the Management.

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Registered Office: Ratna Global Retail Private Limited, Flat No. 106 DDA SFS Sector-9, Pkt-2, Dwarka, New Delhi-110075, India.

Business Office: 2nd Floor, CNR Complex, Tirumala Colony, Near Chintalkunta Check post, L B Nagar, Hyderabad, Telangana, 500074, India

Corporate Office: 34766 Comstock CMN, Fremont, CA, 94555, USA

Doc Ref. APPT2020-06: Rev-3

On successful completion of your probation period you will be confirmed as full time employee with the company.

6. Notice period:

During Probation Period

Your services are liable to be terminated by the company in anytime without assigning any reason. However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of stipulated notice period of **30** days with or without any pay in lieu.

After Confirmation

Your services can be separated by the company by giving **90** days' notice or payment of gross monthly salary in lieu thereof on either side. However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of stipulated notice period of **90** days without any pay in lieu of notice period.

7. Working hours:

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

8. Service rules and regulations:

During your employment with the Company, you shall be governed by the Service rules & regulations, employee benefits, policies & procedures of the company detailed in the HR portal. This HR Manual is available to you from the HR Department and is also available online on the HR Intranet. You undertake to familiarize yourself with the HR manual and all amendments incorporated in the same from time to time by logging on to the company's Intranet through your unique identification code provided to you on your joining the company.

9. Code of conduct:

In addition to your adherence to the Code of Conduct detailed in the HRIS Portal of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in overall conduct.
- (iii) You will be helpful in maintaining & enhancing the pleasant, disciplined, participative and supportive work environment created by the company that promotes team spirit and high performance standards.

10. Copyright:

The copyright in all the work produced, i.e. literary, artistic, photographic or other work, documents/materials and intellectual property developed and gathered by you during the course of employment shall be and remain the exclusive property of the Company. You shall return the same to the Company on termination or at such earlier time as required by the Company. The work produced shall be the exclusive property of the Company and the Company shall be free to deal with the same in such a manner as it deems fit.

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11. Usage of Technology:

The Company has extensively introduced computerization to improve efficiency and productivity. You are here with agree and undertake to extensively abide by the Information Technology policies and rules framed by the Company from time to time. Any misuse or violation of any of the IT policy/rule shall make you liable for the disciplinary action by the Company including termination of your appointment and taking appropriate legal proceedings against you.

12. Background and Reference Check:

The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents to facilitate the joining and background verification process.

The company may also undertake reference check through at least two professional references submitted during the process of selection.

13. Professional ethics:

The company follows high level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or any affairs/information of the Company or of theft or of misappropriation, regardless of the value involved, the Company shall initiate appropriate action as per its disciplinary action policy, not with standing with other terms of the policy, it also includes termination of your services with immediate effect.

14. Exclusivity:

During the term of your appointment with the Company, you will work exclusively for the Company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, rather part time or full time, directly or indirectly, related to the business in which the Company is now involved or becomes involved during the term of your appointment with the Company, nor will you engage in any other activities that conflict with your obligations of the Company.

15. Resolution of dispute:

All disputes or differences arising in connection with this letter shall be subject to the jurisdiction of courts in Hyderabad only irrespective of your working location that may change as per exigencies.

16. Retirement:

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 60 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.

17. Handing over process:

In case of your disassociation from the company due to any reason, before relieving from the services of the company you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the company identified by the Head – HR or your immediate supervisor. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amounts as might be payable to you as far as may be permissible to hold under the applicable laws.

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You will be responsible to hand over the designated personnel all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.

18. Termination of employment:

Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.

- (i) Breach of any terms of this appointment, code of conduct, Policies & Procedures of the company detailed in the HR manual, published on the company's Intranet or any rules made by the Company from time to time.
- (ii) In the company's opinion; any act of gross misconduct & indiscipline on your account, De-falsification, Dishonesty, Misappropriation, Dereliction of duty in discharging your duties and functions, Unpunctuality, Negligence of duty.
- (iii) Absence from your normal place of work for more than Three (3) days continuously without appropriate reasons & prior sanction of leave.
- (iv) Of your being convicted of any Criminal offence.
- (v) Consistent non-performance by you as per the verdict of the company.

In the event of intended termination from services on the grounds mentioned above, the company will seek your explanation in writing detailing the breach and will provide you seven days [7] time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the Company reserves the right to terminate your services without notice and explanation, with immediate effect, where the Company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

19. General

Employees may please note that their behavior towards any member of the public that they come across should be respectful. The Management reserves the right to take disciplinary action against any employee, who has been found to have misbehaved with any member of the public or any other individual. Further,

- (i) The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You will be responsible for your tax liabilities under all applicable Tax Laws and Regulations.
- (ii) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force from time to time.
- (iii) In case of any change in your residential address or any relevant changes in your personal data during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change.
- (iv) If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the Company the details thereof.
- (v) In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund of any one-time payment been paid

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to you at the time of joining, all or any expenses incurred by the Company on account of your Relocation/Joining Bonus.

This Agreement shall be governed by and construed in accordance with the law of India. If you are in agreement with the conditions outlined in this letter including the annexures, please signify your receipt and acceptance and return a copy of this letter to us.

We wish you a long and happy association with us.

Thanking you,

for Ratna Global Retail Pvt. Ltd.



Sivarama Krishna Godithi

Sivarama Krishna Godithi

(Manager – HR)

Date: 20th April 2020

Enclosed: Compensation Structure - Annexure I

Acknowledgement and Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Name

Date

Signature

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ANNEXURE – 1

Name: Manasa Alugonda

Designation: Trainee Engineer

Function: IT

Joining Date: 15th April 2020

Salary Components	Per annum
Basic	₹ 90,000.00
HRA	₹ 45,000.00
Conveyance Allowance	₹ 10,875.00
Medical Allowance	₹ 0.00
Performance Bonus	₹ 17,997.00
Gross Pay (A)	₹ 1,63,872.00
PF – Employer Contribution	₹ 10,800.00
ESI – Employer Contribution	₹ 5,328.00
Total Contribution (B)	₹ 16,128.00
Cost to Company - CTC [A+B]	₹ 1,80,000.00

Other Benefits (Covered after 45 days of joining):

- a. Accidental Insurance : Coverage to Self only

Note: Compensation is a personal & confidential matter between you and the Company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

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