



Alpha Management Consultants

May 9th 2013,

To,
Mr. Kaushik Venkateswar,
New No. 25, Old No. 10 Crescent Park St,
T.Nagar,
Chennai - 600 017

Dear Mr. Kaushik,

We have the pleasure in appointing you in our company as Business Development Executive or in such other capacity the management shall time to time determine. Please note that the employment terms contained in this letter are subject to Company policy.

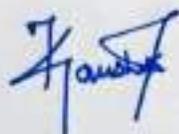
1 **Appointment**

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 9th May 2013.
- b. You will be on probation for a period of 6 months from the date of your appointment. If in the opinion of the company you are found suitable in the appointed post you will be confirmed.
- c. During probation you will not be entitled to any of the benefits such as casual leave, sick leave, privilege leave etc.
- d. You will be liable to be transferred in such capacity as the company may from time to time determine to any location, department, function, establishment or branch of the company. In such case you will be governed by the terms and condition of service applicable to the new assignment.

2 **Compensation**

You will be eligible to receive the following

- a. Your total cost to the company would be Rs. 1,32,000/- (Rupees One Lakh Thirty Two Thousand only) per annum.
- b. Your total cost to the company would not include the variable component.
- c. Your salary will be reviewed periodically as per company policy.
- d. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- e. Your performance will be reviewed every twelve months.

 Venkateswar K.V



3 **Other Benefits**

- A Leave, holidays and working hours as applicable to your category of employees and location of position.

4 **Responsibilities**

A In view of your position and office you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In the connection you are not required to engage in any other activities that have or will have an adverse impact on the reputation / image and business of Alpha Management Consultants whether directly or indirectly.

B We at Alpha are committed to ensure "Integrity" in all aspects of it's functioning. Please ensure that you comply with the policies of the company as they form and integral part of the terms of employment with Alpha consequently, you are required to understand the scope and intent behind these policies and comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced from time to time. As and when this happens the company will notify you and you will be required to comply with the same.

5. **NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

During employee's employment with Company, Employee shall regard and preserve as confidential and shall not disclose, publish, communicate, or make available to any person (other than to persons , client, or other entities as directed by duly authorized representative of Company) or use for Employee's personal purpose, any confidential information that Employee receives, obtains, or otherwise becomes aware of during Employee's employment by company that relates to or pertains to the operations, business or financial affairs, unpublished know-how, processes, techniques, customers (including the names of Company's customers, past present, or perspective and the terms of any contract by Company with its customers, including fees), employees, trade, secrets, products, services, properties, plans, or projections of Company or of any of its affiliated clients or of any supplier, joint venture, or licensor/licensee of company. Any data or information that is not readily available to the public shall be considered by Employee to be confidential and, therefore, within the scope of this agreement, unless Company advises otherwise in writing.

6. **General**

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or

Karthy Venkatesan K.V.



written, which you have entered into and which relate to your commitments under this agreement.

- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable.
- c. due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.

7. Notice Period

This contract of employment is terminable, without reasons, by either party giving one month notice during probationary period and two months notice on confirmation. Alpha reserves the right to pay or recover salary in lieu of notice periods. Further, the company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. In event of termination (voluntary or otherwise) of employee's employment with company, employee agrees, promptly and without the necessity of request, to deliver to or inform company, as appropriate, all documents and data pertaining to confidential information, whether prepared by Employee or otherwise coming into employees possession or control. Employee will retain any written or other tangible material containing any information concerning or disclosing any of the confidential information, databank, leads, and contacts of Company.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely,

For Alpha Management Consultants

Deepak Rao

Deepak Rao
Head - Operations

[Handwritten Signature]
V. Venkatesh Kumar K.V.

I agree to accept employment on the terms and condition mentioned in the above letter

Name:

Signature:

Date / Place:

Letter of Appointment

To,

Mr. KV Kaushik Venkateswar,
New #25, Old #10, 1st Floor,
Crescent park street, T.Nagar,
Chennai-600 017.
Mobile number : +91 95000 00982

Dear **Mr. Venkateswar**

Welcome to Hex Advisory!

I thank you for choosing to associate with us in our journey to transform the landscape of HR consulting in India.

Further to the discussions we have had, we are pleased to appoint you in our organization as **Executive – Human Resources** with effect from 17th of October 2015

- (I) **Fixed pay:** You will be paid a consolidated salary of Rs.15,000/- per month amounting to an annual CTC of Rs.1,80,000/- (Rupees One lakhs eighty thousand only). The CTC break-up is provided in Annexure. Tax deductions, as per prevailing Income tax laws shall apply according to your income qualifying in the corresponding tax slabs.
- (II) **Variable pay:** A monthly incentive system shall apply on the basis of the assignments that you shall be working upon. The quantum of incentives shall be revised from time to time on the basis of the project. Parameters, quantum, periodicity and other details regarding the same shall be provided to you on your day of joining.
- (III) **Work location:** You shall work from our office located at "Sri Krishna", III Floor, No.34/38, III Main Road, R A Puram, Chennai – 600 028. The option of working from home is provided upon request and mutual agreement.
- (IV) **Work timing:** We follow a 5-day work week from Monday to Friday with business hours from 9 am to 6 pm. The list of annual holidays shall be provided to you on the day of joining.
- (V) **Leave policy:** You shall be entitled to a total of 24 days of leave in a calendar year provided at a rate of 2 days of leave per month, which shall be credited to you at the beginning of every month.

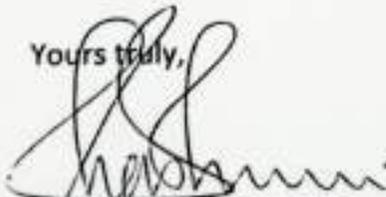
Unutilized leaves shall be calculated on a pro-rata basis and paid to you as ex-gratia at the end of the calendar year. Advance availing of leave may be mutually discussed and agreed. Prior intimation of planned leave is essential. On absence due to exigencies, communication may be provided over phone.

- (VI) Role & Responsibilities: While the role and responsibilities have been fairly discussed at the time of selection, a detailed note shall be given to you on the day of joining us.
- (VII) Performance evaluation & rewards: An annual performance evaluation system shall apply at the end of every financial year to understand areas of accomplishment and learning. Developmental needs shall be derived from this activity. Performance reviews shall be monthly and remuneration revision shall be annually done subject to mutual discussions and agreement.
- (VIII) Probation: You shall be on probation for a period of three months from the date of joining.
- (IX) Notice period: Either party can wish to end this association by providing a notice period of one month in writing.
- (X) Other terms:
- This employment is subject to you being medically fit.
 - Salary will be credited to your S/B salary account on or before the last working day of every month
 - Please sign and return a duplicate copy of this letter as a token of your acceptance
 - You shall abide by the organization policies which shall be made available upon joining

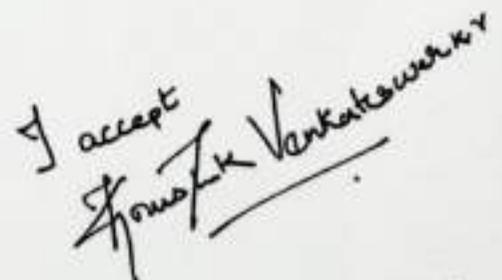
Hex Advisory will continue to strive to learn, develop and evolve as an organization in the months to come. Hex Advisory believes in a philosophy of openness to thoughts and ideas, transparency in operation and respect to its associates. I invite you to be a part of our culture and join the journey to get better and better as we move ahead.

I wish you the very best for a long and successful career with us. I am confident that your association with Hex Advisory will provide you professional development and growth.

Yours truly,



Shashikanth Jayaraman
CEO & Principal Advisor

I accept


30-Apr-2017

Mr. Kaushik Venkateswar K V
Sr Executive – Human Resources

Sub: Relieving Letter

Dear Mr. Venkateswar,

Further to your decision to pursue a career outside our organization and our subsequent discussions, your resignation is accepted and you are hereby relieved from your services with us by the close of business hours on 30th Apr 2017

Your full and final settlement is hereby provided in the attached sheet. You are requested to return a signed copy as acknowledgment of receipt of the settlement amount. Wishing you all the very best in your future endeavours.

Yours truly,



Shashikanth Jayaraman
CEO & Principal Advisor



Pon Pure Chemical India Private Limited

(formerly pon pure chem (p) ltd)

Regd. Off.: No.32, H-Block, 15th Main Road, Anna Nagar, Chennai - 600 040
• Phone: 26161803-26161809 (7 Lines) • Toll Free No: 18001235220
• Fax: 26161813 / 814 • CIN: U24111TN1998PTC040872
• E-mail: info@pure-chemical.com • Website: www.pure-chemical.com
• TIN No. 33241061285 CST. No.774396 / 19.09.01

[Ref: HRD / PPC]
[Page 1 of 6]

12th May 2017

Mr.Kaushik Venkateswar.K.V

Dear Kaushik Venkateswar,

Further to your application for employment with our organization and the subsequent discussions you had with us, we are pleased to offer you the position of "Senior Executive - Human Resource Business Partner" at Head Office.

Your appointment is on the following terms and conditions:

This appointment will take effect from the date of your joining in our organization on 12th May 2017 initially; you will be on probation for a period of Six Months from the date of joining. During the period of probation either party can terminate this contract of appointment by giving the other a minimum of 45 (Forty Five) days notice in writing. Unless confirmed in writing, you will be deemed to be on probation even after the expiry of the probationary period. You will become a permanent employee of the Company only when a written letter of confirmation is issued to you.

Key Responsibility Areas (KRA) Setting, Probation & Confirmation Process:

- Upon your Joining this Organization, You are required to discuss with your Immediate Superior for the Key Responsibility Areas (KRAs) fixed for the Probation Period and there on.
- You need to initiate the Probation Evaluation & Confirmation Process at the end of your Probation Period by Filling the Probation Evaluation Form with all the Key Target Responsibilities Assigned with Actual Achieved.
- The Above Self Evaluated Probation Form need to be submitted to your Immediate Superior (APPRAISER) for a One – To – One Discussion with him / her for the said Period's Evaluation and Feedback. Upon Successful Completion of the same, the same shall be reviewed by your immediate Superior's Superior (REVIEWER) for final comments.
- Based on the Reviewer's & Appraiser's Feedback & Comments, your Confirmation Procedure would be taken forward for Confirmation OR Extension.
- Only One Probation Period Extension is allowed for a maximum of Three Months.





Career Growth in Pure Chemicals Group:

Each & Every Candidate joining Pure Chemicals Group has a high Growth Prospects based on their Performance (Key Responsibility Areas Achievements), Potentials Demonstrated & Flexible in Mobility across India & International Countries.

Compensation & Benefits:

1. The compensation and benefits entitled to you, have been detailed in the Salary Authorization Form [SAF] attached herewith as Annexure "A". Any changes in your compensation and benefits will be communicated to you by the Company in writing by issuing you a revised SAF.
2. The company may, at its sole discretion, consider future enhancement in salary, in the approved salary range, based on annual performance. The decisions of the company in this regard, will be communicated to you.
3. Additionally, you will be governed by the supplementary terms of service applicable to you which is enclosed. We emphasize that this document must be treated as strictly confidential and kept in your personal custody
4. As a member of the management staff, you are required to exhibit adequate skills, initiative, drive, involvement and participation as may be warranted in the course of your employment. Your job would involve supervision and control of the personnel working under you.
5. You will function within the framework of rules, regulations, policies and directions laid down by the management from time to time.
6. If at any future date, on assessment of your performance, if it is found that your continuance in employment is not beneficial to the company or you are found unfit or unsuitable for service in the company, then your services can be terminated by giving you one month notice or salary in lieu thereof.





7. As per present rules, the date of superannuation is the date on which immediately you shall complete 58 years.
8. You shall be liable to be transferred to any division or branch under the control of this organization within India or abroad.
9. Your employment with us is on full time basis and you shall not either directly or indirectly hold any office of profit outside the company without the written permission of the management.
10. You shall not receive any presents, commission or any kind of gratification or benefit in cash or kind from any person, party, firm or company having dealings with the company directly or indirectly.
11. You will be responsible for the safekeeping and return in good condition and order of all the company property, which may be in your use and charge.
12. You shall not at any time during your employment in the company or thereafter, divulge or disclose directly or indirectly to anyone, any knowledge or information in respect of any invention, process or formula or secret method which you might have invented, acquired or learnt during or in the case course of your employment in the company.
13. You will keep us informed of any change in your residential address, your Marital status or any other relevant particulars during your employment with us.
14. This appointment is subject to the rules regulations and policies made by the company as in force at present or as may be amended, altered, modified or extended from time to time.
15. During your association with the Company; you may come in contact with Confidential Information. You, as an Employee, certify that you will not disclose, publish, divulge, release, or make known, in any manner or to any extent, to any individual other than an intended recipient.

You hereby agree that, during your association with this company or thereafter, you will not use or disclose to others without the written consent of the Company;





- A) Any Confidential or Proprietary Technical, Financial, Marketing, or other Technical or Business Information or Trade Secrets, Customers or Employee Information.
- B) Third Party Information: Any information Company has received from others, which Company is obligated to treat as confidential.
- C) Any confidential or proprietary information which is circulated within Company via its internal electronic mail system, intranet or otherwise.
- D) After Your Association OR Upon Your Exit from Pure Chemicals Group, Sharing of Information or Details of the Companies, Product's, Supplier's, Customer's & Technical's to any Third Party.

Supplementary Terms of Service

A. Group Hospitalization Insurance (Mediclaime)

Yourself and 3 dependents (Spouse and First 2 children) are covered under the Group hospitalization policy. Your annual sum insured will be Rupees 1, 00,000 for your current grade. Entitled.

B. Group Personal Accident

The policy will cover all the employees working at our company. The coverage will be 3 times your prevailing annual gross at the time of renewal during the month of January. The maximum coverage will not exceed Rupees 30, 00,000 and the minimum coverage will not be less than Rupees 2,50,000.

C. Provident Fund

The company will contribute 12% of the salary towards provident fund. You will be entitled to become a member of the provident fund in accordance with the rules and regulations of the funds may be in force from time to time.

D. Employee State Insurance Scheme

The Company shall pay ESI contribution every month as per the Employee State Insurance Act, 1948, until your salary exceeds Rupees 15000 per month.

E. Gratuity

You will be entitled to the benefits of gratuity applicable to management staff in accordance with the rules of the gratuity fund/ act as the case may be in force from time to time.





General

1. These supplementary terms of service are private and apply only to management staffs who have received a signed copy thereof from the company, and for so long as they are in service of the company.
2. These supplementary terms of service are valid until further notice and the company reserves the right to alter any or all of the terms of service herein provided.
3. In the event of any dispute in your employment with us, the jurisdiction to entertain and try such disputes shall be in the appropriate Court where, our Head Office at Chennai (Tamil Nadu - India) is situated.

Please return a copy of this appointment letter duly signed by you as a token of your acceptance of the terms and conditions stated here in before.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further to achieve our vision at the earliest.

We take great pleasure in welcoming you to the Pure Chemical team and wish you a bright and successful career with us.

Yours sincerely,

For Pon Pure Chemical India Private Limited.


M.P. Lakshmi pathy
Executive Director

I hereby declare that the above mentioned terms and conditions are agreeable to me and also accept above set the rules and regulations of the employment.

Signature: _____

Name: _____

Date: _____





Salary Authorization Form (SAF)
Annexure 'A' to appointment letter dated 12th May 2017

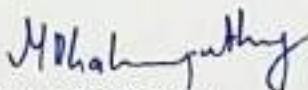
Name: Mr.Kaushik Venkateswar.K.V	Due date for Confirmation : 06 months from DOJ
Designation : Senior Executive - HRBP	Department : Human resource
Location : Head Office	Ref : [HRD/PPC/ Kaushik Venkateswar.K.V]

(A)	Monthly Components	Per Month (In Rs.)	Per Annum (In Rs.)
1	Basic + DA	11750	141000
2	House Rent Allowance	5875	70500
3	Transport Allowance	1600	19200
4	Special Allowances	3025	36300
5	Medical Allowance	1250	15000
	Total (A)- Monthly Components	23500	282000
	Annual Components		
(B)	Statutory Bonus (Paid During Diwali)	0	0
	Total (B) -Annual Components	0	0
(C)	Retrial Benefits		
6	EPF Employer Contribution	1800	21600
	Total (C) – Retiral Benefits	1800	21600
(D)	Cost to Company Total (D) = Total (A+B+C)	25300	303600
	Group Hospitalization Insurance Scheme Coverage as per Company Rules.		

* Yourself and 3 dependents (Spouse and 2 children) are covered under the Group Medical Insurance Hospitalisation Policy

* You will also be covered under Group Personal Accident Insurance Policy

For Pon Pure Chemical India Private Limited.


M.P. Lakshmi Pathy
Executive Director





Pon Pure Chemical India Private Limited

(formerly pon pure chem (p) ltd)

Regd. Off.: No.32, H-Block, 15th Main Road, Anna Nagar, Chennai - 600 040

• Phone: 26161803-26161809 (7 Lines) • Toll Free No: 18001235220

• Fax: 26161813 / 814 • CIN: U24111TN1998PTC040872

• E-mail: info@pure-chemical.com • Website: www.pure-chemical.com

• TIN No. 33241061285 CST. No.774396 / 19.09.01

Ref: HRD/PPC

12th September 2017

Mr. Kaushik Venkateswar.K.V

Employee No: 01978

Senior Executive - Human Resource Business Partner

Head Office.

Sub: Relieving Letter

Dear Kaushik Venkateswar,

We wish to inform you that your resignation letter had been accepted and you are relieved from the services of the company with effect from Close of Business hours of 01st September 2017.

With the copy of this letter, we advise Accounts department to settle your dues if any.

We wish you all the best in your future endeavors.

For Pon Pure Chemical India Private Limited.

B.Subbiah
Assistant Manager - HR



13th September , 2017.

Mr. Kaushik Venkateshwar
New No :25, Old No :10,
Crescent Park Street,
TNagar,
Chennai - 600017.
Contact No: 9500000982.

Appointment Order

Dear Kaushik,

Further to the discussion you had with us and your acceptance of our offer of employment we are pleased to appoint you in our organization with the following terms and conditions.

- You will be designated as **Executive – HR (E001)** .
- Your remuneration package is as per Annexure to this order.
- The probation period will be **six months** from the date of your joining viz **14th September,2017**.
- During the period of probation, your services are liable for termination with seven days' notice period from either side without any compensation. After confirmation, your services are liable for termination with one month basic salary as Notice Pay in lieu thereof from either side
- You will be governed by the leave policy of the Company as per Employee Manual.
- You will observe strict secrecy with regard to Company matters. Any information, data, document, procedure etc. which may come to your knowledge and possession during the course of your services with the Company shall be kept confidential and you shall not divulge the same to any outsider, be they individual or Organisation.
- You will keep all Company records entrusted to you during the course of your service with the Company in safe custody and they will remain to be the Company's property at all times.

Contd.. Pg.2

Sicagen India Limited

Registered Office : 4th Floor, Spic House, 88, Mount Road, Guindy, Chennai-600 032, India.
Tel : +91 44 3007 0300 Fax : 44 3007 0399 Website : www.sicagen.com CIN : L74900TN2004PLC053467

..2..

(Mr. Kaushik Venkateshwar)

8. You will not engage or take up any other full time or part time employment or commercial occupation during the period of your services with us.
15. Your initial place of appointment will be at "Corporate Office, 4th Floor, SPIC House, 88, Mount Road, Guindy , Chennai -600032.". However, you are liable to be transferred to any branch/ associate/ division of the Company anywhere in India. On such transfer you will be governed by the rules and regulations operating in the branch/ division to which you are attached.
10. You will also be governed by all terms and conditions, rules, and regulations of service applicable to the employees of our organisation that are in vogue presently and those may be amended from time to time by the Management.P

You will be reporting to **undersigned** and carry out instructions and/or the instructions of other superiors from time to time in the discharge of your duties.

We welcome you on board and wish you a long and successful career with us.

Thanking you,

Yours faithfully,
for Sicagen India Ltd



P.Raja
Chief Manager - HR

I accept the above order on the terms and conditions mentioned above.

PLACE: _____ DATE: _____ SIGNATURE _____

Sicagen India Limited

ANNEXURE

Name	Mr. Kaushik Venkateshwar	
Designation	Executive- HR	
Division/Location	Corporate Office	
Components	Per Month Rs.	Per Year Rs.
Basic	7930	95160
House Rent Allowance	7930	95160
Conveyance Allowance	1600	19200
Uniform Allowance	500	6000
Education Allowance	200	2400
Other Allowance	4825	57900
Medical Reimbursement	1250	15000
Gross Pay - A Sub Total	24235	290820
Provident Fund	1800	21600
Gratuity	397	4764
Indirect - B Sub Total	2197	26364
A + B	26432	317184
Performance Incentive - C		35000
CTC A + B + C		352184


Sicagen India Limited

Date : 23rd August 2019

Mr.Kaushik Venkateswar K V (E.No.12758)
4B/2, Bharathi Nagar, 3rd Street
T.Nagar
Chennai 600 017
Mob.No.7338825553

Dear Kaushik,

Please find enclosed at par Cheque (No.809210 dt.23.8.2019, Andhra Bank, Chennai-2) for **Rs.30,285/-** drawn in your favour towards full and final settlement of your accounts as detailed hereunder.

S.No	Particulars	Rs.
1	Aug'19 salary	18737
2	PL encashment – 18 days	5622
3	Bonus for the year 2019-20	3536
4	LTA for the year 2019-20	3973
	Total amount payable by the company	31868
LESS		
	Dues payable by you	
1	Notice Pay Shortfall – 5 days	1583
	Total amount payable by you	1583
	Net amount payable by the company	30285

Kindly acknowledge the receipt.

For Sicagen India Limited



K.R. Jaikumar
Senior Manager – HR

Sicagen India Ltd.

Registered & Corporate Office :
4th Floor, Spic House, 86, Mount Road, Guindy, Chennai-600 032, INDIA
Tel : +91 44 4075 4075 | Fax : +91 44 4075 4999 | info@sicagen.com
CIN : L74900TN2004PLC053467 | www.sicagen.com

Date: 23rd August 2019

SERVICE CERTIFICATE

Name : Mr.Kaushik Venkateswar K V

Emp.Code : 12758

Designation at the time of leaving : Executive-HR

Division / Location : Corporate Office, Chennai

Date of Joining : 14.09.2017

Date of leaving : 23.08.2019

Conduct and Character : Good

Last drawn CTC : Rs.4.06 lacs p.a.

For Sicagen India Limited



K.R.Jaikumar
Senior Manager – HR

Sicagen India Ltd.

Registered & Corporate Office :

4th Floor, Spic House, 88, Mount Road, Guindy, Chennai-600 032, INDIA

Tel : +91 44 4075 4075 | Fax : +91 44 4075 4999 | info@sicagen.com

CIN : L74900TN2004PLC053487 | www.sicagen.com

24th July 2019

Kaushik Venkateswar K V,
#4B, Old# 2, 1st Floor,
Bharathy Nagar 3rd Street,
T Nagar, Chennai
Tamil Nadu - 600017

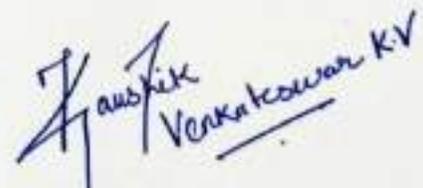
Dear Kaushik,

We would like to warmly welcome you to the Xitadel family. With exceptional legacy and the exalted aspiration to be one of the most respected Companies in India that offers world class expertise, innovation and technology, we truly believe that our Company will provide you the opportunity for career and personal growth. We are sincerely committed to help you achieve your very best at Xitadel as we believe that a great organization can only be built around outstanding people. The Customer is central to Xitadel family value principles and the organization will be run with honesty and integrity.

We are pleased to offer you an employment position with Xitadel CAE Technologies India Private Limited ("Xitadel"). Your employment will commence from **26th August 2019** or such other later date as informed by Xitadel. Your designation shall be that of **Business HR**. You will be paid a total Annual CTC of **Rs. 5,25,000/- (Rupees Five Lakhs Twenty-Five Thousand Only)**. A detailed break-down of your compensation is enclosed as Annexure A. Xitadel shall only be bound by the written/documented commitments given to you at the time of your interview and Xitadel shall not be responsible for any oral commitments.

Although your employment is with Xitadel, however, your responsibilities will require you to discharge duties on behalf of any Company of the Xitadel family as required from time to time. Your compensation will take into account your overall performance regardless of the Company of the Xitadel family you perform your duties / goals.




Kaushik
Venkateswar K.V.

The compensation proposed herein is **strictly confidential** and the Xitadel family requires that you shall not share this information under any condition with your colleagues or superiors in the Xitadel family, except for Xitadel's HR and CEO. Your employment is conditional on meeting and continuing to meet this obligation throughout the period of your employment with the Xitadel family.

Xitadel plans to offer Corporate Medical Insurance for you and your 5 dependents in your family which includes your spouse/husband, two children, your parents or your in laws, and plan to cover you and dependent parents (if unmarried). The plan shall be effective from the Employment Date with the Company. 50% of premium will be contributed by Xitadel and 50% of premium will be deducted from your Salary.

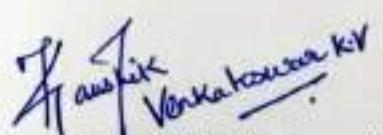
Your employment is contingent on signing the attached Assigned Employees Invention Agreement Confidentiality and Intellectual Property Agreement.

This document will be the official appointment letter on acceptance. Your employment confirmation is subject to successful background verification, along with **1 year** of service agreement.

Again, we extend our best wishes to you with the sincere hope that you will fulfill all your career goals within the Xitadel family.

With Best Regards,
For Xitadel CAE Technologies India Private Limited


Deepika L Bhargav
Manager - Human Resources
Xitadel CAE Technologies India Private Limited


Accepted: Kaushik Venkateswar K V
Date: 26/08/2019

ANNEXURE A

Name : Kaushik Venkateswar K V
Designation : Business HR

Gross Fixed Pay	Monthly	Annual
Basic + DA	17500	210000
HRA	8750	105000
Transportation Allowance	1600	19200
Medical	1250	15000
Special Allowance	12850	154200
Gross Fixed Pay (A)	41,950	5,03,400

Other Benefits

PF Employer Contribution	1800	21600
ESI Employer Contribution	0	0
Contribution from Employer (B)	1,800	21,600

TOTAL COMPENSATION (A+B)	43,750	5,25,000
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Deductions	Monthly	Annual
Professional Tax	200	2400
PF Employee Contribution	1800	21600
ESI Employee Contribution	0	0
Medical Insurance	375	4500
Take Home Salary	39,575	4,74,900

Additional Benefits (C)

Retiral Benefits - Gratuity**	10101
Medical Insurance Coverage for 5 dependents for 3 Lakhs per annum	12000
Personal Accident Insurance up to 2 times CTC	500
Group Term Life Insurance up to 3 times CTC	2000
Mobile Bill Reimbursement	7200
Data Card	7200

GRAND TOTAL	5,64,001
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(*) Gratuity is payable as per the provisions of payment of Gratuity Act, 1972.

(**)50% of Medical Insurance premium will be contributed by the company and 50% from Employee

D.V.

Kaushik Venkateswar K.V.



1st February 2021

REF/APT LTR/2021/02/01/01

Dear Mr. Kaushik Venkateswar KV

This letter is to offer you a position with **ATSUYA TECHNOLOGIES PVT LTD.** It is with great pleasure that we offer you the position of **HR Manager & Admin**, you will be based in Chennai. Our Corporate Office location as given below.

SORRENTO BUILDING, 5TH FLOOR, #6, LATTICE BRIDGE ROAD, ADYAR, CHENNAI - 600 020

Your detailed compensation plan will be given to you at the time of joining. Your compensation (CTC) will be Rs.9,90,000(Rs Nine Lakhs and Ninety Thousand Only) per annum which include annual variable pay Rs.90,000/- (Rs. Ninety Thousand Only) and your compensation will also include Casual, Sick and Privilege leave and other benefits as per corporate policy.

We are anticipating that you will accept this offer by 02nd February 2021, and you can join us as soon as possible. Upon joining you will be required to sign an "Employment Agreement" and Non-Disclosure- Non-Compete Agreements. You will also be required to submit the following documents on the date of your reporting:

- a. Copy of PAN Card
- b. Copy of Aadhar card
- c. Two passport-sized photographs

You will be on probation for six months from the date of your joining. Your services will be confirmed in writing after the successful completion of your probation period. The probation period may be extended if your performance does not meet expectations. During Period of confirmation employment your employment may be terminated at any time be either party by giving a one-month prior notice in writing or on payment or surrender of 30 days gross pay in lieu of the notice period. The company also reserve the ultimate right to terminate and or cancel the employment without assuming any liability, responsibility and assigning any reason thereof or on payment of 30 days gross pay in lieu of the notice period. Notice period after employment confirmation will be 90 days.

Please indicate your acceptance of this offer by signing one copy of this letter in the space provided below. The additional copy is for your files.

Mr. Kaushik Venkateswar KV , we are eagerly looking forward to having you join our team. Should you have any questions, please do not hesitate to contact me.

Thanks, and regards,



Rahul Ganapathy
CEO



Name of concerned person: **Mr. Kaushik Venkateswar KV**

Title: **HR Manager & Admin**

I accept this action as outlined above and confirm that my start date is:

Signature:

Name:

Date:

ANNEXURE: I

Annexure to the offer letter dated 01st February 2021, Of **Mr. Kaushik Venkateswar KV**
For position of **HR Manager & Admin at Chennai.**

Salary Offer Details		
Name	Kaushik Venkateswar KV	
Designation	HR Manager & Admin	
BU	HR & Admin	
Fixed Pay	Per Month	Per Annum
Basic Pay	₹ 37,500	₹ 4,50,000
HRA	₹ 18,750	₹ 2,25,000
Flexi - Pay Allowance	₹ 15,146	₹ 1,81,755
Gross Fixed Pay (A)	₹ 71,396	₹ 8,56,755
Benefits		
Provident Fund (Employer contribution)	₹ 1,800	₹ 21,600
Gratuity	₹ 1,804	₹ 21,645
Total (B)	₹ 3,604	₹ 43,245
Annual Variable Pay (C) *		₹ 90,000
Total Compensation (A+B+C)		₹ 9,90,000
<i>(Rupees Nine Lakhs and Ninety Thousand Only)</i>		
*Subject to individual & company performances		
** Employee benefit of Group Medical Insurance policy of Rs. 5 lakhs (floater) Covers spouse & children or dependent parents/in-laws as chosen by employee		