



Letter of Intent (LOI)

Date: 24th January 2023

Ms. Biddika Dayana

D/o. Sri.Biddika Prasad Rao,
1-115, Main Street,
Chinnadimili,
Srikakulam,
Karnataka-532455

Dear Dayana,

West Agile Labs is excited to bring you onboard to grow along with us.

We believe that companies grow and flourish by the enthusiasm and energy of the people who are willing to invest into its future. We also believe that our team is truly our strength.

At West Agile Labs, we strive to foster an ecosystem that encourages team bonding, building on the unique strengths of its associates.

We are keen to witness you embark on a richly rewarding journey with us and pleased to release this conditional offer for employment with us, as detailed below.

Work Mode: Work from Office

Work Location: Hyderabad

Business Unit: Hyderabad

Based on your performance in our Screening, we are pleased to inform you that you have been provisionally selected by Westagile IT Labs India Pvt. Ltd., (Company) for undergoing Sponsored Training Program in the latest technologies.

- On evaluation of this training program and your successful selection you will undergo an Internship till **31st July 2023**.
- On successful completion and selection in the Internship you will be offered an employment as **Trainee Software Engineer** in **Westagile IT Labs India Pvt. Ltd.**

The sponsored training program is expected to commence from **1st February 2023**. Schedules given are tentative and may change at the discretion of the company.

Joining formalities to be completed prior to joining the sponsored training program:

- On receipt of this letter, you are required to submit your consent by duly signing on all pages of LOI. Send along with signed LOI, self-attested photocopies of all your marks sheets starting from 10th class.



- You are also required to sign a service agreement that is applicable to you during the training period and up to twenty-four months from the date of appointment as a full-time employee.

The other employment conditions are as follows:

- The Company shall pay a stipend of **Rs.20,000/- (Rupees Twenty Thousand Only)** during the training/internship period.
- A compensation of Rs. **5,50,000/- (Rupees Five Lakhs Fifty Thousand Only)** post completion of training period, on appointment as a full-time employee with the Company. The above amount includes the fixed component of Rs.5,00,000/- (Rupees Five Lakhs Only) Annual Bonus of Rs. 50,000/- (Rupees Fifty Thousand Only). The breakdown of the same is presented in Annexure - 1.
- The benefits and leave policies mentioned in the offer letter are applicable post completion of the training program which are presented in Annexure - 2.
- The training program is offered to you as an intern on temporary employment status, however, all the other terms and conditions of employment remain the same as mentioned in Annexure 3.
- As part of the employment, you will have to sign on two other agreements, namely, Non-Disclosure agreement and Code Of Conduct printed on a non-judicial stamp paper. These documents are to be signed by you on the day of joining the training program.
- The Company reserves the right to terminate your sponsored training and employment summarily without any notice period or termination payment, if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.
- The Company reserves the right to revise the proposed salary and benefits as per prevailing levels of pay at the time of your employment and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.

Hearty Welcome to you and we wish you a bright and successful career at WAL!

For West Agile Labs,

Varun Bathina

Head - Global Offices

I accept the above offer

Signature:

Date: **24-January-2023**



Annexure - 1

Name: Ms.Biddika Dayana

Designation: Trainee Software Engineer

CTC Per annum	5,50,000	
Fixed per annum INR	5,00,000	
Annual Bonus	50,000	
Fixed per month INR	41,667	(Amt in Rs.)
	Monthly	Annualized
Monthly Emoluments		
Basic & DA	12,500	1,50,000
House Rent Allowance	5,000	60,000
Special Allowance	19,024	2,28,293
Sub Total - A	36,524	4,38,293
Monthly Reimbursements		
Meal Vouchers (Optional)	2,000	24,000
Sub Total - B	2,000	24,000
Gross Monthly Salary (A+B)	38,524	4,62,293
Statutory Benefits		
PF Contribution-Employer	1,500	18,000
Gratuity	601	7,212
Sub Total - C	2,101	25,212
Annual Reimbursement		
Leave Travel Allowance *	1,041	12,495
Sub Total - D	1,041	12,495
TOTAL CTC (A+B+C+D)	41,667	5,00,000
Deductions		
PF Employee	1,500	18,000
PF Employer	1,500	18,000
Gratuity	601	7,212
Professional Tax	200	2,400
TDS (As per slabs & declaration)	-	-
Total	3,801	45,612
NET PAY/TAKE HOME SALARY	37,866	4,54,388

** Additional Monthly Internet Allowance 1,000

Note: PF may be set @12% of basic & Meal Vouchers option may be given to Finance on DOJ



Annexure - 2

Once you onboard with Westagile IT Labs as a full-time employee, you can avail the following benefits:

PROPOSED STRUCTURE & BENEFITS

Structure

- Amount (Per annum) *Flexible Benefits Package allows an employee to have his / her own choice for PF & Meal vouchers, keeping his / her commitments & Income Tax deductions in mind. However, there are policies and procedures laid down for each of the allowances.
- Note: In WAL, the insurances, Work from Home Furniture, Internet Allowance, and Practo are **not part of the CTC and the salary structure** and are offered as **benefits only**.

Annual Bonus & Disbursement

- **Annual Bonus Pay is paid if the employee fulfills the commitment of year-on-year continuity of service to the Organization and is as per the organization policy.
- On the employee's **completion of every year of service** with the Organization, the Annual Bonus is **paid 100% in the joining month payroll**, provided the employee is on the rolls of the organization and **not serving notice then**.

BENEFITS

Flexible Work Model

- Work Model choice is available to employees and is considered based on the mutual agreement on location & work model preference (Remote /On-site/ Hybrid), during employment.

Note: This is decided based on the role's deliverables.

- # However, remote employees are expected to attend the office for team meetings on a periodic basis either Quarterly /Bi-Annually/ as and when required by the manager(s).

Details will be shared on DOJ.

Certification Reimbursement

- While the employees are continuously performing well, it is also important that they keep themselves updated on the latest technology trends in the market. So we support the employees by helping them financially and also provide suggestions by the industry experts on the areas of certifications whenever required.

Health Insurance

- The employees are entitled to be insured (Self, Spouse +2 Kids) for a group medical policy for a cover of **Rs.4,00,000/-** (Rupees Four Lakhs only)

Accidental Insurance

- In addition to the Health Insurance all employees are also covered under personal accident insurance for "Self", up to an amount of **Rs.10,00,000/- Lakhs** (Rupees Ten Lakhs only) each.

Healthcare @ Home

- Employees can avail the services of **Free Doctor Consultations*, discounts on medicines, and diagnostics through "Practo."**

* Details will be shared on DOJ.



Rewards & Recognition

- Employees are rewarded for their performance on a regular basis. (On the spot, Quarterly & Annually)

Elite Long Service Rewards *WAL appreciates and honors long service.*

- Employees join the “**Elite Clubs**” on completion of milestone years of 3, 5, 7, 9, etc., and **are honored with exciting benefits such as cash bonuses, earned leaves, paid trips and gadgets**

Birthday Leave

- Birthdays are the most special days for all and WAL celebrates the employees by entitling them to a **paid time-off on their “Birthday”** which can be availed on a day that they choose to celebrate in the month of birth.
- One birthday Leave is added to the leave balance of the employees, and it can be used during the month of the birthday.

Maternity Leave

- Full paid holiday for the period of 26 calendar weeks (Nearly 6 months) per the law.

Paternity Leave

- Full Paid Holiday for a period of 7 business working days.

Covid Sick Leave

- 21 days of Special Sick leave for employees who test Covid +ve and need time for recovery. The leaves are credited as required by the employee based on the recovery time.



Annexure 3

Terms & Conditions of Employment

What We Expect from You

You will be given the freedom to explore the job responsibilities and the ways to perform them. It is at your discretion to perform correctly and in a timely fashion. A healthy relationship with your co-workers will ensure we have a pleasant work environment and a better team to work with. Your support in making each working day gratifying and enhancing will be greatly appreciated.

Profile Verification

This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.

Employee Duties and Responsibilities

You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.

It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

CTC - Allowances, Gratuity, Taxes, Insurance

The CTC agreed upon by this contract will be inclusive of your PF, allowances, gratuity, insurance and any associated components. You will have the option to discuss the percentages of these components with the Company. Gratuity will be paid at the time of your relieving.

Training

The company may select and offer training for employees at the company location or outside at its own discretion. You will be required to attend these trainings and assignments

Service Agreement

WAL will be incurring considerable expenditure on your training and hence you will be required to execute an agreement, to serve West agile Labs for a minimum period of 2years 6months (Inclusive of Internship program) failing which, the organization has to recover the amount as it has invested in making the employee competent for the role.

Tax

You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment.