

Date: 25 Jan, 2020

OFFER LETTER

Dear Pusuluri Roshni,

We are pleased to appoint you for the position of **Business Associate**. We extend this offer, and the opportunity it represents, with great confidence in your skills and abilities. You are expected to join our Company on or before **3 Feb, 2020**.

Your roles and responsibilities will be discussed with you by your Reporting Manager once you are on board. Your employment with us will be governed by policies (referred in the Company Policy Handbook).

The following are the terms and conditions of our Company **M/s Allens Developers Private Limited**.

Compensation and Benefits: Your Annual Cost To Company will be **INR 2,76,000/-** (Two Lakhs Seventy Six Thousand Only) Which is Inclusive of fixed component of **INR 2,22,000/-** (Rupees Two Lakhs Twenty Two Thousand Only) and performance-linked uncapped Incentives(variable component) of **INR 54,000/-** (Fifty Four Thousand Only). The compensation details are strictly confidential between the Company and yourself and it shall be maintained at all times. The details of the remuneration package are provided in the Annexure (attached).

Place of Posting: Your place of posting will be at Hyderabad. However, during employment with the Company, the Company reserves the right to post you/transfer you to any of the offices/projects/divisions/departments/units/Associates' Offices of the Company existing or to be set at any other location in India or abroad.

Probation and Confirmation: You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable either by the Company or by you by giving thirty (30) days prior to notice period and without the need to provide a reason. On completion of probation period, you will be deemed to be confirmed in the services of the Company, unless otherwise intimated.

Increment and Career Progression: Increments are not automatic but any increase in your compensation and future prospects in the Company shall entirely depend on your efficiency, hard work, regularity in attendance, sincerity, good conduct and such other relevant factors including your performance, potential for next role and Company's performance.

Recovery: In the event of separation from services of the company (separation can also include termination on performance grounds), within 12 months of joining, the Company has the right to recover the amount if paid to you in the form of notice period buy-out/relocation reimbursement/joining bonus or any other expenses incurred which are not part of the compensation structure.

Termination: On confirmation of your employment, either party- shall give 60 days' notice in writing or salary in lieu thereof to the other for termination of this employment. It is made explicitly clear that if the employee avails any leave during the notice period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the period. Payment of salary in lieu of notice on termination is at the sole discretion of the Management.

Code of Conduct

Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.

You will devote full time to the work of the Company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.

As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or