

WORK ASSIGNMENT LETTER

Date: 07-Oct-2023

Offer ID: HO3616

Dear Mr. Keerthi Kumar A

Ref : ADJ Utility Apps Private Limited

We are pleased to appoint you as **KB Inbond** with our client **Khatabook** located at our client project site at Bangalore, on a fixed Term Basis. You have to complete Joining Formalities within 10 days from your joining. In addition to this: Your assignment with us will be effective from **21-Sep-2023** as per terms mentioned in the Letter of Engagement dated 21-Sep-2023.

1. Your Total Cost to company will be Rs. 22549.00/- as per Annexure 1.
2. In addition to the Monthly Salary, you will not be entitled to any other perquisites/ allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act wherever applicable will be as per the government regulations. You will be entitled to leave as per the practice prevailing in the Company.
3. During the course of your tenure of employment, you will be deputed to work with our client "Khatabook-Bangalore" and you shall follow rules, procedures, practices & decorum, regularly & punctually prescribed by the client concerned.
4. Your probation period will be for 3 months starting from the date of your joining. The Probation period could be further extended, based on your performance. Your continued employment with the Company is subject to you meeting the qualifying criteria during/and at the end of probation period.
5. Your continuance in employment is subject to you remaining physically and mentally fit.
6. Since our client undertakes contract projects, you may be required to work at different project sites and are likely to be deployed at any establishment within the city or outside the city as and when required.
7. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to terminate your services without any notice or compensation. Further even legal allegation may be filled, if it at all required.
8. The Company reserves the right to terminate your services on giving you a notice of 60 days or payment in lieu thereof. Similarly, you shall be at liberty to resign from services after giving 60 days' notice if you have completed 3 months or more else, notice of 30 days is to be provided.
9. This letter is being sent to you in duplicate, please return of the same, duly signed as the token of acceptance of this Contract of employment with the terms and conditions.

For **HANDSON MANAGEMENT SERVICES PRIVATE LIMITED.**

Authorized Signatory

Authorized Signatory

Acceptance

I have received the Work Assignment Letter and agree to the terms and conditions contained thereto

Mr. Keerthi Kumar A

(Signature & Date)

Letter of Engagement with our Clients/Business Partners

Date: 07-Oct-2023

Dear Mr. Keerthi Kumar A

Offer ID: HO3616

1. HANDS-ON is involved in the business of providing services to manage key business processes of our Clients/ Business Partners. Based on your interaction with us; we wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment") that may be required by our Clients/ Business Partners ("Customer").
2. You shall faithfully, diligently and to the best of your ability
 - 2.1. Perform all the legitimate duties that may be entrusted to you by the Management or your superiors from time to time and you shall observe discipline, decorum and discretion while doing anything pertaining to the duties to you diligently, with integrity and honesty.
 - 2.2. Your job with us shall be full time and as such you shall not engage yourself in any trade, or in any immoral, fraudulent or illegal activities or business or employment during your working hours as assigned by the company at its discretion, as permitted by law.
 - 2.3. Comply with all reasonable instructions issued by the Company/Client in connection with the services required to be provided by the Client; and not act negligently or wilfully cause any harm to the Client/Company
3. It is understood that mere registration with HANDS-ON MANAGEMENT does not guarantee you any Work Assignment and is subject to selection by HANDS-ON MANAGEMENT and/or its customers. HANDS-ON MANAGEMENT may offer to engage you to perform specific Work Assignments from time to time for any of its customers at a specified location and you may choose to accept such offer at your discretion.
4. The terms of this letter ("Engagement Letter") shall govern your relationship with HANDS-ON MANAGEMENT now and in the future. Each Work Assignment will be governed by the terms of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.
5. As consideration for the services performed during any Work Assignment, HANDS-ON MANAGEMENT will pay you remuneration, as per the Work Assignment Letter. HANDS-ON MANAGEMENT will be entitled to make deductions as per applicable law or in respect of any amounts due to HANDS-ON MANAGEMENT or the Customer from you. You will be reimbursed any approved expenses subject to your submitting original bills/ declarations as required by HANDS-ON MANAGEMENT and/or the Customer.
6. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/ transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.
7. You will comply with all lawful instructions and with the Company and the Client's rules and regulations (including, but not limited to, IT Policy, Human Resources Policy) as may be amended, replaced or issued from time to time and take steps to ensure, as far as reasonably possible, compliance by those for whom you are responsible
 - 7.1. If you suspect that there has been a breach or potential breach of laws, the Company and/or Client's policies and regulations, or any other misconduct, you are obliged to report this to the Company. You must report this promptly, without any undue delay, to your line manager, or the Company's employee who shall have your line manager's delegation of authority in his/her absence.
 - 7.2. Faithfully and diligently serve the Company and use best endeavours to promote the interests and business of the Company

- 7.3. During the course of your employment with the Company, you shall not carry out any business, either alone or in partnership, or be directly or indirectly associated with any other organizations or person as an employee, adviser, director, principal, agent, consultant or otherwise in any business, trade, or profession whatsoever, or give lectures in an institution or forum, without the prior express written permission of the Company.
- 7.4. Any asset given to you by the client or the company will have to be returned and only then shall your FNF payments be cleared
8. All proprietary information/ material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/ material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or HANDS-ON MANAGEMENT are provided to you in trust and on lapse/ termination of the Work Assignment, you shall promptly return all such material to the Customer or HANDS-ON MANAGEMENT, as the case may be.
9. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with HANDS-ON MANAGEMENT nor do you become an employee of HANDS-ON MANAGEMENT. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.
10. Should you be selected to perform the Work Assignment, the nature of your relationship with HANDS-ON MANAGEMENT will be that of Employment/ Contract of Service mentioned in the Work Assignment Letter. Upon lapse or termination of the Work Assignment, you're with HANDS-ON MANAGEMENT shall stand terminated forthwith.
11. Except for lapse of a Work Assignment due to completion, if either Party wishes to terminate the Work Assignment during its existence, the terminating Party shall provide a notice of 60 Days to the other Party for Work Assignments of duration 3 months. However, in case of Work Assignments of duration under three months, a notice period of 30 Days is required. In case either party fails to give the above notice, salary in lieu of notice will be given to the other party.
12. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.
13. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and HANDS-ON MANAGEMENT will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/ expiry of this Letter of Engagement or the Work Assignment.
14. You agree to defend, indemnify and hold HANDS-ON MANAGEMENT or the Customer/client harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter or for misconduct, violation of any law or creation of any legal liability by you.
15. Attendance/Working Hours/Other requirements:
- 15.1. It is a condition of this employment of yours that you will be required to work on the days of the week as may be instructed by the Client/ Company and shall be entitled to one weekly off as may be determined by the Client / Company.
- 15.2. The Client shall, be entitled to determine the working hours of the Employee, provided however that, in no working day, will your working hours be in excess of such number of hours, as may be mutually agreed to by the Company and the Client.

- 15.3. The Employees are required to carry the Company Identity Card ('ID') provided by the Company or its Clients. In case of loss / theft of the ID, the employee will be required to pay a sum of INR 100/- as reissuance fees.
16. Execution of any Work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall;
- 16.1. fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment;
- 16.2. during the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be its agencies or its affiliates during the period of the Work Assignment without the prior permission of HANDS-ON MANAGEMENT;
- 16.3. comply with the safety, health, environment and other rules and regulations of the Customer provided that you have been made aware of the same;
- 16.4. report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter;
- 16.5. Extend all co-operations to the Customer's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.
17. Any dispute between the Individual and HANDS-ON MANAGEMENT shall be referred to a sole arbitrator to be selected from a list of arbitrators nominated by HANDS-ON MANAGEMENT. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at Mumbai, India. This engagement letter shall be governed in all respects by the laws of India.
18. The Employee hereby confirms that he/she is not part of any trade union and further undertakes to not become a part of any trade union during the course of his/her employment with the Company.
19. Termination:
- 19.1. Unless otherwise determined by the Company, your appointment with the Company in terms hereof shall automatically terminate from the date on which a Client to whom you render services, terminates its contract with the Company or discontinues the Services rendered by you for reasons attributable to you. You shall discontinue providing services to the Client immediately upon this termination.
- 19.2. Notwithstanding the Tenure of this Contract, in the event of the project/work/ deputation for which you are being deputed at the Client location terminates before your contract end period, your appointment with the Company shall be coterminous with the project/work. During the period of the contract, either of the parties may terminate this appointment (with or without cause) by 60 days as notice period and failing to serve the notice period the employer will impose a notice pay recovery of 60 days.
- 19.3. However due to the breach of a code of conduct or you wilfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, misbehaviour, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties, indiscipline, below par performance as set forth by the client or criminal offense etc, then in such cases, the Company will have / reserve rights to terminate this appointment immediately with/without giving notice period pay or recovery.
- 19.4. In case you do not serve the notice period, then the Company can recover the related notice period amount from the gross amount payable to you against all dues except statutory deductions.

- 19.5. If you fail to show up to work for a scheduled shift and doesn't call or notify about your absence, and you fail to report for 3 continuous days, it's considered as a voluntary termination by the employee (No Call No Show).
20. When eligible, you shall be entitled to the statutory benefits under the provisions of The Employees Provident Fund and Family Pension Fund Act - 1952 as amended from time to time and the schemes there under, The Employees State Insurance Act - 1948 as amended from time to time and the rules and regulations there under, The Payment of Bonus Act - 1955 and The Payment of Gratuity Act – 1972.
21. Confidentiality: During the course of your employment with the Company or at any time after termination of your services, you shall comply with all secrecy and confidentiality obligations imposed by the Company and/or the Client and shall in this respect not disclose to any person, firm, or concern, the affairs of the Company, the Client, their customers or any classified and confidential information. You may not, either during your employment with the Company or any time hereafter or during the course of providing services to the Client, use to the detriment of the Company or Client, or disclose to any third party, any confidential information which has been acquired by you in the course of your employment with the Company or whilst providing services to the Client.
22. In addition to the terms contained herein, your relationship with HANDS-ON MANAGEMENT may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by HANDS-ON MANAGEMENT.

For **HANDSON MANAGEMENT SERVICES PRIVATE LIMITED.**



Authorised Signatory



Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to the terms and conditions contained thereto

Mr. Keerthi Kumar A

(Signature & Date)

Annexure – 1

Components	Monthly (INR)	Annually (INR)
Basic	16859	202308
HRA	0.00	0.00
Bonus Gross	1404	16848
Other Allowance	0.00	0.00
Food Allowance	1187	14244
Attendance Allowance	500	6000
Gross Salary (A)	19950	239400
PF Employer	1950	23400
ESIC Employer	649	7788
Total Benefits (B)	2599	31188
Total Cost to Company (A+B)	22549	270588

**Please note that the Employee Contribution to PF, PT and IT (if applicable) shall be deducted as per the statutory guidelines.

**Net Pay will be calculated after deduction of all the above whichever is applicable.

We request you to please sign a duplicate copy of this letter and return the same to us, indicating your acceptance of the terms mentioned herein. By signing this letter, you confirm that you have read, fully understood and accepted the terms of this letter.

Warm regards,

For **HANDSON MANAGEMENT SERVICES PRIVATE LIMITED.**

Authorised Signatory

Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to the terms and conditions contained thereto

Mr. Keerthi Kumar A

(Signature & Date)

If you need any further assistance on your queries, please contact us on below no.

02230567646

Or else you can write us mail on below email ids

helpdesk@sourceitt.com