

30

2018-20



12th March 2021

Pranav Christeen Praveen
32, Casa Major Road,
Egmore, Chennai 600002

Contact No: +91 9447905478
E-mail: pranavach55@gmail.com

Sub: Offer as a Full Time - Scheme Analyst

Dear Pranav,

Welcome to Haqdarshak!

We are pleased to revert to your earlier full-time position of '**Scheme Analyst**' with effect from **12th March 2021** following terms and conditions. In accordance with the need and role compliance.

Importantly note that the entire district as mentioned below shall come under your operational responsibility and accountability, and also that the geography and the scope of functionality is subject to change in view of Organizational expansion plans.

Please note that you will be on probation for a period of 3 months from the date of joining:

- 1. Location:** HESPL's administrative office is in Pune, Maharashtra & Registered office is in Bangalore, Karnataka. Basis the project requirements and business expansion plans, you shall be need to travel and/or relocate to any of the notified project locations of HESPL operations, PAN-India. The geography and the scope of functionality is subject to change in view of Organizational expansion plans. We reserve the right to transfer you to any location in India or abroad as required.
- 2. Emoluments:** Your gross emoluments are defined in Annexure A, and detailed breakup is given in Annexure B Your emoluments will be due for revision on 1st April, 2022 on the basis of targets met and in accordance with the appraisal cycle of the Organization.
- 3. Roles and Responsibilities:** Your responsibilities and administrative requirements shall be as specified in Annexure A which also you shall agree, to make this offer complete. We may modify, add or amend the criteria specified in Annexure A upon mutual agreement with you and in consonance with the objectives of this appointment and larger goals of the Company.

Haqdarshak Empowerment Solutions Private Limited
Regd Office: 546, 8thMain, Block IV Koramangala, Bangalore, 560 034

www.haqdarshak.com

Page 1 of 6

You shall be duty bound to perform such allied functions assigned to you allocated by the Company from time to time during the tenure of this appointment.

4. **Ownership rights:** All the establishment, set-up, contacts, networks, administration, premises, lease, etc., established by you on behalf of Haqdarshak during your stay anywhere in India or abroad shall belong to the company and you hereby assign and agree to assign them to the company without any condition, let or hindrance.
5. **Assignment:** In consideration of the compensation hereafter paid to you by the Company, you shall assign to the company or its nominees every right, title and interest in and to any invention that you may make during the appointment period in relation to the Company's products, methods of manufacture or business strategies/methods. By signing this contract, you are agreeing to sign any deeds and documents and to do acts, which the company may consider necessary to secure to itself or its successors or assignees all rights relating to such inventions and improvements including patents, technical know-how, business methods in India or in foreign countries.
6. **Other engagements:** During the appointment period you shall not engage yourself in directly or indirectly or in any capacity in any other organization and/or in a business identical or similar to the business of our company. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company shall be entitled to avail itself of all rights and remedies in addition to common law rights and relief's including injunctive relief's which the Company is entitled to enforce. Also, for a period of 1 year, from the termination of the appointment, you shall not accept an employment with a company or a service provider whose operations are in direct conflict to the operations of Haqdarshak.
7. The terms specified in Annexure A and / or any amendments and/or modifications made thereto by the company during the tenure of this appointment shall form part of this offer. Your acceptance of this offer carries with it your agreement to obey all terms and conditions contained in this appointment.
8. **Termination:** Notwithstanding the term of this Agreement, this Agreement can be terminated in the following manner:
 - a. Either the company or you may terminate this association by providing a notice of 30 days without assigning any reason.
 - b. The company may terminate this agreement forthwith under situations of indiscipline, financial transgressions and for breach of confidentiality obligations or sharing of company information that would result in loss or damage to company property / functioning.



Upon termination of the association or sooner determination thereof, you agree to return to the company all the documents, materials, equipments, client list, addresses, software, hardware, etc., including the letter-head, visiting cards, phone which belong to the company and/or which belong to the clients/employees/customers of Haqdarshak and those which have come in your possession by virtue of your position at Haqdarshak. Further, immediately upon termination of this appointment, you shall stop using the name of Haqdarshak and logos, slogans, brochures, materials of the company. The company reserves the right to withhold and/or adjust any monies payable to you until you comply with all the terms and lawful demands of the company without prejudice to any of the rights of the company

9. **Arbitration:** In the event of any disputes or differences between the company and yourself, the matter shall be referred for arbitration of an Arbitrator appointed upon the mutual agreement of the parties. The venue of the arbitration shall be Bangalore. The Arbitration & Conciliation Act, 1996 shall govern the terms of the arbitration.

We welcome you to Haqdarshak and look forward to a mutually beneficial relationship.

Yours truly,

Sharmil Avachat

AVP - HR

Haqdarshak Empowerment Solutions Private Limited (HESPL)

I have negotiated, agreed, read and understood all the terms and conditions of this appointment letter as well as Annexure hereto and affix my signature in complete acceptance of the appointment.

Date:

Signature:

Place:

Name:

Annexure - A

Terms of the Appointment

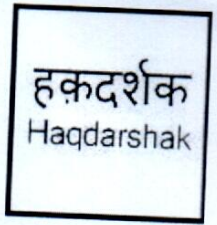
Designation: You shall represent yourself as a **Scheme Analyst** You are licensed to use the name, logo and address of Haqdarshak for the tenure of the appointment.

The terms may be amended, modified or altered at any time by the company. The company reserves right to add such terms as it may deem fit and proper commensurate with the due achievement of objectives at any time without prior notice.

Detailed Job Description:

As a Scheme Analyst, the sorts of activities that this will involve will be (but not limited to) the following:

1. Build database of all welfare programs implemented by Government and Private Institutions for the benefit of the people summarized scheme write-ups in easy comprehensible language for citizen-friendly understanding and consolidate quality data on central and state schemes
2. Consistent evaluation based on citizen centric research and ground feedback and requirements therefrom.
3. Liasoning with government officials and local bodies to collect updated information about different schemes and welfare programs
4. Build, update, evaluate and support develop and enhance quality of training content to suit the evolving needs of the Organization and emerging teams
5. Lead team training (inclusive of local training requirements) for team empowerment and knowledge dissemination for scheme understanding and the app-usability and any other aligned to project and skill building requisites.
6. Do regular reviews and enhance quality of the trainings based on end user feedback.
7. Engage with team for practical and resourceful localization and support building team (domain-related) to service all project locations
8. Support operations within the state (and outside if required) for the successful delivery of the project/s and ground implementation to meet expected outcomes.
9. Foster partnerships with government and non-government institutions to facilitate on ground implementation process in Gujarat.
10. Study various initiatives taken by government, NGOs, corporate in this space.
11. Routinely communicate with stakeholders to identify key issues and establish innovative tools and mechanisms and generate new implementation approaches to disseminate public scheme information to the wider range of target audience.
12. Required to maintain necessary documentation (inclusive of data management) and reports and deliver the same to the organization



Emoluments:

1. Compensation: You shall be entitled to a Cost to Company (CTC) of Rs 3,00,000/- per annum (Rupees three lakh only).
2. Taxation: Please note that you will be required to make necessary Income-Tax and other statutory payments as demanded by law.

Reporting:

You will report to Manager (or the Senior Manager, in the absence of the Manager) Research. You shall evolve the style and mode of reporting, based on your operational requirements.

Administrative norms:

1. Working days: Haqdarshak will work on all days except Saturdays, Sundays and holidays declared by Haqdarshak.
2. Holidays: A list of holidays will be published on or before the 31st of December every year, for the following year. The list of holidays for the current year is available with the Administration department.
3. Leave: The Organization Leave Policy entails entitlement of cumulative 30 days leaves for one complete financial year inclusive of Casual Leave | Privileged Leave | SickLeave. Full-time employee is entitled for the paid leave after completion of probation period on pro-rata basis.
4. Work related expenses and settlement: Actual expenses on account of work may be claimed separately from the company by raising expense statements with supporting documents. This will include travel, boarding, lodging, telephone calls, basic stationery, Internet usage etc.
5. HR Manual: Haqdarshak's HR Manual will provide you with all details on HR related aspects. This manual is available with the HR Department and you could access this document to understand all details such as leave, expenses re-imburement, travel norms etc.,

Validity of this offer: The offer made vide this letter is valid only till 12th March 2021

Agreed to the above:

Signature:

Name:

Date:

Place:

Annexure B : CTC with NetPay

Items	Monthly Amount (Rs.)	Yearly Amount (Rs.)
Basic + DA	13,500	1,62,000
HRA	3,375	40,500
Bonus	1,125	13,500
Incentive (Variable)	5,380	64,560
Gross pay (A)	23,380	2,80,560
PF	1,620	19,440
ESI	-	-
Deferred Benefits (B)	1,620	19,440
CTC (C)	25,000	3,00,000
PF	1,620	19,440
ESI	-	-
PT	200	2,500
TDS	-	-
Total Deductions (D)	1,820	21,940
Net Pay (C-(B+D))	21,560	2,58,620

Note : All statutory taxes as per Income/Service Tax rules and those related to Company Compliance as demanded by Law in force from time to time will be applicable.