

ALCOTT TOWN PLANNERS PRIVATE LIMITED

Reg.Office: E- 43/1, Okhla Phase II, New Delhi, Delhi 110044, India
CIN: U74900DL2015PTC279317

Date: 30-October-2018

PERSONAL & CONFIDENTIAL

Dear Kamanuru,

We are pleased to extend you an offer to join Alcott Town Planners Pvt. Ltd. as Guest Relationship Executive.

This letter will memorialize the terms of your employment by Alcott Town Planners Pvt. Ltd. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. However, if considered expedient and necessary, we may conduct background checks on you on our own or through third party. You hereby consent to any such background checks and undertake to co-operate if so requested by us. We look forward to your joining and helping us grow the Company's business!

Your employment with the Company may be subject to successful pre and/or post-employment background check.

The terms of your employment are as follows:

Start Date: 31-October-2018 or before.

Leave and Working Hours: You will be entitled to leave as per company policy and will observe the working hours as may be applicable to your category of employees and location of posting.

Fulfillment Obligation: Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.

Confidentiality and Invention Assignment: Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.

Transfer & Relocation: You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.

Non –Compete: You agree that during the term of your employment and for further period of 6 calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties ("Restricted Business), other than through the Company.

Non-Solicitation of Customers: You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

ALCOTT TOWN PLANNERS PRIVATE LIMITED

Reg.Office: E- 43/1, Okhla Phase II, New Delhi, Delhi 110044, India
CIN: U74900DL2015PTC279317

Non – Solicitation and Non Hire of Company Employees: You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.

Probation, Confirmation & Termination: a) You will be on probation for six months from your date of joining. During this period, 15 days' notice is required from either side to terminate/conclude employment. Please note that on expiry of the original period of probation or the extended period of probation you will be informed in writing which will be subject to your performance on the job, and attaining certifications as applicable by the management its decision either to confirm or extend or conclude the probationary period, Your services will not be treated confirmed unless it is communicated to you in writing at the end of the probationary period or at the end of the extended probationary period. **INR 797 would be recovered from an employee in their full & final settlement in case an employee decides to leave within 90 days from the joining & if negative report is found in the background verification.**

b) During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.

c) Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you 15 calendar days' notice or salary in lieu thereof. You are also bound to provide the company with 15 calendar days' notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.

d) After Joining you shall be attending Training which includes assessments and evaluations. In case of failure in assessment or evaluation, company shall be entitled to terminate your employment.

Confidentiality & Non Complete and Non Solicitation: You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company to join a company.

Term: The Company may terminate your employment for cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.

Salary: Your salary details are attached.

“Employee Agreement”: To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as Exhibit A), invention assignment agreement, Alcott Town Planners Pvt. Ltd. Confidentiality Agreement and conflict of interest agreement (collectively, the “Employee Agreements”) as a condition of your employment. You represent that you signing of this offer letter, and the Employee Agreements and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Please send us a scan copy by email duly signed and accepted by you as a token of acceptance within 24 hours of receipt of this offer.

Sincerely,



Dinesh Ramamurthi

ALCOTT TOWN PLANNERS PRIVATE LIMITED

Reg.Office: E- 43/1, Okhla Phase II, New Delhi, Delhi 110044, India
CIN: U74900DL2015PTC279317

EXHIBIT A

Terms & Conditions of Employment

1. During the term of your employment with Alcott Town Planners Pvt. Ltd., you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to Alcott Town Planners Pvt. Ltd., or is contrary to the policies or the interests of Alcott Town Planners Pvt. Ltd.

2. During the term of your employment with Alcott Town Planners Pvt. Ltd., you are required to disclose all material and relevant information, which may either affect your employment with Alcott Town Planners Pvt. Ltd. currently or in the future or may be in conflict with the terms of your employment with Alcott Town Planners Pvt. Ltd., either directly or indirectly. If at any time during your employment, if Alcott Town Planners Pvt. Ltd. becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Alcott Town Planners Pvt. Ltd. reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Alcott Town Planners Pvt. Ltd..

3. You agree to conform to and comply with Alcott Town Planners Pvt. Ltd.'s Policy and Alcott Town Planners Pvt. Ltd. may from time to time give such directions and orders as.

4. Notwithstanding anything mentioned in this Agreement, Alcott Town Planners Pvt. Ltd. may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Alcott Town Planners Pvt. Ltd.'s property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or Alcott Town Planners Pvt. Ltd. Policy or other documents or directions of Alcott Town Planners Pvt. Ltd., or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days, or closure of the business of Alcott Town Planners Pvt. Ltd., or redundancy of your post in Alcott Town Planners Pvt. Ltd., or upon you conducting yourself in a manner which is regarded by Alcott Town Planners Pvt. Ltd. as prejudicial to its own interests or to the interests of its clients.

5. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects.

6. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Alcott Town Planners Pvt. Ltd. on account of salary, bonus or any other such payments.

7. You agree that the laws of India shall govern the interpretation and enforcement of this Agreement and the provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern all disputes under this Agreement. The venue for arbitration will be New Delhi.

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

Kamanuru Ravi

ALCOTT TOWN PLANNERS PRIVATE LIMITED

Reg.Office: E- 43/1, Okhla Phase II, New Delhi, Delhi 110044, India
CIN: U74900DL2015PTC279317

Salary Structure

Pay Component	Monthly Amount	Annual Amount
Fixed	16000	192000
Basic	4800	57600
HRA	2400	28800
Statutory Bonus	400	4800
Special Allowance	5597	67166
Performance Linked Incentive	1600	19200
ESIC Employers Contribution	627	7522
PF Employers Contribution	576	6912
Total Fixed CTC(A)	16000	192000

*12% of basic salary will be deducted as employee PF contribution and 4.8% of basic salary will be deducted as employee ESIC contribution.

*Kindly note, salary processed end of the month will be subject to biometric attendance. Enrolling for the same within 2 days of joining is mandatory.

*Performance linked Incentive which is a variable component is subject to your performance.

*Take home salary is subject to TDS deduction only if applicable.

*Uniform deduction of Rs 500 will be deducted from the salary till 4 months.


Dinesh Ramamurthi

Agreed: _____