



GROUPWARE INFORMATION SYSTEMS LTD

Registered Office: 1117A/1, Lakaki Road, Shivajinagar, Pune – 411016. www.gislindia.in; gislindia@yahoo.com
Mob No 7769017272 CIN: U72200PN1996PLC102606;

Ref: GISL/EMP/2023/0123

Date: 31/10/2024

To,
Avinash Radha
New Delhi

OFFER FOR EMPLOYMENT

Dear Avinash Radha,

We are pleased to offer you an appointment in our organization as **Developer** with effect from **01-Nov-2024**. You will work at WESEE, Ministry of Defence, West Block-5, RK Puram, New Delhi-110066.

Your appointment is on Man-Month Rate of Pay (MMRP). Your Gross salary as below:

From 01 Nov 2024 Onwards ~~XXXXXXXXXXXXXXX~~

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However if there is any discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your medical fitness.

It is mandatory to should submit police verification certificate / report from the place of your present residence as you may assign projects and work at defence client's location.

Please sign and return duplicate copy of this letter as proof of your acceptance of this offer.

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Yours faithfully,

Nirmal Chander

Director

For Groupware Information Systems Ltd





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Annexure – A

TERMS AND CONDITIONS:-

1. **Personal Particulars:** You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
2. **Nature of Work:** Your nature of work includes all the aspects of Software/ System Engineering/ Project Development and Support (as applicable) as well as any other ad-hoc duties assigned to you from time to time. You will display a high standard of initiative, creativeness, efficiency and economy in your work. The nature of work and responsibilities will be assigned and explained to you by the person that you report to at your place of work.
3. **Working Days and Hours:** The regular working days (i.e. Monday to Friday) i.e. 0900 hrs to 1730 hrs and the reporting time to the office will be 0845 hrs. However, if the office/ section/ group is required to work on Sundays/holidays or, beyond working hours then then you will be required to work during these times too. In addition you should register their biometric attendance during entry and exit at respective biometric machines.
4. **Assignment at Outstation Location:** Though you have been engaged to a specific position/location, the company reserves the right to send you on deputation to any other place in India, in connection with the work assigned to you and required to work as per hours of work applicable to the station. Post completion of the services at the outstation location, you will required to submit the travel and stay tickets to us and copy to HR Section within 02 days (ssmadmin@gmail.com).
5. In case there is any forging or tampering found to be done with the submitted tickets and bills, then this will be treated as **Forgery and Fraud** and the employment will be terminated with immediate effect.
6. **Late Coming and Penalties:** late reporting/ early departure beyond 0900 hrs & 1730 hrs owing to any unforeseen circumstances shall be permissible up to three occasions in a month. Half Day earned Leave would be deducted automatically for every instances of late reporting/ early departure beyond three permitted occasions. In case the resource has exhausted earned leave, then half day deduction would be done from salary of the Consultant Resource.
7. **Leave policy:** Leave entitlement and computation will be effective from the date of joining and the leave policy is mentioned below:-
 - (a) Maximum of 12 days of leave will be admissible in calendar year on pro-rata basis. Absence beyond leave entitlement will be subject to deduction in monthly remuneration.
 - (b) Leave cannot be claimed as consultancy resources right. Sanctioning of leave is at Management discretion based on exigencies of project or seriousness of the case.





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8. **Training:** You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your employment.
9. **Performance Assessment:** Performance assessment of the resource will be carried out every month based on professional performance, discipline, punctuality, unauthorised absence etc. and non-satisfactory performance for two Man-months shall be sufficient cause for termination of services.
10. **Payment of Man-Month Rate:** Payment for the work assigned during a month would be paid to you by ECS/Bank Transfer by the first week of the succeeding month.
11. **Rules and Regulations:** You are required to follow all the rules and regulations of the workplace that is assigned to you. Non-adherence to any, especially security aspects, shall lead to termination of services with immediate effect.
12. **Intellectual Property Right:** If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
13. **Secrecy/Confidentiality:** You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.





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14. **Access to Information:** Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.
15. **Handling of Information:** All materials including books, floppies, manuals, documents, CDs, pen drives, storage devices, multi-media devices, cell phones etc. that contains classified information or unclassified information, issued to you shall be retained at your work-place and not be taken outside. Loss of any such items would be viewed very seriously and may invite punitive actions, including termination of service. Further, all material belonging to you would be allowed to be taken back only after subjecting to security checks.
16. **Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your superior. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.
17. **Security:** While holding this appointment, at the assigned work-place, you are not allowed to bring in/take out Mobile phones, Pen-Drives, other USB storage devices and/or any other items that are prohibited, that may be conveyed to you from time to time by written, oral or any other form of instruction. You are to be in possession of your identity card and RFID card issued by your work-place organization and visibly display it at all times. Loss of ID card would be viewed very seriously and may invite punitive action, including termination of service.
18. **Termination of Service:** You are required to serve a minimum of 60 days' notice to be relieved of your appointment. On default, the amount of man-month rate owing to you during the month of leaving the appointment shall be withheld.
19. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would lead to termination of service without any notice of termination or notice pay.
20. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.





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21. If company found you unfit on the grounds of unsatisfactory performance, your services will be terminated.
22. Issuance of more than 03 warning letters from the company towards you on the grounds of habitual defaulters (late comers/ absent etc.) will lead to the termination of the services.
23. **Appointment in Good Faith:** It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here, you will be governed by the rules of the company as shall be in force from time to time.

