

Priyanka.C

#1235 Sri Balaji Nilaya

4<sup>th</sup> main Kalyana Nagar

T-Dasarahalli

Bengaluru 560073

DATE: 31/01/2019

Dear: Ms Priyanka.C

Congratulations we are pleased to confirm you have been selected work for RELIANCE ANIMATION we are delighted to make you the following job offer.

We are pleased to extend an offer of at-will employment to you as (Asst.Accountant and Finance executive) at RELIANCE ANIMATION. By way of and under the terms of this letter. And the attachments and documents referenced here in ( Aadhaar card, pan card, photo and Xerox marks cards).

You will report to the Manager however we reserve the rights to change the reporting relationship as needed.

Your employment will commence on the month of May and you will work in the company RELIANCE ANIMATION location at Mathikere branch Bengaluru.



Your salary will be 2,64,000/- annually, paid in accordance with the company's payroll procedures.

Variable compensation:-

In addition to your base salary, you will be eligible to receive an annual discretionary bonus in of up to 10% of your base salary. Any bonus paid will be at the discretion of the Reliance head office. The bonus will be contingent on the company's overall performance and your personal goals being met. Specific individual goals shall be developed with in 90 days of employment. The company reserves the right to attend or withdraw the bonus, at the absolute discretion.

Thank you again for your time in considering our offer.

Sachin.S

Branch Manager

Sunil compex, Sundara

Nagar Poornappa Garden

Mathikere, Bengaluru 560054.

RELIANCE ANIMATION

**RELIANCE**

Animation





**Priyanka C**

having complied with all the conditions required by  
the University, has been awarded the degree of

**Master of Business Administration**

in

**International Business & Finance**

14<sup>th</sup> March 2022

**UWS** UNIVERSITY OF THE  
WEST of SCOTLAND

*D. McMillan*  
Secretary to Court

*Lucy Meredith*  
Interim Principal and Vice-Chancellor





28 June 2022  
Priyanka C

#5A, 1st main, Kemppegowda Nagar, near Krishna Mart, 8th mile, T Dasara halli, Bangalore - 560057

**Sub: Offer of Employment**

Dear Priyanka

Thank you for investing your time to pursue an opportunity with Tangoe India Softek Services Private Limited.

We are delighted in offering you an employment opportunity as **Service Delivery Analyst Mobile** with Tangoe India Softek Services Private Limited, Bangalore. "**Company**" for all purposes in this document shall mean Tangoe India Softek Services Private Limited, Bangalore.

**Following are the proposed terms and conditions associated with your offer of employment:**

1. Your initial total compensation package will be **Rs. 650000** per annum (Rupees Six Lakhs Fifty Thousand Only). The breakup of the compensation and benefits applicable to you is as per Annexure 1.
2. There will be 24/7 Rotational Shifts if applicable.
3. A probation period may apply for the first **3 months** of your employment at the discretion of management. During this probation period you or the employer may terminate your employment by providing 1-month notice. Your manager will assess your progress and performance on the role and your employment will be confirmed upon successful completion of the probation period and a confirmation letter will be issued to you accordingly.
4. Unauthorized absence or absence without permission from duty for a continuous period of 2 days per month during probation would make you lose employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
5. Exiting the organisation (within first 3 months of employment) for personal reasons/medical reasons (Self + Family) needs documentation evidence submission. Acceptance of documentations and relieving the employee is at the discretion of Tangoe. Failing to submit the details/ non-acceptance of the reasons, will lead to immediate termination without compensation. This will also attract a penalty of 3 months salary, which the employee is liable to pay Tangoe.
6. For specific roles, clearing the role specific training programs and certification will enable you to continue the probation period with Tangoe, failing to clear the training programs and certification would lead to termination without notice pay.
7. You are eligible for Relocation re-imbursments in accordance with the Company Policy and the same is applicable only if confirmed to you by the Recruitment Manager and if you are not already residing in the initial place of posting. Our relocation policy also requires that this re-imburement will be recovered from you, if you leave the services of the Company before completing 12 months from the date of joining the Company.
8. Your initial place of posting will be in **Bangalore**.
9. Your individual compensation is strictly **CONFIDENTIAL**. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with other employees under any circumstances. Breach of this clause will lead to termination.

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10. Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education, medically fit (10-Panel Drug Test) and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
11. If you fail to clear your background verification and Drug Test, the Company will terminate your services without notice and compensation. The days worked gets adjusted against the notice period.
12. If any information furnished by you in your application for employment or during the selection process, whether with the Company or your predecessor employer, is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
13. It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
14. Company has different Business Units/ Locations and you may be transferred within or across Business Units/ Locations based on the requirement of Company.
15. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
16. You will be entitled with unlimited time off in accordance to company policy.
17. During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
18. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
19. The notice period applicable for separating from the Company's services is **60** days. You will find more details on the separation procedure/ process in the concerned HR Policy.
20. Tangoe to withhold the whole or any part of the full and final settlement, if the employee is found to have acted in contravention of any of the employment terms (including the duty to work in the best interests of Tangoe).
21. Upon your resignation or retirement from the Company or termination of your services in any manner, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
22. If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process outlined in the HR Policy.
23. You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of retirement, which is 58 years.
24. You will need to sign confidential important documents, which is Anti-Corruption Policy, Code of Business Conduct and Ethics, NDA and Disclosure Policy which are being provided to you as separate documents.
25. During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company and its parent company. The Company and its parent company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.

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26. All of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
27. During your employment with Tangoe, you will act in the best interest of Tangoe / the company, and not undertake any acts which may adversely effect on Tangoe' s business and/or reputation.
28. The benefits as outlined in the annexure are subject to change at the Company's discretion.
29. This offer is valid till **30 June 2022** and as such please indicate your acceptance of this offer by signing and returning the duplicate copy of this letter by **30 June 2022**.
30. We invite you to join Tangoe India on **04 July 2022**. Please note that the contract of employment remains valid till the above-mentioned DOJ or till the date extended by Tangoe India in its sole discretion.
31. We are also enclosing the Employee personal Information form which you need to fill and send back with the signed copy of the offer. Upon receiving this letter write to [Indiaoffers@tangoe.com](mailto:Indiaoffers@tangoe.com) to confirm your date of joining.

**You are required to carry original documents for verification and submit 1 set of photocopies of the below listed documents at the time of your joining:**

- Photocopies of educational documents from 10th till highest qualification (All marks cards, Pass certificate & Degree/Convocation certificate).
- 3 Passport size and 1 Stamp size photographs.
- Relieving letter and Experience certificate from all previous employer.
- Recent 2 months' salary statement of last 2 employments, if applicable.
- Income tax computation sheet and Form 16.
- Documents indicating employee ID/Code of last two employers.
- 2 sets photocopy of Passport, PAN card, Aadhaar card, Driving license and voter ID.
- PF number and UAN number for PF formalities.
- Personal bank accounts last 2 months' statements/photocopy of passbook.
- Completed Tangoe Personal Data form

We are excited to have you join us quickly and welcome you to the Tangoe family.

**For Tangoe India Softek Services Private Limited**

DocuSigned by:  
*Jayashree Raman*  
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**Jayashree Raman**  
**Senior Director – Human Resources**

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**Enclosed**

1. Compensation break-up details (Annexure 1)

2. Salary and Conditions (Annexure 2)

**Annexure 1:**

	Salary Component -Indicative Figures	Monthly	Annual
	Name:	Priyanka C	
	Designation:	Service Delivery Analyst Mobile	
<b>A</b>	<b>Fixed Components</b>	<b>30333</b>	<b>364000</b>
	Basic	21667	260000
	HRA	8667	104000
	Statutory Bonus (If applicable)	0	0
<b>B</b>	<b>Flexi- Basket/Project Benefits*</b>	<b>17143</b>	<b>205720</b>
	Food Coupons		
	Gift Coupons		
	Leave Travel Assistance		
	Telephone Allowance		
	Special Allowance		
	<b>Total Fixed</b>	<b>47477</b>	<b>569720</b>
<b>C</b>	<b>Others</b>	<b>3640</b>	<b>43680</b>
	Employer contribution of PF	2600	31200
	Employer contribution to Gratuity	1040	12480
<b>D</b>	<b>Fixed Deductions</b>	<b>3050</b>	<b>36600</b>
	Medical Insurance	250	3000
	Employee contribution of PF	2600	31200
	ESI	0	0
	Professional Tax	200	2400
<b>E</b>	<b>Total Gross CTC</b>	<b>54167</b>	<b>650000</b>

**Notes:**

- Taxes are applicable as per statutory rules. Employees can make the changes to their declarations only at the beginning of the year (April) or after their immediate salary correction.
- On joining employees need to plan their compensation under various heads, availing the flexibility provided as per clause 'B' above, with the help of Payroll/HR. This can be done using the payroll tool.
- Unclaimed amount FBP will be paid at the end of the financial year after appropriate tax deductions.

**For Tangoe India Softek Services Private Limited**

DocuSigned by:

*Jayashree Raman*

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**Jayashree Raman**  
Senior Director – Human Resources

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**Annexure 2:**  
**Salary and Conditions**

Tangoe's salary structure enables employees to receive maximum benefit of their salaries by claiming the amounts against bills as a reimbursement under the Flexible Benefit Plan. This is keeping in line with the provisions in the Income tax rules.

Please remember that all terms of your compensation should remain **CONFIDENTIAL** and can be shared only reporting manager & your HR Business Partner, Breach of this clause will lead to **TERMINATION**.

It is a policy of the Company to conduct quarterly touch base (Performance review every quarter starting in the month of Jan). Salary increases are dependent on individual performance. All the salary increases will be effective from 1st April. Any decision to implement any salary increase or any other change in your compensation at any time is in the sole and absolute discretion of the Company.

**Basic Salary:** You will receive a basic salary equal to 40% of your Total Fixed Salary. Basic salary is a taxable component and will be taxed as per the India tax regulations

**House Rent Allowance (HRA)** - HRA would be credited as a monthly amount in the salary and is exempt from tax on production of rent receipts. 50% of Basic salary for Metro cities and 40% of Basic Salary for Non-Metros cities.

**Flexi- Basket/Project Benefits:** Salary components like Medical reimbursement, Leave travel allowance, telephone allowance, vehicle allowance mentioned in compensation breakup is paid as part of the monthly salary. These amounts can be made tax exempt on submission of relevant bills against them.

- Leave Travel Allowance (LTA) - Supporting bills are required to make the LTA amount tax exempt. LTA can be claimed once in two years.
- Telephone Expenses -Reimbursement of Telephone expenses incurred by employees will be exempt subject to 50% of the actual bills submitted and up to a maximum of Rs. 24,000 per annum
- Gift Coupons up to a maximum of Rs. 4,950 per annum. Employees will have to declare for gift coupons in FBP declaration form to avail this benefit. The vendor will distribute the gift coupon once in a quarter on specified days which will be notified to the employees.
- Meal Coupons up to a maximum of Rs. 26,400 per annum. Employees will have to declare for meal voucher in FBP declaration form to avail this benefit.
- Special Allowance- Residual amount of the flexible benefit plan. The flexibility to alter the special allowance based on the various options provided in Total Compensation Breakdown.





**Retirement & Statutory Benefits** - Tangoe will contribute 12% of Basic Salary to the Provident Fund. You will also be eligible for gratuity as per the rules and regulations of the Gratuity Act. If applicable, Statutory Bonus is payable for an accounting year, provided an employee has worked for 30 working days in that year. The same will be payable as a monthly component. If applicable, Employer's and Employee's contribution to ESI will be in accordance with the ESI Act.

**Deductions-**

- Professional Tax of Rs 200 per month
- Income Tax – As applicable
- Medclaim of Rs 250 per month (for 2021-2022). There will be a co-sharing of insurance premium by the company and employee and the employee's contribution will be deducted from your salary every month.
- PF contribution of 12%

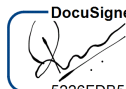
**Additional Benefits –**

- Medical Insurance cover for Self & Family.
- Personal accident Insurance for self is 3 times the annual CTC.
- Group Life Insurance for self 10L to 50L depending on the levels
- Education and Technical certification programs (approval basis)
- Relocation program (approval basis)
- Maternity Leave (ML) -26 weeks; ML in case of adoption -12 weeks;
- Wellness & Fitness Programs
- Crèche Facilities

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I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

**Signature:**

DocuSigned by:  


**Name:**

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Priyanka

**Date:**

June 29, 2022

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