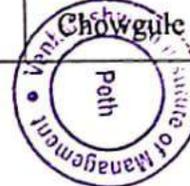


**Shri. Venkateshwara Shikshan Sanstha's**  
**Venkateshwara Institute of Management (M.B.A.)**

(Affiliated to Shivaji University, Kolhapur)  
A/p. Peth, Tal-Walwa, Dist – Sangli. Pin – 415407

**5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
<b>Placement of Academic Year 2021-22</b>					
2021-22	Mr. Somesh Ramesh Pise	MBA(HR & Finance)	2021-22	Cute bioscience Surat Gujrat, Branch Pune	1000000/-
2021-22	Miss. Samiksha Patil	MBA(HR & Marketing)	2021-22	Talentedge Education Services Pvt. Ltd. Pune	760000/-
2021-22	Miss. Dhanashri Ramesh Kadam	MBA(HR & Marketing)	2021-22	Tata Consultancy Sevices ltd, Pune	625006/-
2021-22	Mr. Rohit Mane	MBA(HR & Marketing)	2021-22	Anlage Infotech PVT.Ltd. Pune	380000/-
2021-22	Miss. Sonali Dinkar Patil	MBA(HR & Marketing)	2021-22	Age Home Appliances Pvt. Ltd.Shirala	180000/-
2021-22	Mr. Prabhuprasad Jadhav	MBA(HR & Marketing)	2021-22	SPM Autocomp System Pvt.Ltd.	300000/-
2021-22	Miss. Sweety Subhash Patil	MBA(HR & Marketing)	2021-22	Hexaware Technologies Limited, Mumbai	180000/-
2021-22	Miss. Pooja Subhash Patil	MBA(HR & Marketing)	2021-22	Chowgule Industries Pvt Ltd., Sangli	144000/-



2021-22	Mr. Aniket Sadashiv Patil	MBA(HR & Marketing)	2021-22	Royal Softech India Pvt. Ltd.Delhi	408000/-
2021-22	Miss. Nikta T. Patil	MBA(HR & Finance)	2021-22	Nanasaheb Mahadik Polytechnic Institute, Peth	144000/-
2021-22	Miss. Pranali P Thorat	MBA(HR & Finance)	2021-22	Hotel Aram agency, Vele Pune-Bengalure Highway Tal-Wai Dist-Satara	120000/-
2021-22	Miss. Pritam Lalaso Ptail	MBA(HR & Marketing)	2021-22	Hotel Aram agency, Vele Pune-Bengalure Highway Tal-Wai Dist-Satara	120000/-
2021-22	Miss. Pratiksha Pandit Varekar	MBA(HR & Finance)	2021-22	Hotel Aram agency, Vele Pune-Bengalure Highway Tal-Wai Dist-Satara	120000/-
2021-22	Miss. Pradnya Jagdish Patil	MBA(HR & Finance)	2021-22	Chola Busines Servoces ltd.Chennai Branch Kolhapur	170900/-
<b>Placement of Academic Year 2020-21</b>					
2020-21	Mr. Ajinkya Shivaji Maske	MBA(Production & Marketing)	2020-21	Byju's The Learning App. Mumbai	600000/-
2020-21	Mr. Uday Vijay Gaikwad	MBA(HR & Marketing)	2020-21	Age Home Appliances Pvt. Ltd. Shirala	180000/-
2020-21	Miss. Prajakta A Nayakal	MBA(HR & Marketing)	2020-21	Sunbeam Appliances, Near Sai International Hotel , Yelur	108000/-
2020-21	Mr. Ankush Pandurang Katke	MBA(HR & Marketing)	2020-21	HDFC Life,Opp. Mumbai Contact: 8291958825	390000/-
2020-21	Mr. Mahesh Thombare	MBA(HR & Marketing)	2020-21	Rajrarambapu Sahakari Bank Pvt.ltd. Peth, Branch Pune	252000/-
2020-21	Mr. Omkar Gulab Patil	MBA(Finance &Marketing)	2020-21	Q Connect Business Solution Pvt. Ltd. Thane East,Quess Corp. ltd. Thane	269000/-
2020-21	Mr. Anuj Vijay Patil	MBA(HR & Marketing)	2020-21	Quess Corp. ltd. Thane,IKA Human Capital Solutions	240000/-
2020-21	Mr. Ajay N. Jadhav	MBA(Production & Marketing)	2020-21	Nova Medi Science Pvt.Ltd Mumbai	250021/-



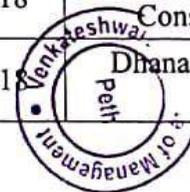
2020-21	Mr. Swapnil D. Ozardekar	MBA(Finance &Marketing)	2020-21	Rajrarambapu Sahakari Bank Pvt.ltd. Peth, Branch Peth	252000/-
<b>Placement of Academic Year 2019-20</b>					
2019-20	Mr. Swapnil Hanmant Mane	MBA(HR & Marketing)	2019-20	Vijay Engifab India Pvt Ltd,Address.Waghjainagar-Ambethan Pune	250000/-
2019-20	Mr. Satish B. Patil	MBA(HR & Marketing)	2019-20	Hetero Health Care Andheri E Mumbai, Area Sangli District	475000/-
2019-20	Mr. Aniket Shrikant Chougale	MBA(Production & Marketing)	2019-20	Smart Panel India Pvt. Ltd, Sangli	255768/-
2019-20	Mr. Rahul V. Nikam	MBA(HR & Marketing)	2019-20	Arts, Commerce & Science College Palus	200000/-
2019-20	Mr. Siddiquee Abrar Ahmad Mutahir	MBA(HR & Marketing)	2019-20	Prathmik Arogya Kendra, Kurlap Dist -Sangli	550000/-
2019-20	Mr. Sushant Hiamne	MBA(HR & Marketing)	2019-20	Age Home Appliances Pvt. Ltd. Shirala	180000/-
2019-20	Miss. Snehal Sambhaji Maor	MBA(HR & Finance)	2019-20	Manappuram Finance Ltd. Branch Islampur	300000/-
2019-20	Miss. Vanita H Patil	MBA(HR & Marketing)	2019-20	Hjort Knudsen India,A/20/2/4,MIDC Islampur, taluka walwa, Contact :02342 660 100	265000/-
<b>Placement of Academic Year 2018-19</b>					
2018-19	Miss. Shital Shankar Patil	MBA(HR & Finance)	2018-19	Raj Infrastructure Development (India) Pvt. Ltd, Pune	144000/-
2018-19	Miss. Dhanashri V Kamble	MBA(HR & Finance)	2018-19	Sai Vidya Constructions, Kolhapur	240000/-
2018-19	Miss Supriya Manikrao Ghorpade	MBA(HR & Finance)	2018-19	Precitek Services, Behind Jayganesh Inox Akurdi Pune	144000/-
2018-19	Miss Kajal Hanumant Dhakane	MBA(HR & Finance)	2018-19	Vighnesh Financial Services, Shivajinagar Pune	180000/-
2018-19	Mr. Suraj Todkar	MBA(HR & Marketing)	2018-19	Zanera Pvt. Ltd Near Navle Bridge Pune	360000/-



2018-19	Miss Prachi Kadam	MBA(HR & Marketing)	2018-19	Ilabz Technology LLP. Pune	164733/-
2018-19	Miss. Afrin Arif Shaikh	MBA(HR & Finance)	2018-19	IKYA Human Capital Solutions -Pune 411018	126000/-
2018-19	Miss. Priyanka Jalindar bhoasle	MBA(HR & Finance)	2018-19	LIC Housing Finance Ltd. Branch Sangli	350000/-
2018-19	Miss. Shakuntala N Patil	MBA(HR & Finance)	2018-19	State Street HCl Services ltd, Pune	200000/-
2018-19	Mr. Akshay Mohan Chavan	MBA(Finance &Marketing)	2018-19	HDFC Life Insurance Company Ltd., Islampur	180000/-
2018-19	Mr. Nikhil N. Mane	MBA(HR & Finance)	2018-19	VertScend Automation Pvt.Ltd Warge Pune	196000/-
2018-19	Miss. Nikita Nandkumar Nazare	MBA(HR & Finance)	2018-19	SBI Cap Securities Ltd. Branch Karad	200004/-

**Placement of Academic Year 2017-18**

2017-18	Mr. Manoj Sunil Patankar	MBA(Finance &Marketing)	2017-18	Samruddhi Industries Ltd. Pune	300000/-
2017-18	Mr. Suraj S Patil	MBA(Finance &Marketing)	2017-18	Toyota Shaw toyota, Shivajinagar, Pune	500000/-
2017-18	Miss. Prachi Kadam	MBA(HR & Marketing)	2017-18	Rubicon Skill Development Private Limited, Pune	144000/-
2017-18	Mr. Shirirang Kadam	MBA(HR & Finance)	2017-18	Ayurveda Rasyani, Pune	120000/-
2017-18	Mr. Akshay Subhash Choutare	MBA(HR & Finance)	2017-18	Karad Projects and Motors Ltd. Karad	207492/-
2017-18	Mr. Sambhuraje Babaso Patil	MBA(Finance &Marketing)	2017-18	Shriram City Finance, Kolhapur	241397/-
2017-18	Miss. Ashlesha R. Raskar	MBA(HR & Marketing)	2017-18	Son,s House, Bhandup (West), Mumbai	120000/-
2017-18	Miss. Priyanka S. Patil	MBA(HR & Finance)	2017-18	B.P Financial Management Consultancy. Pvt ltd Islampur	156000/-
2017-18	Mr. Rahul B. Kumbhar	MBA(Finance &Marketing)	2017-18	Dhanashre Industrial Corporation, Palus	192000/-



**Venkateshwar Institute of Management!**  
Peth, Tal. Walwa, Dist. Sangli.

**Shri. Venkateshwara Shikshan Sanstha's**  
**Venkateshwara Institute of Management (M.B.A.)**

(Affiliated to Shivaji University, Kolhapur)  
A/p. Peth, Tal-Walwa, Dist – Sangli. Pin – 415407

Year	Name of student who enrolled for higher education	Program graduated from	Year of post-graduation	Name of institution joined	Name of program admitted to
2021-22	-	-	-	-	-
2020-21	Miss. Shital V Tibe	MBA(HR & Finance)	2016	Shivaji University, Kolhapur	Ph.D
2019-20	-	-	-	-	-
2018-19	-	-	-	-	-
2017-18	Miss. Shital V Tibe	MBA(HR & Finance)	2016	Chhatrapati Shahu Institute Of Business Education And Research Kolhapur	M.Phil



  
**VC DIRECTOR**  
Venkateshwara Institute of Management  
Peth, Tal. Walwa, Dist. Sangli.

# 2021-22





**Offer : Computer Consultancy**  
**Ref : TCSL/EP2022IR1067844/ Chennai/1996835**  
**Date : 25-NOV-2022**

**Ms. Dhanashri Ramesh Kadam**  
At- Kapurwadi Post- Peth  
Tal- Walwa ,Dist- Sangli  
Islampur, Maharashtra, India  
Tel No.: 8788366553

**Sub: Letter of Offer and Terms of Employment**

Dear Ms. Dhanashri Ramesh Kadam,

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

**This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Systems Engineer in Grade C1 at TCS - Pune. Your gross salary including all benefits will be Rs. 6,25,006/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.



## **COMPENSATION & BENEFITS**

The details of your compensation and benefits are given below:

### **FIXED COMPENSATION**

#### **Basic Salary**

Your Basic Salary will be **Rs. 15,000/-** per month.

#### **Bouquet of Benefits (BoB)**

Bouquet of Benefits offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per the pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join the company. To design your Bouquet of Benefits, you may access the link to BoB in the 'Employee Self Service' link on 'Ultimatix', the internal portal of TCSL.

Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance:**

Your HRA will be **Rs. 7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance:**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card:**

You will be eligible for a Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

#### **4. Personal Allowance:**

You will be eligible for a monthly personal allowance of **Rs. 14,354/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

### **PERFORMANCE PAY**

#### **1. Monthly Performance Pay**

You will receive a monthly performance pay of **Rs. 3,900/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



## **2. Performance Bonus**

Your Performance Bonus will be **Rs. 2,700/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This Pay / Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

## **RETENTION INCENTIVE**

You are eligible for Retention Incentive of **Rs. 30,000/-** payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of **Rs. 1,200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). For the current financial year, you and your dependent will be covered under the 'Gold' health plan.

The entitlements under the 'Gold' plan are as follows:

#### **i) Base Cover**

Entitlement – Includes domiciliary expenses up to Rs. 6,000/- per insured person per annum and basic hospitalisation expenses up to Rs. 2,00,000/- per insured person per annum.

Premium – Basic premium for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **ii) Floater Cover**



Floater Cover is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

Entitlement – You and your enrolled dependents will be entitled for Rs.12,00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

Premium – For Floater Cover, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

The above Health Plan is applicable to you and your dependents for this FY. In the subsequent years, you will have the flexibility to opt for a higher plan from the bouquet of plans offered. The additional premium in case of an upgrade to a higher plan will have to be borne by you.

**\*Note:** The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

## **2. Compensation Benefits under ESI Act / Employees' Compensation Act\*:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

## **3. Maternity Benefits:**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer to TCS India Policy - Maternity Leave.

## **4. Professional Memberships:**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## **5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):**

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of **Rs. 250/-** will be recovered from you. The Trust provides financial assistance by way of grants / loans in accordance with the rules framed by the Trust from time to time for medical and



educational purposes and in case of death of members while in service.

## **RETIRALS**

### **1. Provident Fund:**

You will be a member of the Provident Fund as per the provisions of “The Employees Provident Fund and Miscellaneous Provisions Act, 1952”, and TCSL will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act.

You are required to submit your Universal Account Number (UAN), if any, issued by your previous employer on the Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account.

### **2. Employees' Pension Scheme:**

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

### **3. Gratuity:**

You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

## **Terms of Employment:**

### **1. Relevant Experience:**

As per the recommendation of our management review panel, out of your total experience, **2.84** years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCS (while in service with current employer) till the date of relieving from your current employment will be added to your total & relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

### **2. Probation Period:**

You will be on probation for 3 Months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

### **3. Working Hours:**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **4. Mobility:**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.



## **5. Increments and Promotions:**

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion Policy.

## **6. Alternative Employment:**

As a full-time employee of TCSL, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of TCSL.

## **7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

The detailed Confidentiality related terms and conditions are set out in Annexure 4.

## **8. Work in SBWS™ mode:**

TCS' Secure Borderless Workspaces™ (SBWS™) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **9. Overseas Agreement / International Assignment Agreement:**

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation.

Accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s). In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **10. TATA Code of Conduct:**



You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as an employee of TCSL.

#### **11. Notice Period:**

This contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

This contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### **12. Retirement:**

You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **13. Employment in India:**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with TCSL. Keeping your permit / permission up to date during the course of employment with TCSL and submitting a valid copy of that to TCSL is your responsibility.

#### **14. Medical Certificate of Fitness:**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

#### **15. Background Check:**

Please initiate your background check within 5 days of your offer acceptance. Your background check initiation is complete only when you initiate your BGC online at [www.tcs.com/careers/lateral-hiring](http://www.tcs.com/careers/lateral-hiring) and submit all the relevant documents for background check online.

An agency will check the credentials specified by you in the application form. The process is normally completed within 5 weeks after Background Check initiation. Verification of your last employment is initiated only post you are released. Your offer will be subject to a positive clearance of your background check. For more details on BGC documents submission, please refer to Annexure - 2.

#### **16. Joining Documents:**

For a convenient joining process, the joining documents as mentioned in Annexure – 2 should be submitted within 5 days of Offer Acceptance, after due verification against originals. For any clarification on the above, please connect with the point of contact for your joining location as mentioned in Annexure - 3.



### **17. Letter of Appointment:**

You will be issued a letter of appointment at the time of your joining post completing joining formalities as per TCSL's policy.

### **18. Data Privacy:**

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

### **19. Terms and Conditions:**

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

### **20. Rules and Regulations of the Company:**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

### **21. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle TCS in withdrawing this



offer letter at its sole discretion.



### **Offer Letter Validity**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

If you accept the offer from TCSL and fail to join within 120 days from the date of offer, the offer will stand automatically terminated.

**We look forward to having you in our global team.**

Yours Sincerely,

**For TATA Consultancy Services Limited**

[Click Here](#) or use a QR Code scanner from your mobile to validate the offer letter

**Girish Nandimath**

**Global Head -Talent Acquisition**



Encl :

**Annexure 1:** Benefits Gross Salary Sheet

**Annexure 2:** Document Submission

**Annexure 3:** List of TCSL Offices

**Annexure 4:** Confidentiality, Data and Intellectual Property Protection



**GROSS SALARY SHEET**

<b>Name</b>	Ms. Dhanashri Ramesh Kadam		
<b>Designation</b>	Systems Engineer		
<b>Grade</b>	C1	<b>Relevant Experience</b>	2.84 years

**Table 1: Compensation Details: (All Components are in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
<b>Basic Monthly</b>	15,000	1,80,000
<b>Bouquet Of Benefits #</b>	23,604	2,83,248
<b>2) Performance Pay</b>		
<b>Monthly Performance Pay</b>	3,900	46,800
<b>Performance Bonus *</b>	2,700	32,400
<b>3) City Allowance</b>	1,200	14,400
<b>4) Annual Components/Retirals</b>		
<b>Health Insurance</b>	NA	7,900
<b>Provident fund</b>	1,800	21,600
<b>Gratuity</b>	722	8,658
<b>Total of Annual Components &amp; Retirals</b>	<b>2,522</b>	<b>38,158</b>
<b>Retention Incentive</b>	NA	30,000
<b>TOTAL GROSS</b>	<b>48,926</b>	<b>6,25,006</b>

# Refer to Table 2 for TCSL defined Structure

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis

**Table 2: TCSL defined structure for BoB (All Components in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>House Rent Allowance</b>	7,500	90,000
<b>Leave Travel Assistance</b>	1,250	15,000
<b>Food Card</b>	500	6,000
<b>Personal Allowance</b>	14,354	1,72,248
<b>GROSS BOUQUET OF BENEFITS</b>	<b>23,604</b>	<b>2,83,248</b>



## Annexure 2

### Document Submission

#### List of BGC and Joining Documents

**BGC:**

- 1. Address Proof** (Ration card/Landline /Telephone bill/Electricity bill/House Lease Agreement).
  - Present and Permanent Address Proof to be attached (If different then provide separate proof).
  - Mobile phone bill not acceptable as Address Proof.
- 2. Identify Proof** (Passport/Voter's ID/PAN card/ Driving License/Aadhar Card).
- 3. Education:** Highest Degree/Provisional Degree Certificate & Highest Degree Mark sheets for all semesters.
- 4. Previous Employment Proof:**
  - Experience Certificate and Relieving Letter from all previous employer(s). It is mandatory that you submit the relieving and experience certificates from your current employer within 30 days of your joining TCSL. Your BGC status will be positive only after successful completion of employment checks including your current employer.
  - Last 3 Salary Certificates.
  - Resignation acceptance letter from current employer.
- 5. Documents to explain gaps during Employment/Education:** Medical records for gap due to medical reasons / Affidavit with Notary Authorization for gap due to other personal reasons.

**Joining:**

1. Birth Certificate
2. Standard Xth and XII the mark sheets / equivalents
3. Degree certificate and mark sheets for all semesters
4. Postgraduate Degree certificate and mark sheets for all semesters
5. Passport / Driving License / Ration Card
6. Experience certificate from previous employers indicating the following:
  - Period of employment
  - Technology areas you have worked on
  - Certificates for any training provided by your previous employers in various technologies
  - Release letter and experience letter from current and all previous employers indicating date of release
7. PAN card
8. Medical certificate of fitness
9. Work permit or any other documentation required to take up permanent employment with TCSL
10. Two passport size photographs
11. Aadhar Card

**Please mention your EP Reference number on all the documents and also carry originals of the joining documents for verification. Please take a prior appointment with the Regional Point of contacts mentioned in Annexure - 3.**



## Annexure 3

### Regional Offices

TCS Careers Serviceline: 1800 209 3111 (Monday to Friday: 8:00 AM to 8:00 PM)   Email: <a href="mailto:careers@tcs.com">careers@tcs.com</a>		
<b>Ahmedabad</b> TATA Consultancy Services Limited GARIMA PARK,IT/ITES SEZ, PLOT # 41, Gandhinagar – 382007 Tel: 079 - 61705709	<b>Bangalore</b> Tata Consultancy Services Limited Brigade Bhuwalka Icon ITPL Road Whitefield, Bangalore Karnataka - 560066 Tel: 080 61396172	<b>Bhubaneswar</b> TATA Consultancy Services Limited IT/ITES Special Economic Zone, Plot 35, Chandaka Industrial Estate, Patia, Chandrasekharpur, Bhubaneswar 751 024 Tel: 033-66537137
<b>SPOC:</b> Fiza Amin Saiyed	<b>SPOC:</b> Shijimol SV	<b>SPOC:</b> Dipika Sarkar
<b>Joining:</b> <a href="mailto:fizaamin.saiyed@tcs.com">fizaamin.saiyed@tcs.com</a>	<b>Joining:</b> <a href="mailto:shijimol.sv@tcs.com">shijimol.sv@tcs.com</a>	<b>Joining:</b> <a href="mailto:sarkar.dipika@tcs.com">sarkar.dipika@tcs.com</a>
<b>BGC:</b> <a href="mailto:raghuraman.senguthar@tcs.com">raghuraman.senguthar@tcs.com</a>	<b>BGC:</b> <a href="mailto:gobika.v@tcs.com">gobika.v@tcs.com</a>	<b>BGC:</b> <a href="mailto:debarun.1@tcs.com">debarun.1@tcs.com</a>
<b>Chennai</b> TATA Consultancy Services Limited A1 Module, 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tel: 044-66162209	<b>Delhi</b> TATA Consultancy Services Limited 5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 Tel: 011-66506283	<b>Hyderabad</b> TATA Consultancy Services Limited Deccan Park No.1, Software Units Layout, Madhapur, Hyderabad 500 081 Tel: 040-66673510
<b>SPOC:</b> Dominica Lourdu	<b>SPOC:</b> Geetika Bhutani	<b>SPOC:</b> Naushad Alam
<b>Joining:</b> <a href="mailto:dominica.lourdu@tcs.com">dominica.lourdu@tcs.com</a>	<b>Joining:</b> <a href="mailto:bhutani.geetika@tcs.com">bhutani.geetika@tcs.com</a>	<b>Joining:</b> <a href="mailto:n.alam@tcs.com">n.alam@tcs.com</a>
<b>BGC:</b> <a href="mailto:BALAKRISHNAN.N@tcs.com">BALAKRISHNAN.N@tcs.com</a>	<b>BGC:</b> <a href="mailto:gobika.v@tcs.com">gobika.v@tcs.com</a>	<b>BGC:</b> <a href="mailto:kumanan.m@tcs.com">kumanan.m@tcs.com</a>
<b>Kochi</b> TATA Consultancy Services Limited TCS Centre SEZ Unit, Infopark PO, Kochi - 682042,Kerala Tel: 0484-6187117	<b>Kolkata</b> TATA Consultancy Services Limited ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town Calcutta - 700156, West Bengal Tel: 033-66537137	<b>Lucknow</b> TATA Consultancy Services Limited TCS Awadh Park, Vibhuti Khand, Gomti Nagar Lucknow 226 010 Tel: 0522-6661135
<b>SPOC:</b> Varun V	<b>SPOC:</b> Dipika Sarkar	<b>SPOC:</b> Geetika Bhutani
<b>Joining:</b> <a href="mailto:v.varun5@tcs.com">v.varun5@tcs.com</a>	<b>Joining:</b> <a href="mailto:sarkar.dipika@tcs.com">sarkar.dipika@tcs.com</a>	<b>Joining:</b> <a href="mailto:bhutani.geetika@tcs.com">bhutani.geetika@tcs.com</a>
<b>BGC:</b> <a href="mailto:gobika.v@tcs.com">gobika.v@tcs.com</a>	<b>BGC:</b> <a href="mailto:debarun.1@tcs.com">debarun.1@tcs.com</a>	<b>BGC:</b> <a href="mailto:gobika.v@tcs.com">gobika.v@tcs.com</a>
<b>Mumbai</b> TATA Consultancy Services Limited Atithi Building, Yantra Park, Pokhran Road No. 2, Subhash Nagar, Thane West 400601 Tel: 022-67782616	<b>Pune</b> TATA Consultancy Services Limited Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune 411 057 Tel: 020-67943058	<b>Thiruvananthapuram</b> TATA Consultancy Services Limited Peepul Park, Technopark Campus, Kariyavattom P.O. Thiruvananthapuram 695 581 Tel: 0471-6624569
<b>SPOC:</b> Shreyas Khopkar	<b>SPOC:</b> Harsh Thakkar	<b>SPOC:</b> Varun V
<b>Joining:</b> <a href="mailto:shreyas.khopkar@tcs.com">shreyas.khopkar@tcs.com</a>	<b>Joining:</b> <a href="mailto:harsh.thakkar2@tcs.com">harsh.thakkar2@tcs.com</a>	<b>Joining:</b> <a href="mailto:v.varun5@tcs.com">v.varun5@tcs.com</a>
<b>BGC:</b> <a href="mailto:raghuraman.senguthar@tcs.com">raghuraman.senguthar@tcs.com</a>	<b>BGC:</b> <a href="mailto:mulani.yusuf@tcs.com">mulani.yusuf@tcs.com</a>	<b>BGC:</b> <a href="mailto:gobika.v@tcs.com">gobika.v@tcs.com</a>



## Confidentiality, Data and Intellectual Property Protection

### 1. Confidential Information

“Confidential Information” shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate’s association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS) .
- c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- d) Customer and prospective customer lists, and
- e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

### 2. Associate’s Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate



shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any “artist’s rights” or “moral rights”, which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS’s business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of Third-Party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

- a) Use any Third-Party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.
- b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual



Property or any portion thereof, to be so created, unless;

- i. Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND
  - ii. TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third-Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.
- c) Knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third-Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity.

## **6. Security policies and Guidelines.**

- 6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.
- 6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained, acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:
- a) Process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
  - b) Abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
  - c) Promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
  - d) Promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS' prior written consent;
  - e) Not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data



- protection policy, regulation or legislation;
- f) Upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
  - g) Promptly bring to TCS' notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.
- 6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use Third-Party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such Third-Party services provider or sub-contractor's compliance with TCS' obligations hereunder.

## 7. Working in SBWS™ Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access



the customer network if so, mandated by the Customer).

- g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

## **10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality Clause by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## **11. General**

- a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.



- c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of employment of the Associate with TCS and shall continue thereafter in perpetuity.

**NANASAHEB MAHADIK POLYTECHNIC INSTITUTE**

(ISO 9001 : 2008 Certified Institute)

Approved By AICTE, DTE &amp; Affiliated to MSBTE

DTE CODE : D 6473

MSBTE INST CODE :- 1206

Ref. No. SVSS / NMPI / 8490-1 / 2022-23

Date :- 4/8/2022

**APPOINTMENT LETTER**

To,  
Miss. Nikita Tanaji Patil  
A/P - Rethare  
Tal - Walwa, Dist - Sangli.

**Sub: Appointment order.....**

With reference to your application dated 02.08.2022 & subsequent interview held at our institute, the Management is pleased to inform that, you are hereby appointed as a **Lecturer** on adhoc basis in Electrical..... Department of **Nansaheb Mahadik Polytechnic Institute, A/P - Pethnaka, Tal - Walwa, Dist - Sangli**, on the consolidated salary of Rs. 12000/-..... per month on the following terms & conditions :-

- 1 Your appointment is for one academic year from the date of joining, confirmation subject to approval from competent authorities.
- 2 Your services will be governed by Ordinances and rules and regulation laid down by the AICTE, DTE and State Government from time to time.
- 3 You shall not be permitted to engage in any outside business, consultation, profession and / or any other type of outside work either with or without remuneration, without seeking prior written permission of the management.
- 4 In case of you are found irregular and negligent of your duties, your appointment may be terminated without any notice.
- 5 You are requested to send your acceptance within eight days, failing to which your appointment is liable to be cancelled.
- 6 You are informed to report to the institute on 9/8/2022 & join your duties.

Yours faithfully

PRINCIPAL

**Nansaheb Mahadik Polytechnic Institute**  
Peth, Tal. Walwa, Dist. Sangli.



## Sangli

Chowgule Industries Pvt Ltd., Sangli Kolhapur Road, Opp. Gajanan Maharaj Mandir, A/p  
Ankali, Sangli, Maharashtra- 416416

### Payslip for the month of Feb 2023

Employee No:	30804	PAN Number:	
Name:	POOJA SUBHASH PATIL	PF No:	GA/GOA/0009821/000/1015205
Joining Date:	10 Aug 2022	PF UAN:	101852499333
Designation:	SALES EXECUTIVE	ESI Number:	3314256469
Department:	SALES	Bank Name:	HDFC Bank
Location:	ISLAMPUR	Bank Account No:	50100564606357
DAYS IN MONTH:	31	PL:	0
PAID DAYS:	31	SL:	0
LOP:	0	CL:	0
PRESENT:	25	OD:	1
WEEKLY OFF:	4	COF:	0
HOLIDAY:	1		

Earnings		Full	Actual	Deductions		Actual
BASIC		3000	3000	PF		360
HRA		1500	1500	ESI		97
CONVEYANCE		1500	1500	PROF TAX		300
ADHOC		3000	3000	ADVANCE		1763
MOBILE ALLOWANCE		500	500			
INCENTIVE		3399	3399			
Total Earnings:INR.		12899	12899	Total Deductions:INR.		2520

Net Pay for the month ( Total Earnings - Total Deductions): **10379**

*(Rupees ten thousand three hundred seventy nine Only)*

This is a system generated payslip and does not require signature.



## Sangli

Chowgule Industries Pvt Ltd., Sangli Kolhapur Road, Opp. Gajanan Maharaj Mandir, A/p  
Ankali, Sangli, Maharashtra- 416416

### Payslip for the month of Mar 2023

Employee No:	30804	PAN Number:	
Name:	POOJA SUBHASH PATIL	PF No:	GA/GOA/0009821/000/1015205
Joining Date:	10 Aug 2022	PF UAN:	101852499333
Designation:	SALES EXECUTIVE	ESI Number:	3314256469
Department:	SALES	Bank Name:	HDFC Bank
Location:	ISLAMPUR	Bank Account No:	50100564606357
DAYS IN MONTH:	28	PL:	0
PAID DAYS:	27.5	SL:	0
LOP:	0.5	CL:	0
PRESENT:	21.5	OD:	1
WEEKLY OFF:	4	COF:	0
HOLIDAY:	1		

Earnings		Full	Actual	Deductions		Actual
BASIC		3000	2946	PF		354
HRA		1500	1473	ESI		84
CONVEYANCE		1500	1473	PROF TAX		200
ADHOC		3000	2946			
MOBILE ALLOWANCE		500	491			
INCENTIVE		1850	1850			
Total Earnings:INR.		11350	11179	Total Deductions:INR.		638

Net Pay for the month ( Total Earnings - Total Deductions): **10541**

*(Rupees ten thousand five hundred forty one Only)*

This is a system generated payslip and does not require signature.

Date: 10.02.2023

Mr. Prabhuprasad jadhav  
A/P Kameri, Walwa, Sangli 415403  
Emp. Code- 4110

## **SUBJECT: LETTER OF APPOINTMENT**

Dear Mr. Prabhuprasad,

With reference to your application and subsequent interview we had with you, we are pleased to appoint you as “**HR Officer**” in our organization with effect from **10.02.2023**. Your Place of posting shall be at Ranjangaon, Pune plant (Maharashtra)

Appointment is based on following Terms & conditions.

### **1 REMUNERATION**

Your remuneration will be as per Annexure “A” attached herewith.

### **2 INCREMENT.**

Increment is entirely merit based, depending on your performance and abilities and shall always be dependent on discretion and sole judgment of the company.

### **3 OTHER BENEFITS**

You will be eligible to various benefits such as leave, provident fund, gratuity etc. as per the rules of the Company as amended from time to time.

### **4 ACCOMMODATION / CONVEYANCE**

You will be responsible for your own accommodation/conveyance unless otherwise agreed by Company in writing.

### **5 PROBATION, CONFIRMATION, SEPARATION:**

- I. You will be on probation for a period of six months from the date of your joining the organization. The probation period can be curtailed or extended at the sole discretion of the management..
- II. During the probation period, your services are liable to be terminated by giving you 7 days' notice and after confirmation in writing one months' notice or payment in lieu thereof. Same condition is applicable in case of resignation from your end i.e. 7 days'

## **6. PLACE OF WORK.**

Your place of appointment will be at present at Ranjangaon. But you are liable to be transferred to another department, post or place whether in India existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish / open its branch later on. You are also liable to send on deputation for the service at any station and in any company in which SPM Autocomp. Systems Pvt. Ltd. or any of its holding / subsidiary companies have an interest. Upon such transfer the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you.

## **7. RETIREMENT AGE.**

You shall retire upon completion of the age of 58 years. However the company may grant extension of the retirement age if you are found physically fit and you possess special qualification and experience.

## **8. GENERAL CONDITIONS OF WORK**

You will be bound by the following:

- a) You will not engage in any trade or profession or undertake any employment, full or part time, while in service within the company.
- b) You will carry out your duties with diligence and loyalty at all times, keeping the company's interest paramount.
- c) During the employment, you will be bound by company's rules and regulation framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof, and these will be deemed as rules and regulation in terms of your employment.
- d) Your employment is subject to your having been found medically fit at the time of your appointment and remaining fit thereafter.
- e) Should you remain absent from work, without reasonable explanation, for more than 07 consecutive days, it will be presumed that you are no longer interested in working for the company and have abandoned its services, thereby terminating your contract of service. In such case, you will not be entitled to any statutory compensation.
- f) In case of any dispute arising in respect of the interpretation of your terms and conditions of service in the company, the decision of the director shall be final and binding on you.
- g) The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone.
- h) You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information of a secret or confidential nature relating to the trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company.
- i) While reporting for the duty, kindly submit copies of your certificates/testimonials along with the relieving letter of your previous organization.
- j) You will keep the company informed of all the subsequent changes in the data furnished by you before joining the duty.
- k) During the period of your employment, you can be transferred to any other section / department and your designation can be changed as an when necessary keeping in view of the nature of work assign to you. You can also be transferred to any place in India, where our organization exist, or might exist in future. There will be no changes in your basic salary and your will eligible to allowance as are applicable to the place of posting. In case of failure to make the completion within seven days, a presumption will be drawn that you are no longer interested in the employment and have lost the lien on the job.

- l) If at any time during your employment, you are found guilty of misconduct or any willful breach or continuous negligence of the terms of this appointment letter or rules or dereliction of duties and/or instructions given to you from time to time, the management may without any notice or payment in lieu of any notice put an end to and terminates your employment with the company/firm/organization. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and you shall, therefore, continue to be liable for all losses and damages to the management.
- m) You will not indulge in any activity or cause any act likely to affect the discipline that is expected from every employee of this company or associate with any such activities which may amount to act subversive of discipline.
- n) For grievous offences like conduct involving moral turpitude, corruption, embezzlement or misappropriation of organization's funds, serious negligence and dereliction of duty, refusal or deliberate failure to carry out written orders of superior officers, engagement in activities prejudicial to the interests of the security of the organization and the security of the states of India, involvement in a case justifying civil or criminal proceedings likely to lead to conviction, the appointing authority reserves its right to take suitable action against you.
- o) The annual increment if granted to other employees will not be claimed as a matter of right. It will be based on your performance of duty during the past year in terms of efficiency, regularity, punctuality and discipline. It can also be withheld if the performances are found unsatisfactory or accelerated in case of exceptionally good performance.
- p) In case of unsatisfactory performance during service, your services will be terminated by giving One month Basic Salary.
- q) Variable Salary will be decided by management with mutual understanding

**9. JURISDICTION**

Any dispute arising out of this contract will be subject to the jurisdiction of court of laws at Pune in the state of Maharashtra.

**10. ACCEPTANCE**

If you accept the above terms and conditions of services, please sign and return the duplicate copy of the appointment letter as a token of your acceptance.

I am sure that you will find your assignment with SPM Autocomp Systems Pvt. Ltd. a great challenge and we look forward to a long and mutually beneficial association.

**Yours Faithfully,  
For, SPM Autocomp Systems Pvt. Ltd.**

**(Ashok Jagtap)  
Executive Director- Operations  
And Plant Head**

**DECLARATION OF THE EMPLOYEE**

I have read and understood the above terms and conditions and undertake to abide by them.

Signature of Employee .....  
(Name )

Date: 10-Sep-2022  
Ms. Pradnya Jagdish Patil

Dear **Pradnya Jagdish Patil**

We are pleased to offer you an appointment in our Organization on the following terms and conditions. We would appreciate your joining at the earliest, but in any case on or before **10-Nov-2022**.

Grade Title: Junior Officer

Grade : CG 2

Your Role: Relationship Officer

Business: Home Loans

Location: Kolhapur

**Compensation**

Your total remuneration for your services will be Rs. **170900** per annum. Refer Annexure for the details of your compensation structure. Please note that matters relating to remuneration are strictly personal and confidential between you and the Company and should be treated as such. Further, the Company reserves the right to change, modify or alter the compensation structure and other Terms of Service, as may be communicated to you from time to time.

In addition to your monthly remuneration you may have incentives, if any, applicable to you based on your achieving of targets, as per the scheme designed in this regard from time to time.

Statutory Bonus – Will be paid to eligible employees as per the provision of Payment of Bonus Act, 1965, amended time to time.

- 1) You would be eligible for leave as per the policies of the Company.
- 2) You are liable to be transferred to any other Branch/ Location of the Company, in India as and when required by the company.
- 3) As a full time employee of the Company, you are required to devote your full time, attention and efforts to the furtherance of business of the Company and to continuously develop your professional skills in your own and the company's mutual interest. You shall not, during your employment with the Company, directly or indirectly engage yourself, or devote any time to any part time employment, with or without any remuneration, unless it has the prior approval of the management in writing. You shall not disclose confidential information, database, company documents, etc., that you come across in the course of your responsibilities to anyone outside. You shall use such information only in connection with your employment. You shall not remove

any documents or materials of the Company without prior consent and knowledge of your Superiors.

4) This appointment is based on the information furnished by you to us in your application for employment/personal data form. If any material has been suppressed by you or you have indulged in suppression of facts or the information furnished by you found to be false and such false information is known to the Management after your appointment, if any, your appointment shall be liable for termination without notice.

5) Notwithstanding anything to the contrary contained earlier, this agreement can be terminated by giving:

a) One month's notice or with one month salary in lieu of notice, by either party

b) Without any notice or compensation by the Company in the following cases:

i) Performing any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duties on your part or breach by you of any of the terms, conditions or stipulations contained herein.

ii) If the performance level is below the expected level and/or the Business targets as set out for you from time to time has not been achieved by you.

6) For the purpose of sub clause (b) above, the Company's opinion as to whether any one of the events mentioned therein has occurred shall be final and binding upon you.

7) You shall be responsible for properly and diligently performing the duties assigned to you. You shall fully indemnify the Company for any loss occurring on account of any acts or omissions committed by you during the term of your employment and for such acts or omissions you shall continue to indemnify even after the expiry or termination of your employment.

8) In the event of any dispute out of the interpretation or implementation of this agreement, this shall be referred to arbitration. The Arbitrator will be appointed by the Company at its sole discretion. The venue for such arbitration shall be Chennai.

9) All other standard rules of the Company as existing and as may be amended from time to time, will be applicable to you.

10) You will retire from the services of the company on completion of 58 years of age or such other age as may be intimated by the Company from time to time.



Date: 18/03/2022

To:

**Name – Pranali Pandurang Thorat**

Address - **At/post Navekhed, Tal- Walwa, Dist-Sangli Pin : -**  
415403

Mob: 9503023274

E-Mail ; - [pranali24pt@gmail.com](mailto:pranali24pt@gmail.com)

**Subject :Offer Letter For Employment**

Dear Miss. Pranali,

We are Pleased to Offer You An Appointment in Our Organization as “front office” with effect from “28-03-2022” .Your Gross Salary Package will be Rs.10,000/- Per Month . Food and accommodation is provided by the company.

Your Appointment Letter with Detailed Terms & Conditions shall be given to you after your Joining .Your Offer Letter has been made based on Information Furnished By You .However if there is any discrepancy in Copies Of Documents given by you as proof of above, we retain the right to cancel your appointment or review our offer of employment, At The time of Joining please Bring Following Documents for Our Record:

Documents Required For New Joining Employee :

- 1) Two Photograph Passport size.
- 2) Pan Card /Adhar Card Xerox .

We Hereby Welcome you in Our Organization and Wish you a Successful Career & Bright Future with us.  
For Hotel Aram Regency

Manager  
Admin

I Accept the above Terms & Conditions HR &  
Date :

**Village Vele, Pune – Bangalore Highway, Tal. Wai, Dist. Satara.**

**Mob. +919881799999**



Date: 18/03/2022

To:

**Name – Pratiksha Pandi Varekar**

Address - **At/post Navekhed, Tal- Walwa, Dist-Sangli**

Mob: 9637177188

E-Mail ;- [pratikshavarekar84@gmail.com](mailto:pratikshavarekar84@gmail.com)

**Subject :Offer Letter For Employment**

Dear Miss. Pratiksha,

We are Pleased to Offer You An Appointment in Our Organization as “front office” with effect from “28-03-2022” .Your Gross Salary Package will be Rs.10,000/- Per Month . Food and accommodation is provided by the company.

Your Appointment Letter with Detailed Terms & Conditions shall be given to you after your Joining .Your Offer Letter has been made based on Information Furnished By You .However if there is any discrepancy in Copies Of Documents given by you as proof of above, we retain the right to cancel your appointment or review our offer of employment, At The time of Joining please Bring Following Documents for Our Record:

Documents Required For New Joining Employee :

- 1) Two Photograph Passport size.
- 2) Pan Card /Adhar Card Xerox .

We Hereby Welcome you in Our Organization and Wish you a Successful Career & Bright Future with us.  
For Hotel Aram Regency

Manager  
Admin

I Accept the above Terms & Conditions HR &  
Date :

**Village Vele, Pune – Bangalore Highway, Tal. Wai, Dist. Satara.**

**Mob. +919881799999**



Date: 18/03/2022

To:

**Name:** Pritam Lalaso Ptail

**Address - At/post - Nerle, Tal- Walwa, Dist-Sangli Pin : -**  
415406

**Mob:** 9511828473

**E-Mail ;-** [pritam1719@gmail.com](mailto:pritam1719@gmail.com)

**Subject :Offer Letter For Employment**

Dear Miss. Pritam,

We are Pleased to Offer You An Appointment in Our Organization as "front office" with effect from "28-03-2022" .Your Gross Salary Package will be Rs.10,000/- Per Month . Food and accommodation is provided by the company.

Your Appointment Letter with Detailed Terms & Conditions shall be given to you after your Joining .Your Offer Letter has been made based on Information Furnished By You .However if there is any discrepancy in Copies Of Documents given by you as proof of above, we retain the right to cancel your appointment or review our offer of employment, At The time of Joining please Bring Following Documents for Our Record:

Documents Required For New Joining Employee :

- 1) Two Photograph Passport size.
- 2) Pan Card /Adhar Card Xerox .

We Hereby Welcome you in Our Organization and Wish you a Successful Career & Bright Future with us.  
For Hotel Aram Regency

Manager  
Admin

I Accept the above Terms & Conditions HR &  
Date :

**Village Vele, Pune – Bangalore Highway, Tal. Wai, Dist. Satara.**

**Mob. +919881799999**



www.anlage.co.in

Mumbai | Bangalore | Noida | Chennai | Pune

## Appointment Letter

09<sup>th</sup> Jan, 2023

To

**Mr. Rohit Mane**

Maharashtra

7620701764

Dear Rohit,

Congratulations on successfully completing the Anlage Skilling Program which commenced on 17<sup>th</sup> Oct 2022 and concluded on 11<sup>th</sup> Dec 2022. We are pleased to onboard you as a full-time employee at Anlage Infotech. We are sure that you will enjoy and get enriched by your term with us.

- 1) You are appointed to the post of "**Resource Executive**"
- 2) Your date of joining is **12<sup>th</sup> Dec 2022**.
- 3) Your annual gross CTC shall be **Rs. 3,80,000/- i.e., Rupees Three Lakhs and Eighty Thousand only (inclusive of bonus, incentives & deductions)**. Your monthly take-home salary, after deductions shall be Rs. 18750/-. Please refer Annexure – A for the details of our tax efficient structure.
- 4) For the initial 4 (Four) months of your Full-time employment, you will be paid 50% (Fifty percent) of your net in-hand salary i.e., **Rs. 9,375/- (fixed)** (Rupees Nine-Thousand Three Hundred Seventy Five only). The other 50% (Fifty percent) of the salary will be paid to you at the end of your 1 (One) year at Anlage Infotech, as Retention Bonus of **Rs. 37,500/- (fixed)** (Rupees Thirty Seven Thousand Five Hundred only).  
(The sole purpose of holding back these 4 (Four) months' 50% (Fifty percent) remuneration is an indemnity for your assurance that you would not abscond/terminate this employment abruptly during your 1<sup>st</sup> year).
- 5) Any discontinuation of service before completion of 12 (Twelve) months will lead to the forfeiture of the training period and 4 (Four) months' 50% (Fifty percent) held-back remuneration sum. Salary release will completely be at the discretion of the management and will be decided based on your performance and attitude towards work.
- 6) **Probation:** You will be on probation for the first four (4) months of your tenure. During the probation period the Company assesses your progress and ability to handle responsibility. In the event your performance is found inadequate, the Company can relieve you by giving you notice of one week (7 days) without assigning any reasons and any amount withheld during the probation period as per clause 4 above will be forfeited. During the 4 (Four) months' probation period, any leaves taken will be considered as 'Leave without Pay (LWOP)'. During your probation period your notice period will be limited to 30 days.



[www.anlage.co.in](http://www.anlage.co.in)

Mumbai | Bangalore | Noida | Chennai | Pune

- 7) **Notice Period:** After the probation period of 4 months, you will be a confirmed permanent employee automatically (no letter required to be issued) and subsequent to this duration, if you want to resign from your current position with the Company you have to serve 60 (Sixty) days of Notice Period to ensure continuity and proper knowledge transfer (KT) to the incumbent.
- 8) **Leaves:** During the Financial Year (01st April – 31st March), you are entitled to 26 days leave in the following manner:
  - a. 15 days, on a pro rata basis, towards Casual Leave and Sick Leave (i.e., 1.25 days per month will be credited to your leave balance)
  - b. 11 days on account of National holidays / Festivals (as per Anlage Holiday list). At the end of the Financial Year, balance leaves, if any, will not be eligible for encashment. However, up to 5 leaves can be carried forward to the next Financial Year.
- 9) Absence for a continuous period of 3 working days without prior approval or prior intimation to your senior (including overstay on leave / training) would result in losing your lien on service at Anlage Infotech and the employment will automatically come to an end without any notice or intimation with forfeiture of all pending dues.
- 10) **Confidentiality:** You obviously know that Company and Company's client's confidential information/trade secret/data/proprietary methods cannot be divulged to anyone not intended to use the information. You will be required to maintain utmost secrecy in respect of Company documents, incentive schemes, projects, commercial terms with clients, Company's processes, software packages license/s, Company's policies and patents/trademark & Company's other employees/human resources information and profile. Violation of the same shall result in appropriate strictest legal action by the Company and the immediate termination of your employment with forfeiture of all pending dues.
- 11) All programs, systems, designs, manuals, literature, presentations, etc. developed by you while in Company's service will at all times be deemed to be sole property of the Company with the Company having sole proprietary rights over it/them.
- 12) As a responsible employee, any property entrusted to you by the company shall be your sole responsibility and you shall be personally responsible for any loss/damage to the property entrusted to you.
- 13) **Dual Employment:** During your association with the Company, you agree not to engage yourself directly or indirectly with any other firm/company/business/individual/any type of entity for any salary or retainer fee or on honorarium basis. Such association shall result in immediate termination and the Company can recover three (3) month's salary along with damages and legal expenses, as applicable, from you.
- 14) **Non-Compete & Non-Solicit:** For as long as you are employed with the Company and for a period of two (2) years thereafter, you shall not directly or indirectly, on behalf of any



[www.anlage.co.in](http://www.anlage.co.in)

Mumbai | Bangalore | Noida | Chennai | Pune

individual or entity, take up employment or consulting assignment, part-time or full-time, or enter into business relationship even at arm's distance with any of Company's direct client, indirect client through MSP/RPO arrangements, present or future landlord, employee, consultant, contractor of the Company, vendor, group company of any client or MSP/RPO/vendor's end-client. You shall not, directly or indirectly, solicit the employment, consulting, freelance, part time or other services of any other employee of the Company. You shall not in any capacity induce or attempt to induce any Company employee, consultant, contractor or other party to terminate his or her employment or contractual relationship with the Company. The Company shall conclude that such act is no other than cheating and criminal breach of trust, in which case, the Company shall take appropriate action, both criminal and civil proceedings before competent authority and the Company shall recover three (3) month salary along with damages and legal expenses from you.

- 15) In case during the probation period or regular employment period, if you leave the Company or join any other Company without issuing notice and if you join other Company without the Company's relieving letter, the Company shall conclude that the act is no other than cheating and criminal breach of trust, in which the Company can take appropriate action of both criminal and civil proceedings before competent authority and the Company can recover three month salary along with damages and legal expenses from you. The Company also retains the right to question the company you are joining or joined and holds the right to recover damages from that company, if you fail to compensate as per above.
- 16) If you decide to resign from the company, any incentive or bonus or variable amount payable during or after your term will be forfeited.
- 17) Your appointment shall be subject to you being medically fit at the commencement of and at any time during the tenure of your employment with the company. The company has a right at all times to send you for a medical check-up or ask you to fill up a self-assessment form to ascertain your fitness for the job.
- 18) You shall keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.
- 19) Please understand that the company will be forced to terminate your services immediately without any compensation for past dues and/or any notice pay, in case of following events:
  - a. Insubordination, insult or disobedience to any of your seniors or responsible officers of the company.
  - b. Gross neglect of work and/or non-performance of duties assigned.
  - c. Damage to the company equipment/property and/or misappropriation.
  - d. Medically unfit to continue service.
  - e. Furnished credentials are incorrect or false.



[www.anlage.co.in](http://www.anlage.co.in)

Mumbai | Bangalore | Noida | Chennai | Pune

- 20) Anlage is a pioneer in establishing leading workforce practices and has permanent Work from Home facility. WFH timings are 9.30 AM to 6.30 PM or as decided with your reporting manager. For those who want to work out of Anlage Infotech offices, can avail of flexi hours to accommodate different travel distances, hence you can work any 9 hours between 8:30 AM to 8:00PM, which you can inform the Company on joining.
- 21) We strive to ensure that your skills are up to date, hence, you would be required to participate in appropriate training and instructional programs as required by the company.
- 22) You are required to abide by the rules and regulations of the company, which may revise from time to time.

We wish you success in your career with Anlage Infotech. We are confident that you will grow and prosper with the company and we look forward to a long association.

Yours truly,

**For Anlage Infotech (India) P Ltd**



---

**Durgesh Vaish**

*Sr. Manager - HR & Legal*



www.anlage.co.in

Mumbai | Bangalore | Noida | Chennai | Pune

## Annexure A

Employee Name		Mr. Rohit Mane	
Date of Joining		12 <sup>th</sup> Dec, 2022	
Location		Sangli, Maharashtra	
Designation		Resource Executive	
	Particulars	Monthly	Yearly
<b>(A)</b>	<b>Gross Salary</b>		
	Basic Salary & DA	6,000	72,000
	HRA	3,000	36,000
	GMP	0	0
	Service Weightage	120	1,440
	Statutory Bonus	583	6,996
	City Compensatory Allowance	9,390	1,12,680
	<b>Gross Salary (A)</b>	<b>19,093</b>	<b>2,29,116</b>
<b>(B)</b>	<b>Benefits</b>		
	Performance Incentive (check notes below)	0	80,000
	Performance Bonus (check notes below)	0	60,000
	<b>Total Benefits (B)</b>	<b>0</b>	<b>1,40,000</b>
<b>(C)</b>	<b>Employer Contribution</b>		
	Employer's PF Contribution	0	0
	Employer's ESIC Contribution	621	7446
	Provision for Gratuity	288	3,460
	<b>Total Employer Contribution(C)</b>	<b>909</b>	<b>10,906</b>
	<b>CTC (A+B+C)</b>	<b>20,000</b>	<b>3,80,000</b>
<b>(D)</b>	<b>Deductions</b>		
	Employee's PF Contribution	0	0
	GMP	0	0
	Employee's ESIC Contribution	143	1,718
	Profession Tax	200	2,500
	<b>Total Deductions (D)</b>	<b>343</b>	<b>4,218</b>
	<b>Net Salary (A-D)</b>	<b>18,750</b>	<b>2,24,898</b>



www.anlage.co.in

Mumbai | Bangalore | Noida | Chennai | Pune

**Notes:**

1. Income-Tax is subject to provision of actual investment proof.
2. Group Medclaim is optional, if opted then insurance premium (GMP) amount will depend on number of family members opted for coverage.
3. Medical reimbursement will be paid along with monthly salary, tax will be applicable subject to submission of actual bills before the end of the year.
4. Gratuity is payable after 5 years of service.
5. PT deduction is Rs. 200 per month except in the month of Feb for Rs. 300.
6. The compensation of the first 30 days (Classroom & Buddy Training), will be paid after your 1 (One) year at Anlage Infotech as a Full-time employee. In the 13<sup>th</sup> month you will receive Rs. 18,750 + Rs. 37,500 (training period salary of 30 days + 15 days salary of 4 months) = Rs. 56,250/-.
7. The terms and conditions to earn performance bonus and performance incentive which are a part of your CTC shall be separately communicated to you via email.
8. The training period payment of Rs. 4500/- (Rupees Four Thousand Five Hundred) for the period of 05<sup>th</sup> Dec, 2022 – 11<sup>th</sup> Dec, 2022 shall be paid to you as a joining bonus upon completion of prescribed month in the organization.

Yours truly,

**For Anlage Infotech (India) P Ltd**

---

**Durgesh Vaish**

*Sr. Manager - HR & Legal*

HR-Ref No:

**Name:Samiksha Patil**

**Sub: Offer for the Learning Consultant**

**Dear Samiksha,**

We are pleased to offer you a position **Learning Consultant** of with **TALENTEEDGE EDUCATION VENTURES PVT.LTD** at our Pune Office. Your **Band** shall be **5A** and shall be working for our **Online Sales** department. You are expected to join us on or before **29-Sep-2022**. This offer letter is subject to the terms and conditions and not limited to below mentioned terms but also includes the Annexure(s) attached hereto and/or any form of communication that is communicated or to be communicated to you:

A. Your Cost to Company **3,60,000/- (Three Lakh Sixty Thousand Only)** with details enclosed in Annexure I. Please note that the Management reserves the right to restructure or change your compensation at any time at its sole discretion. Over and above the Fixed Compensation, you shall be eligible for a performance-based incentive up to INR **4,00,000/- (Four Lakh Rupees Only)** per annum, on achieving specific targets, which will be paid as per the sales incentive plan.

B. Annexure II lists out the broad Code of Conduct governing your employment with us. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

C. Please accept this offer within **Two** working days from the date of this letter, else this offer shall be automatically revoked and no claim and/or disputes shall be entertained.

D. Your employment in the Organization is subject to satisfactory verification of your certificates, and personal credentials. These are outlined in Annexure III. The Organization reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the details shared with the Organization or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this offer letter, you shall be issued an appointment letter after joining the Organization.

E. You would be entitled to leaves subject to prior approval of your reporting manager. Your leave entitlement, accumulation and/or carry forward, shall be driven as per the Organization policies on the subject.

Please read the details of the letter and the attached annexures (I, II and III) and accept the offer letter online. We look forward to work with you.

Yours faithfully,

**For Talentedge Education Services Pvt. Ltd.**

**Authorized Signatory**

**Talentedge Education Services Pvt. Ltd.**

**CIN: U74900MH2015PTC262490**

Registered Office: Bhavewhar Arcade, 7th Floor, B-Wing, Opposite Shreyas Cinema,  
LBS Marg, Ghatkopar West, Mumbai

Landline No.: 022-42193000. Email: info@talentedge.in Visit us at www.talentedgenext.com

Corporate Office: Corporate Office: Plot Number-4, Survey Number-5, Near Axis Bank, Bhavdhan Pashan  
Road, Bhavdhan Khurd, Pune-411021

Landline: 9102067782491

## Annexure I

<b>Talentedge Education Services Pvt. Ltd.</b>		
<b>Name</b>	Samiksha Patil	
<b>DESIGNATION</b>	Learning Consultant	
<b>Grade</b>	5A	
<b>ROLE</b>	Online Sales	
<b>DATE OF JOINING</b>	29-Sep-2022	
<b>Department</b>	Online Sales	
<b>Location</b>	Pune	
<b>COMPENSATION DETAILS</b>		
<b>FIXED CTC ( A1 )</b>		
<b>PARTICULARS</b>	CTC (INR)	
<b>COMPONENTS</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
Basic	24,560	2,94,720
House Rent Allowance	2,456	29,472
Education Allowance	0	0
Food Allowance	0	0
City Compensation Allowance	0	0
Statutory Bonus	0	0
<b>TOTAL GROSS FIXED PAY (A)</b>	<b>27,016</b>	<b>324,192</b>
<b>FLEXI BENEFITS (B)</b>		
Driver Reimbursement	0	0
Fuel Reimbursement	0	0
Professional Literature	0	0
Leave Travel Reimbursement	0	0
<b>FIXED COST TO COMPANY A B</b>	<b>27,016</b>	<b>3,24,192</b>
<b>RETIRAL BENEFITS (C)</b>		
Provident Fund- Employer Contribution	1800	21,600
ESIC	0	0
Gratuity	1181	14,172
<b>Gross CTC (A B C)</b>	<b>30,000</b>	<b>3,60,000</b>
<b>VARIABLE PAY/ BONUS (D)</b>		
*Performance Linked Bonus (Variable)	33,334	4,00,008
One Time Joining Bonus	0	0
One Time Retention Bonus	0	0
<b>OTHER BENEFITS(E)</b>		
Group Mediciam 0	0	0
Group Personal Accident Insurance 0	0	0
Group Term Life Insurance 0	0	0
<b>TOTAL E</b>	<b>0</b>	<b>0</b>
<b>TOTAL COST TO COMPANY (TCTC) A B C D E</b>	<b>63,334</b>	<b>7,60,008</b>
Appraisal	You shall be eligible for performance appraisal and increment cycle as per Organization policy. The appraisal period will be from date of joining to end of financial year and increment would be prorated accordingly. Employees joining from Jan to March will not be eligible for appraisal for that financial year.	
*Performance Bonus/ Variable/ Retention Bonus	You will be eligible for performance/variable/retention bonus provided that you are on the rolls of the Organization and not on the notice period at the time of disbursement of the amount. This bonus is paid on the basis your performance and the Organization policy, applicable at the time.	
Group Health Insurance Policy	Covered under GMC policy of sum assured of up to 2 Lakhs as per Company Policy, effective from the date of endorsement in policy.	
Group Personal Accident Insurance 0	Covered under GPA policy of sum assured of 3 times the fixed salary plus variable, shall effective from the date of endorsement.	
Group Term Life Insurance 0	You will be eligible for GTLI i.e. 3 times the fixed salary plus variable.	
Mobile Limit	You shall be eligible for the mobile limit as per our company policy.	
Note	The Organization reviews its compensation structure and policies from time to time. The compensation structure and benefits are subject to change and shall be communicated to you at the time of joining or later, as the change becomes applicable.	
For Talentedge Education Ventures Pvt. Ltd.		
Authorized Signatory	Accepted and Signed	

## Annexure II

### Code of Conduct

Whilst employed with the Organization, you would be expected to follow the below mentioned:

#### 1. **No Conflicting Obligations:**

1. You represent and warrant to the Company that you are under no obligations or commitments, whether contractual or otherwise, that are inconsistent with your obligations under this Agreement. You represent and warrant that you are free to enter into this Agreement and accept the employment of the Company under the terms of this Agreement. If you have any obligations or commitments, you shall disclose fully all of your business interests to the Company, whether or not they are similar to or in conflict with the business or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and your any other of your immediate relatives. Also, you agree not to create or enter into such business interests during the course of your employment and, in the event, such interests occur for reasons.

#### 2. **Integrity & Honesty**

1. You warrant to the Organization, that all obligations and commitments shall be carried out with utmost honesty and integrity. While interacting with existing and prospective clients, correct and accurate information shall be provided at all times. No misrepresentation shall be made to any person in relation to Organization's business. Misrepresentation of facts and submission of false information, data, facts etc. shall lead to summary termination of employment.

#### 3. **Mutual Trust and Respect**

1. You agree to conduct themselves in a respectful manner while interacting and representing with regard to the Organization's business at all the times. At no time would you use any such language, gestures, indications etc. which shall be offending to others and/ or in violation of decorum of the Organization. Any difference of opinion shall be expressed in a respectful manner.

#### 4. **Diversity**

1. The Organization stands committed to diversity at work place. No discriminatory conduct on the basis of cast, creed, gender, ethnicity, religion, region etc. shall be tolerated. All cultures and traditions shall be mutually respected.

#### 5. **Non Solicitation & Non-Compete**

1. During the period commencing on the date of this Agreement and for a period of six months from the date of termination you shall not directly or indirectly solicit, induce or attempt to solicit or induce (on your own behalf or on behalf of any other person or entity) either as an employee or consultant of the Company or any of the Company's affiliates or as a business of any customer and/or vendor of the Company or any of the Company's affiliate with whom you became in acquainted with during the term of this Agreement.

#### 6. **Adherence to the Law**

1. You are expected to follow all the applicable provisions of law while acting on behalf of the Organization with regard to its business. You shall be duty bound to report any instance of violation of any provisions of law to management in confidence. Management shall maintain the confidentiality of all such reporting. You shall be required to mandatorily inform any such occurrence and/or situation which may lead to creation of potential hazard to safety and security of employees and assets of the Organization.

#### 7. **Confidentiality**

1. You are expected to follow to ensure that all information related to the Organization is kept confidential. At any stage of your career with the Organization, you would not divulge, share any information, trade insights, customer information, technical know-how or any other information that is under the purview of the Organization.

#### 8. **Data Security**

1. Any data/information related to the work conducted in the Organization that you have access to or have been provided access of, by the virtue of your job role, shall not be transferred or emailed to any location or personal email id, without prior written approval from the relevant stakeholders /data owners.

#### **Accepted and Signed:**

**Annexure III**

Listed below are the Mandatory Documents to be uploaded on or before the Date of Joining

1. Letters:

- a. Relieving / Experience Letter from your existing / last employer
- b. Resignation letter duly accepted

1. Salary Slip: Last 3 months

2. Certificates : Highest Qualification

3. Identity Proof : Pan Card; Aadhar Card or Passport copy

4. Address Proof : Aadhar Card or Passport copy

5. If you are already a member of the Provident Fund scheme with your previous employer, then, share your UAN number



A/301 & 302, Shreeji Poojan  
Residency, Near Swaminarayan  
temple, Chhaprabhatha road, Amroli,  
Surat- 394107, Gujarat.  
Mail Id: [acutebioscience@gmail.com](mailto:acutebioscience@gmail.com)  
(M): 9909922298 / 7204613647

Date: 05.11.2022

## OFFER LETTER

Dear **Mr. Somesh Pise**

It is my pleasure to offer you an employment position with Acute Bioscience on the following terms:

Employment Duties: Your employment will be with the Company at the position as **"Service Manager"** based at **Pune Location**. In this position your duties will include as follows:

1. You shall devote your full-time ability, attention, energy and skills solely and exclusively in performing all duties as assigned and delegated to you by the Company.

2. Start Date: If you accept this offer, your employment with Company shall begin on November 25, 2022.

Your offer of employment is conditioned upon and subject to successful reference checks and your successful completion of a pre-employment background check, with results to be evaluated at Company's sole discretion.

3. Duties & Responsibility: You shall carry out the following duties and such other duties as from time to time reasonably assigned to you by Company.

- Delivering High quality & Efficient services and support to our customers including installations, preventive maintenance, calibrations, repairs of the instruments, etc.
- Planning and delivering the New product implementation, scheduled performance maintenance, Qualification, System Relocations and Technology / Software upgrades.
- Providing training and guidance to the customers to ensure they maintain compliance and ensure sooth safe operations.
- Also doing all other job-related activities as assigned by the reporting manager.

4. Reporting: You shall report to Mr. Sarvesh Yadav, Partner. Acute Bioscience.

5. Salary and Performance Incentive: In consideration for your full-time services, your yearly CTC will be **10Lakhs Ruppes Per Annum. Additional Bonus and Incentives will be as per the company policies.**

Suppliers of HPLC & GC Columns, Glass Vials, Syringe Filters,  
Consumables Supplies, Lab Equipments & Impurities



A/301 & 302, Shreeji Poojan  
Residency, Near Swaminarayan  
temple, Chhaprabhatha road, Amroli,  
Surat- 394107, Gujarat.  
Mail Id: [acutebioscience@gmail.com](mailto:acutebioscience@gmail.com)  
(M): 9909922298 / 7204613647

6. Additional Benefits: You will be entitled to paid public holidays as published by company for each year and paid leave annually as per Company policy and applicable laws. You are also entitled to reimbursement by Company for such customary, ordinary, and necessary business expenses as are incurred by you in the performance of your duties and activities associated with promoting and maintaining the business of the Company.

Group \_ °° Acute

Proprietary Rights and Confidentiality: As a condition of your employment with Company, you shall execute contemporaneously with the execution of this agreement, the Proprietary Rights and Confidentiality Agreement as per Annexure B.

At Will Employment - I: Your employment with Company is entirely voluntary for both parties and either you or Company may conclude the employment relationship at any time for any reason during probation period. Your probation period will be 6 months, which could be extended by another three [3] months solely on discretion of the company.

At Will Employment — II: Upon successful completion of the probation period which will be intimated to you in writing by the Company. After completion of the probation period, in case if you wish to resign from the Company, you will be required to serve written notice of at least two months on the Company and in case if you leave the Company without serving the said notice period, then you will become liable to pay two months' salary in lieu of the notice period. The Company may likewise, terminate your employment by serving a two-month written notice or payment of salary in lieu thereof. The terms of the employment are "at will" and this "at will" employment relationship can only be modified in writing by an authorized officer of Company.

Termination : Notwithstanding the right of the right of the Company mentioned above, the Company shall be entitled to forthwith terminate your employment for reasons of gross misconduct or such other factors as per Company policy in which event, you will be required to submit your resignation letter immediately to the Company and your right to receipt of any remuneration from the Company shall stand terminated, except your right to payment of remuneration with respect to period prior to such termination.

Background verification: Background verification shall be conducted by our Company regarding your qualifications, experience and references provided by you. In case any of the details furnished

Suppliers of HPLC & GC Columns, Glass Vials, Syringe Filters,  
Consumables Supplies, Lab Equipments & Impurities



A/301 & 302, Shreeji Poojan  
Residency, Near Swaminarayan  
temple, Chhaprabhatha road, Amroli,  
Surat- 394107, Gujarat.  
Mail Id: [acutebioscience@gmail.com](mailto:acutebioscience@gmail.com)  
(M): 9909922298 / 7204613647

by you are found to be incorrect during the course of such verification, the offer letter shall become void with immediate effect. This clause shall apply even after your joining in the Company.

**Non-Solicitation:** During the term of your employment, and for a period of one [1] year immediately thereafter, you agree not to solicit any employee or client/customer of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee or client/customer associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**Indemnity:** You shall, at your own expense, indemnify, defend and hold the Company, its directors, employees and clients/customers harmless from and against any and all losses, costs, expenses and fees (including reasonable attorneys' fees) arising from or in connection with any direct or third-party claim(s), action(s) or proceeding(s) which arise due to act or omission and/or breach of your promises, representations or agreements set forth herein.

After acceptance of the offer letter, the Company shall execute an Employment Contract with you and such other documents as may be necessary to formalize the terms of employment and your relation with the Company. In case you fail to report on job at the date specified in the offer letter a penalty of two months' salary shall be levied upon you by the company. This clause shall not apply in case the company changes the date of joining.

Date:

Place:

Sign of Employee

Date:

Place:

Sign of Employer



Suppliers of HPLC & GC Columns, Glass Vials, Syringe Filters,  
Consumables Supplies, Lab Equipments & Impurities



## OFFER LETTER

Date- 03/10/2022

Miss. Sonali Dinkar Patil

Address: A/P-32 Shirala Tal-Shirala

Dist-Sangli, Maharashtra (India)

**Subject:** Letter of Offer

Dear **Sonali,**

With reference to your probation period you had with **Age Home Appliances India Pvt. Ltd.** We are pleased to appoint you as **Position of HR Officer** in our organization based at Shirala. Your employment will be governed by the following terms and conditions:

**1. Monthly CTC**

You will be paid a monthly CTC of **Rs.15,000/-**-(In words Rs Fifteen Thousand Only).

**2. Working Hours**

Your working hours will be 10.00am to 7.00pm as per the current company policy. The company observes a 6 day work week.

**3. Date of Appointment**

Your date of appointment as per company record is 03/10/2022

**4. Job Description**

- Set objectives for the HR team and track progress
- Design and implement company policies that promote a healthy work environment
- Develop compensation and benefits plans
- Support and suggest improvements to the entire recruitment process
- Host in-house recruitment events
- Discuss employees' career development paths with managers

---

**AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)

- Monitor HR metrics (e.g. turnover rates and cost-per-employee)
- Review departmental budgets
- Organize learning, Training and development programs to improve skills
- Ensure HR staff addresses employees' requests and grievances in a timely manner
- Maintain HR procedures that comply with labor regulations
- Improve employee relationship matrix and Employee Hygiene Sheet score
- Planning to keep the atmosphere in the company vibrant
- Appreciate department wise employees with Shabbas Card/ Appreciation certificates and awards rewards
- Take care of Employees safety at workplace
- Conduct Q12 Surveys periodically to improve employee skills and relations as well
- To look after PF and ESIC policies
- Motivate and promote Employees with periodic performance analysis

**Reporting to-** Mr. Ghanshyam Awate (CEO)

#### **5. Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

#### **6. Leave**

You will be governed by the current Leave Policy of the company for permanent employees.

#### **7. Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

#### **8. Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System. You are responsible to regularly come on time for duty. You have to follow company's rules & discipline.

#### **9. Retirement Age**

The normal retirement age for all employees is as per provisions of The Factories Act, 1948.

---

### **AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web: [www.ageindia.in](http://www.ageindia.in)



#### **10. Notice Period**

On confirmation, this appointment may be terminated by either side by giving two months' notice or two months' salary in lieu of notice period.

#### **11. Transfer**

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

#### **12. Other work**

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

#### **13. Conflict of Interest**

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

#### **14. Confidential Information**

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

#### **15. Contract/Bond with Previous Employers**

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

#### **16. Termination**

On termination of this contract, you will immediately give up to the Company all correspondence, *On* specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

#### **17. General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

---

### **AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)



Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Age Home Appliances India Pvt.Ltd. family and trust we will have a long and mutually rewarding association.

Yours faithfully,

**Age Home Appliances India Pvt. Ltd**  
**Human Resource**

I accept the Offer letter and the conditions mentioned above.

Receiver's Signature

Authorized Signature

---

**AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)



### SALARY BREAK UP

Basic Salary Rs. 15,000/- per Month

Conveyance Allowance Rs. 00 /-

Other/Spl Allowance Rs. 00 /-

-----  
**Gross Total: - Rs. 15,000/-**  
-----

PF 12% Nil

ESI 0.75% Rs. 113/-

PT Rs. 200/ Monthly

-----  
**Take Home Rs. 14,687/-**  
-----

PF 12% Nil

ESI 3.25% Rs.477/-

-----  
**TOTAL COMPANY COST Rs:14,210/- (Rs. Fourteen thousand two hundred ten Only.)**

Receiver's Signature

Authorized Signature

---

### AGE HOME APPLIANCES (I) PVT. LTD.

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

Contact: Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)



## HEXAWARE TECHNOLOGIES LIMITED

BLDG. NO.3, SECTOR-II MILLENNIUM BUSINESS PARK, 'A' BLOCK, TTC INDUSTRIAL AREA,  
MAHAPE, NAVI MUMBAI 400710

### Payslip for the month of January 2023

<b>Employee No:</b> 2000087249	<b>Bank Name:</b> Bank of India
<b>Name:</b> Sweety Subhash Patil	<b>Bank Account No.:</b> 151410110009806
<b>Date of Joining:</b> 20 Oct 2022	<b>PAN.:</b> EDGPP2116B
<b>Designation:</b> Executive	<b>UAN:</b> 101893433425
<b>Department:</b> Operations	<b>PF No.:</b> THVSH01158090000063240
<b>Location:</b> Mumbai	<b>ESI No.:</b> 3416652135
<b>Grade:</b> BAND 1	<b>LOP:</b> 0
<b>Total Days:</b> 31	<b>LOP Reversal:</b> 0
<b>Effective Work Days:</b> 31	<b>VPA Rating:</b> 3
<b>Work Days:</b> 31	

Earnings	Amount	Deductions	Amount
BASIC	4,500.00	PF	720.00
HRA	3,291.00	ESI	101.00
SPECIAL ALLOWANCE	3,000.00	PROF TAX	200.00
ADVANCE BONUS	1,050.00		
VARIABLE PAY MONTHLY	3,000.00		
CONVEYANCE ALLOWANCE.	1,200.00		
<b>Total Earnings ( Rs.):</b>	<b>16,041.00</b>	<b>Total Deductions ( Rs.):</b>	<b>1,021.00</b>

**Net Pay ( Rs.) 15,020.00**

( Rupees Fifteen Thousand Twenty Only )

Note:- 1. This is a system generated payslip hence does not require signature.

2. For any query please mail at [bpspayhelpdesk1@hexaware.com](mailto:bpspayhelpdesk1@hexaware.com).

Alternatively contact on +91-22-27783300 | Extn:-5247 between 10.00 A.M to 7.00 P.M

# 2020-21



**Annexure 'B'**

**Name - Mr. Ajay Nathuram Jadhav**

**Designation - Business Executive**

**HQ - Panvel**

**Earnings**

CTC Components	Proposed CTC (Rs.)	
	Monthly	Yearly
<b>A) Fixed Components</b>		
Basic	9,086	109,032
HRA	4,543	54,516
CCA	1,093	13,116
Medical Reimbursement	1,250	15,000
Mobile Allowance	1,000	12,000
Transportation Allowance	1,200	14,400
<b>Total - Fixed Pay [A]</b>	<b>₹ 18,172</b>	<b>₹ 218,064</b>
<b>B) Retirals</b>		
PF	1,635	19,626
ESIC (Employer Contribution)	591	7,087
Gratuity	437	5,244
<b>Total - Retirals [B]</b>	<b>₹ 2,663</b>	<b>₹ 31,957</b>
<b>Total - Committed CTC {A+B}</b>	<b>₹ 20,835</b>	<b>₹ 250,021</b>
<b>Deductions</b>		
PF	1,635	19,626
ESIC (Employee Contribution)	136	1,635
PT	200	2,400
<b>Total - Deductions</b>	<b>₹ 1,972</b>	<b>₹ 23,661</b>
<b>Net Take Home</b>	<b>₹ 16,200</b>	<b>₹ 194,403</b>
<b>Note : Provident Fund, Gratuity &amp; ESIC is as per the prevailing statutory laws applicable to you.</b>		
<b>C) DA</b>		
DA	₹ 5,625	₹ 67,500
<b>Total - DA [C]</b>	<b>₹ 5,625</b>	<b>₹ 67,500</b>
<b>Total - CTC + DA [A + B + C]</b>	<b>₹ 26,460</b>	<b>₹ 317,521</b>



Dear Mr. Ajay,

**Greetings from NOVO Medi Sciences Pvt Ltd!**

Your profile has been selected for the position of **Business Executive- HQ - Panvel(Kavach)**

We are pleased to offer you a **CTC of Rs. 2,50,021/-** plus DA, with a NetTake home of **Rs. 16,200/-**

***Note: On receipt of this email, kindly share the resignation letter of your current employment with acceptance for our reference within 24 hours else the offer will be withdrawn.***

PFB the CTC break up for your reference.

\*Inhand Salary = Fixed Salary - (PF + 200).



**Thanks & Regards,  
Dhanashree Kothare  
HR Team  
Novo Medi Sciences Pvt Ltd  
(E- Friendly Organization)  
Tel: +91 22 4342 6117**

## APPOINTMENT LETTER

**Date: 15 April 2022**

**Name: Ajinkya Shivaji Maske**

**Address: Gajanan Co Op Hsg Soc, Pt No 15, Rm No B6, Sawarkar Nagar, Thane - 400606.**

**Dear Mr. Ajinkya Shivaji Maske,**

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("**Company**"), on the following terms and conditions:

### **1. Date of Joining & Work Location:**

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **15 April 2022**.

Your work location would be **Mumbai** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

### **2. Department, Designation & Reporting Manager:**

Department: - **Business Development**

Designation: - **Service Counsellor - Byjus Tuition Center**

Reporting Manager: - **Rahul Jogindarkumar Nanda**

### **3. Cost to the Company:**

Your annual Compensation including Benefits is **Rs.600000/-**. Your salary comprises of a Fixed Compensation and other benefits (Refer **Annexure 1** for detailed breakup).

Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances
- (e) Or any other applicable statutory deductions

The Income Tax Liability with regards your salary and perks will your liability, and will be governed by the tax laws of the country as applicable from time to time.

 (Apr 22, 2022 16:15 GMT+5.5)

[Employee's Signature]

### **Other Benefits**

- **Health Insurance Scheme**

You are covered by the group Health Insurance Scheme with add-on benefits that focus on you and your family's protection for a holistic health and wellness. Please refer to the Group Insurance Policy for more details and exact coverage.

- **Expense Reimbursement**

In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

### **4. Company Policies:**

You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

### **5. Probation:**

On joining the Company you shall be on probation for 90 days. The probationary period may be reduced or extended at the sole discretion of the Company. During this period, your employment may be terminated upon giving 2 days notice with or without reason by the Company. You are also at liberty to resign from the services of the Company by giving 2 days notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation.

You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the Company.

### **6. Retirement Age:**

The age of Superannuating of an employee from Company Service is 60 years. You shall however, during your employment be required to be medically fit for the work for which you have been employed. As to whether an employee is medically fit, is an issue that will be professionally determined by the Company and the employee shall be bound by such determination. You will accordingly undergo periodic medical examination as and when intimated to you by the Company. The Company shall have the right terminate your services immediately, in the event you are found to be medically unfit to perform your duties and responsibilities.

Approved by HR (Apr 22, 2022 16:15 GMT+5.5)

[Employee's Signature]

## 7. Termination:

After confirmation of your appointment at the end of your period of probation, your services may be terminated in the following manner:

- (i) The Company will be entitled to terminate your services by giving you 30 days notice in writing, or by payment of 30 days salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 30 days notice in writing or 30 days salary in lieu of such notice.
- (ii) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (iii) In the event of your resignation from the services of the Company, you will be required to give the Company 30 days written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- (iv) In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout. This clause is applicable only if there has been a notice-period buyout by BYJU'S.

## 8. Confidential Information:

As an employee, you may come in to possession of information confidential to Think & Learn and agree to keep confidential, Think & Learn's proprietary and confidential information obtained at any time during the period of your employment in the company. Confidential information includes, and is not limited to; course material, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information.

 (Apr 22, 2022, 16:15 GMT+5.5)

[Employee's Signature]

You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

#### **9. Intellectual Property Rights:**

All the Intellectual Property Rights in the material developed by you, class material and related documents shall at all times remain the property of Think & Learn. You shall provide all assistance and execute all deeds and documents required to vest the Intellectual Property Rights with Think & Learn. In the event any of the Intellectual Property Rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such Intellectual Property in perpetuity to Think & Learn. You shall not assert any right, title and interest over such Intellectual Property Rights.

#### **10. Indemnity:**

You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- (a) Any act or omission by you;
- (b) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- (c) Any representation or warranty or information furnished to the Company found to be false;
- (d) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- (e) Failure to adhere to the standards/specifications/policies of the Company.

#### **11. General Provisions:-**

- a) As an employee in the full-time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

Appl... (Apr 22, 2022 16:15 GMT+5.5)

[Employee's Signature]

- b) You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h) The Company will deduct taxes as appropriate and consistent with the Indian Tax Regulation. You will be responsible for your tax liabilities under all-applicable tax laws and regulations.
- i) This letter constitutes the complete understanding between you and the Company regarding terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j) All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

  
Apurva Prasad (Apr 22, 2022 16:15 GMT+5.5)

[Employee's Signature]

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by e-signing this letter. This employment letter is valid only if you join the company on the said date of joining unless otherwise mutually agreed in writing.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

**Thanking you,**

**Yours faithfully**



**Deeptha A R**  
**Head – Human Resources**  
**Think & Learn Pvt. Ltd**

**ACCEPTANCE**

I accept the above mentioned terms and conditions.

**Name: Ajinkya Shivaji Maske**



Ajinkya Shivaji Maske (Apr 22, 2022 16:15 GMT+5.5)

**Signature:** .....

**Date: 15 April 2022**

**Annexure I- Compensation Details**


---

<b>Name</b>	<b>Mr. Ajinkya Shivaji Maske</b>
<b>Designation</b>	<b>Service Counsellor - Byjus Tuition Center</b>
<b>Date of Joining</b>	<b>15 April 2022</b>
<b>Total Cost to Company (CTC)</b>	<b>600000</b>
<b>Total Cost to Employee (CTE)</b>	578400

<b>Component Category</b>	<b>Annual</b>
<b><u>Earnings</u></b>	
<b>Basic Pay</b>	300000
<b>HRA*</b>	150000
<b>Statutory Bonus</b>	0
<b>Leave Travel Allowance</b>	84000
<b>PF(Employer Part)</b>	21600
<b>ESIC(Employer Part)</b>	0
<b>Special Allowance</b>	44400
<b><u>Deductions</u></b>	
<b>PF(Employees Part)</b>	As per Rules
<b>ESIC(Employees Part)</b>	As per Rules
<b>Professional Tax</b>	As per Rules
<b>TDS</b>	As per Rules

*\*For House Rent Allowance, declaration and original receipts to be submitted once a Year.*

April 22, 2022 16:15 GMT+5.5

[Employee's Signature]

This Non-Disclosure Agreement ('**Agreement**') is signed on (mm/dd/yyyy) and this document is effective from your Date of Joining, **4/15/2022** (mm/dd/yyyy).

**BY AND BETWEEN:**

**Think & Learn Pvt Ltd**, having its office at IBC Knowledge Park, 2nd Floor, Tower-D, Bannerghatta Main Road, Bengaluru, Karnataka-560029, (hereinafter referred to as "**Think & Learn**" or "**Company**", which expression shall unless repugnant to the context and meaning thereof mean and include their successors and permitted assigns) of the FIRST PART;

**AND**

**Mr. Ajinkya Shivaji Maske**, S/O Mr. Shivaji Shankar Maske, aged about (28) years residing at Gajanan Co Op Hsg Soc, Pt No 15, Rm No B6, Sawarkar Nagar, Thane - 400606, India (hereinafter referred to as the "Employee", which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, successors and permitted assigns) of the SECOND PART.

**WHEREAS**

1. The Company is engaged in the business of providing educational services;
2. The Employee, will have access to the confidential and proprietary information of the Company;
3. To maintain the confidentiality of the confidential and proprietary information of the Company, the Employee has agreed to execute these presents.

**NOW THIS AGREEMENT WITNESSETH AND THE PARTIES AGREE AS FOLLOWS:**

1. In this Agreement, unless the context otherwise requires, the following words and expressions shall bear the meanings ascribed to them below:

**"Documentation"** shall mean notes, memoranda, reports, lists, records, drawings, sketches, specifications, software programs, data, documentation, videos, compact discs containing Coaching Materials, videos relating to conduct of coaching classes or other materials of any nature and recorded in any form, whether written, printed, or in digital format or otherwise, relating to Coaching Materials and any other such material handled, possessed or dealt with by the Employee in course of his employment with the Company.

**"Confidential Information"** means all information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

In addition to the aforesaid definition, the parties set out their express understanding that the term Confidential Information as used in this Agreement includes the following types of material and information (whether or not reduced to writing or designated as confidential):

1. *Proprietary Material.* Information relating to the Company's proprietary rights including but not limited to all intellectual property rights, whether registered or not, including the intellectual property rights subsisting in the course content, innovative teaching mechanism, business, technical, financial, operational, data which are of secret and proprietary nature including any memorandum, reports, documents, valuations and any other information provided by the Company (whether on computer disk, visual presentation or otherwise);
2. *Computer software.* Computer software of any type or form in any stage of actual or anticipated research and development, including but not limited to programs and program modules, routines and subroutines, processes, algorithms, codes, application development kits, application program interfaces, design concepts, design specifications (design notes, annotations, documentation, flowcharts, coding sheets, and the like), source code, object code and load modules, programming, program patches and system designs;
3. *Business Operations.* Internal Company personnel and financial information, students names and other student information, purchasing and internal cost information, internal services and operational manuals, and the manner and methods of preparing the Company's business financial statements, analysis, business reports, policies, market survey, market research, human resource data, risk management initiatives, incentive plans, financial projections or personnel matter, employees, investors;
4. *Marketing and Development Operations.* Marketing and development plans, price and cost data, price and fee amounts, pricing and billing policies, quoting procedures, marketing techniques and methods of obtaining business, forecasts and forecast assumptions and volumes, and future plans and potential strategies of the Company which have been or are being discussed;
5. *Product and Content.* The content and courses developed along with the Coaching Material for the Company or its subsidiaries

Records and repositories of all of the foregoing, in whatever form maintained shall constitute Confidential Information.

**"Coaching Materials"** shall mean any and all Documentation pertaining to the courses offered, conducted or that are intended to be offered by the Company, study materials, teaching methodology etc. relating to the courses conducted by the Company. The term 'Coaching Materials' include all invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or intellectual property right whatsoever or any interest is developed by the Employee in relation to the Coaching Materials (whether or not registered), whether recorded in written, printed, or in digital format or any other form.

All references in the Agreement to masculine gender shall also include feminine gender.

2. The Employee shall not at any time, whether during or after his employment with the Company, reveal to any person or entity any Confidential Information (as defined in Clause 1 hereto), except as otherwise authorized by the Company in writing. The Employee shall maintain secrecy of all matters entrusted to him and shall not use or attempt to use any material provided to him pursuant to his employment, except as may be required in the ordinary course of his employment with the Company.

The Employee shall also ensure that he does not use any information or material provided to him by the Company in any manner which may injure or cause loss or may lead to any injury or loss, whether directly or indirectly, to the Company.

3. The Employee shall maintain the Confidential Information in trust and strictest confidence and, except, as expressly set forth herein, shall not disclose any Confidential Information to any third party. The Employee further undertakes to protect the Confidential Information in accordance with the policies or instructions provided by the Company for protection of Confidential Information and with a reasonable degree of care.

The Employee shall not make copies or reproductions of the Company's Confidential Information except to the extent necessary for the purposes of performing his/her employment obligations towards the Company, and as may be expressly allowed in advance by the Company in writing from time to time.

The Employee shall ensure that such re-produced forms or copies of Confidential Information are dealt with the same standard and protocol that is applicable to Confidential Information under this Agreement.

4. The Employee acknowledges and agrees that the Confidential Information constitutes a valuable asset of the Company and is a substantial asset of the Company. Further, any material containing Confidential Information, whether created, composed or generated by the Employee is the property of the Company. Where the Employee has any doubt whether any information is Confidential Information, the Employee shall request a determination from his or her supervisor.
5. The Employee agrees to abide by the policies of the Company (as amended from time to time) established for the protection of the Confidential Information, and take such precautions as set out in the policies to safeguard the Confidential Information, including without limitation the protection of Confidential Information from theft, unauthorized duplication, disclosure of contents and restrictions on access by other persons.
6. The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.
7. If at any time during the course of his employment with the Company, the Employee (either alone or with others) makes, conceives, creates, any Coaching Material (as defined in Clause 1 hereto), Documentation or any other material ("**Developed Material**") that (a) relates to the business of the Company or which is made, conceived or created for use in relation therewith; or (b) results whether directly or indirectly from tasks assigned to the Employee by the Company; or (c) results from the use of premises or assets (whether tangible or intangible) owned, leased or contracted for by the Company, such Developed Material shall be deemed to be 'work for hire' and be the sole and absolute property of the Company. To the extent that any Developed Material does not for any reason vest with the Company on creation or is not deemed to be 'work for hire' either by way of operation of law, contract or otherwise, in consideration of his employment with the Company and at no additional cost or consideration, Employee hereby irrevocably assigns and agrees to assign in the future, in perpetuity and on a worldwide basis, (when any such Developed Material is first reduced to practice or fixed in a tangible medium as applicable) to the Company all of the Employee's rights, title and interest in and to all the Developed Materials,

and to any and all intellectual property rights therein or relating thereto, including but not limited to all inventions, patents, copyrights or trademarks which relate to such Developed Materials, effective immediately upon their conception, origination, creation, preparation or discovery thereof and determined regardless of the medium of expression thereof. The Employee also unconditionally waives any and all right accrued to him under law or otherwise (whether at present or that may accrue in future) in relation to the intellectual property rights in the Developed Materials, including but not limited to, rights accrued under Section 19(4) and Section 19A of the (Indian) Copyright Act, 1957.

The parties further agree, that the failure of the Company to exercise any rights over the Developed Materials as contemplated herein within a year shall not cause the assignment of any rights, as applicable, to lapse and the Parties expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957. The Employee shall promptly disclose to the Company (or any persons designated by it) each such Developed Material.

8. The Employee shall during the course of his employment with the Company and at any time thereafter, at the request and cost of the Company, promptly sign, execute, all such deeds, documents, forms and instruments and undertake such acts, filings, submissions and other things as the Company and its duly authorized officers may reasonably require:
  - (a) to apply for, obtain, register and vest in the name of the Company alone (unless the Company otherwise directs) all intellectual property rights in the Developed Materials in any territory and when so obtained or vested to renew and restore the same;
  - (b) to undertake execution of any documents, instruments or forms or do any such appropriate acts to give effect to the assignment set out under Section 7, if execution of such deeds, documents, forms, instruments or undertaking or such acts, filings, submission or other things is mandatory under law to complete the said assignment.
  - (c) where the Developed Material is not assignable to the Company by operation of law, contract or otherwise, the Employee unconditionally and irrevocably grants to the Company and its affiliates, an exclusive, transferable, irrevocable, perpetual, worldwide, fully paid up and royalty-free license, with rights to sublicense through multiple levels of sublicenses to reproduce, create derivative works of, distribute, publicly perform and publicly display by all means now known or later developed, such Developed Material.
  - (d) to defend any judicial action, applications, oppositions, petitions or other proceedings in relation to the applications, assignments or licenses as set out in Clauses 8 (a), (b) and (c) hereinabove.
9. The Employee hereby agrees that he shall not do or indulge in any of the following, without the prior written consent of the Company:
  - 9.1 Compete: During the course of his employment and for a period of at least two years thereafter, the Employee shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with the Employee's obligations to the Company;

9.2 Solicit Business: During the course of his employment and for a period of at least two years thereafter, the Employee shall not solicit, endeavour to solicit, influence or attempt to influence any client, student or other person directly or indirectly to join/enroll with himself or any person, firm, corporation, institution or other entity in competition with the business of the Company;

9.3 Solicit Personnel: During the course of his employment and for a period of at least two years thereafter, the Employee shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any Person or entity which is a competitor of the Company.

9.4 The Employee acknowledges and agrees that the restrictions in Clauses 9.1 to 9.3 above are considered reasonable for the legitimate protection of the business and goodwill of the Company, but in the event that such restriction shall be found to be void, but would be valid subject to certain modifications, such modifications will be deemed to be incorporated to these Clauses.

9.5 The Employee acknowledges and agrees that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury.

10. Circumvention (either directly or indirectly) to any other party without the previously required written approval of the Company shall be a violation of this Agreement, and the Company shall be entitled to monetary damages and injunctive relief. The Employee declares that as of today, he is not a member of the Board of Directors, a partner or employee, nor does he hold any other office, in any other company, body corporate, partnership, or entity whether organized for profit or not. In the event that he is permitted to hold any office, whether for profit or otherwise in such organization, the Employee shall immediately inform the Company and the Employee undertakes to maintain the confidentiality of all information pertaining to the Company, its intellectual property including methodologies, processes and know how, and its business activities and agree to be bound by any other obligations owed to the Company in respect of third parties.

11. The Employee represents that his performance of the provisions of this Agreement shall not breach and/or constitute a breach of the Employee's obligations to any other person and the Employee has not and will not at any time hereafter enter into any oral /written agreement in conflict with the provisions of this Agreement.

The Employee represents and covenants that his performance of this Agreement does not and will not breach any agreement he has entered into or will enter into with any third party, including without limitation, any agreement to keep in confidence proprietary or confidential information acquired by him in confidence or in trust prior to his employment with the Company. The Employee agree not to enter into any written or oral agreement that conflicts with the provisions of this Agreement.

12. Upon termination of employment with the Company for any reason, the Employee will promptly deliver to the Company all the Company's documents and materials pertaining to (i) Employee's employment; (ii) the Confidential Information of the Company or the other entities with which the Company has relationships. The Employee agrees to return to the Company all the equipment, files, software programs and other property belonging to the Company on separation from employment. The Employee will not retain any materials (recorded in any form or medium whatsoever) that evidence, contain or reflect the Confidential Information.
13. The Employee agrees that any breach of this Agreement by the Employee will cause irreparable damage to the Company for which monetary damages shall not suffice and that in the event of such breach, in addition to any and all remedies of law the Company has, the Company shall have right to an injunction, specific performance or other equitable relief to prevent the violation of the Employee's obligations hereunder. Further, the Employee agrees to pay the damages suffered by the Company due to his breach of the obligations under this Agreement.
14. It is agreed that this Agreement does not create any obligation on the Company to continue the employment of the Employee with the Company.
15. The Parties to this Agreement acknowledge that, in executing this Agreement, each Party has had the opportunity to seek the advice of independent legal counsel, and has read and understood all of the terms and provisions of this Agreement.
16. Any notice required or permitted by this Agreement shall be in writing and shall be deemed duly served upon receipt, when delivered personally or by a delivery service, or seventy-two hours after being deposited in the mail as certified or registered mail with postage prepaid, if such notice is addressed to the Party to be notified at such Party's address as set forth in this Agreement or as subsequently modified by written notice.
17. Any waiver by the Company of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of such provision or any other provision hereof.
18. The Company shall have the right to assign this Agreement to its successors and assigns, and all covenants and agreements hereunder shall inure to the benefit of and be enforceable by said successors or assigns.
19. Each provision herein shall be treated as a separate and independent clause, and the unenforceability of any one clause shall in no way impair the enforceability of any of the other clauses of the Agreement. Moreover, if one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to scope, activity, subject or otherwise so as to be unenforceable at law, such provision or provisions shall be construed by the appropriate judicial body by limiting or reducing it or them, so as to be enforceable to the maximum extent compatible with the applicable law as it shall then appear failing which such provision shall be severable from the remainder of the provisions hereof which shall continue in full force and effect as if this Agreement had been executed with the invalid provisions eliminated. The language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning and not strictly for or against any of the parties.
20. Any amendment to or modification of this Agreement, or any waiver of any provision hereof, shall be in writing and signed by the Company. Any waiver by the Company of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach hereof.

21. This Agreement shall be effective as of the date entered below or the date of the Employee commencing his employment with the Company, whichever is earlier. The obligations of the Employee under this Agreement shall survive the termination of his employment with the Company regardless of the manner of such termination and shall be binding upon his heirs, executors, administrators and legal representatives.
22. This Agreement including the Employment Agreement represents the entire agreement between the Parties and cancels and supersedes all prior agreements, arrangements and understandings in respect of employment of the Employee with the Company.
23. This Agreement shall be governed by and construed in accordance with the laws of India and shall be subject to the jurisdiction of the courts in Bangalore.

Date of Joining: **4/15/2022** (mm/dd/yyyy)

**IN WITNESS WHEREOF**, the parties have set their hands on the day and year hereinabove mentioned.

**SIGNED AND DELIVERED** by the ( )

the within named Company ( )

in the presence of :

 (Apr 22, 2022 16:15 GMT+5.5)

**SIGNED AND DELIVERED** by the ( )

within named (**Ajinkya Shivaji Maske**)

in the presence of (Witness) ( )

Date: October 28, 2021

Ankush Pandurang Katke  
Room no. 02,ground floor, BDD  
CHWAL, N. M. Joshi marg,  
MUMBAI - 400013,  
Maharashtra, India

Subject: Offer Cum Appointment Letter

Dear Ankush,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** Sr. Corporate Agency Manager

**Department:** Bancassurance - Yes Bank

**Organizational Band / Grade:** J2

**Location:** Mumbai - Fort

**Date of Joining:** Within 15 days of November 01, 2021

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be **3,90,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
  - e. Employees State Insurance Corporation: You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
4. The Company in line with its business requirement or based on your performance as applicable to you from time to time reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 3rd and 6th month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Mumbai - Fort, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### Conflict of interest

10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.

### HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

#### HDFC Life Insurance Company Limited

##### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

[www.hdfclife.com](http://www.hdfclife.com)



18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
  - breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - performance below defined targets as applicable from time to time;
  - any act/s which is/are regarded as breach to the interest of the Company.

### Other Terms and Conditions

19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
21. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
22. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

### HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

[www.hdfclife.com](http://www.hdfclife.com)



23. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

Candidate Signature

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



## Annexure-1

Date: October 28, 2021  
 Name: Ankush Pandurang Katke  
 Designation: Sr. Corporate Agency Manager  
 Location: Mumbai - Fort  
 Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	105,000	8,750
House Rent Allowance	63,000	5,250
Other Allowance	46,575	3,881
Tablet Allowance	12,000	1,000
Bonus	24,000	2,000
Daily Activity Allowance	24,000	2,000
Monthly Gross	274,575	22881
<b>(II) Retirals &amp; Other Benefits</b>		
Provident Fund	21,600	
Gratuity	5,075	
Flexi Pay	40,350	
<b>(III) Valued Benefits</b>		
Group Insurance Benefit	8,400	
<b>Fixed Cost to Company</b>	<b>350,000</b>	
<b>City Based Performance Bonus</b>	<b>40,000</b>	
<b>Total Cost to Company</b>	<b>390,000</b>	

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
<b>FLEXI</b>		
LTA (Leave Travel Allowance)	8,750	729
Fuel and driver	21,600	1,800
Children Education Allowance	2,400	200
Mobile Handset Allowance	10,000	833
NPS(National Pension Scheme)	10,500	875

### Other Eligibilities

On appointment you will be covered under the Group Term insurance as per Company policy.  
 You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

### Note:

HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
 DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



1. The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.
2. Your Total CTC is subject to you earning City Based Performance Bonus.
3. City Based Performance Bonus eligibility is subject to FLS being based at any of the select cities/ branches identified by the company.
4. City Based Performance Bonus is subject to confirmation of your services and will be paid on completion of 12 months of service along with the proceeding salary / payroll cycle.
5. Payout of City Based Performance Bonus will be subject to you attaining performance rating of 3 and above in the first eligible STAR (performance appraisal) cycle.
6. FLS resigned / serving notice at the time of payout will not be eligible for City Based Performance Bonus.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



## Annexure-2

### Undertaking

Date: October 28, 2021  
Name: Ankush Pandurang Katke  
Designation: Sr. Corporate Agency Manager  
Location: Mumbai - Fort  
Band: J2

I, Ankush Pandurang Katke , the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: Ankush Pandurang Katke

Date:

Candidate Signature

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 +91 22 6751 6666

 1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

 [www.hdfclife.com](http://www.hdfclife.com)



Date: 14-May-22

Name : ANUJ VIJAY PATIL  
Location: MUMBAI - THANE

## Letter of Intent

Dear ANUJ VIJAY PATIL

We are pleased to inform that you have been shortlisted for a fixed term employment at Quess Corp Limited (formerly Iky Human Capital Solutions), hereinafter referred as Quess, and would be deputed at our Client premise at **SHAREKHAN LIMITED** as **EXECUTIVE - SALES** for a fixed term with DOJ on **16-May-22** and last working day as **15-May-23** on the following terms and conditions:

Note: Date of joining mentioned above is tentative. For payroll processing, your date of reporting to the client site will be considered as your actual date of joining. The tenure of your contract end date will be considered from your actual date of joining.

1. You would undertake to abide by the code of conduct and ethics prescribed by the client as well as Quess. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.
2. This contract would be exclusively with Quess and you shall never be deemed to be the employee of Quess or Client, where you have been deputed.
3. Your time of reporting to work at the client premise would be at 9:30:00 AM on 6:00:00 PM.
4. Your Monthly Base Salary will be Rs.17743 & CTC will be Rs. 20000
5. You will be deputed by Quess to work at its client premise at any of their locations.
6. Notwithstanding the tenure of this contract, in the event of the project / work / deputation for which you are being employed terminates before your contract end period, this contract shall be coterminous with the project / work. During the period of contract, either of the parties may terminate the contract by giving 30 days prior notice in writing or payment in lieu thereof. However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.

The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best !!!

With warm regards,  
For IKYA Human Capital Solutions.



Tej Hans Raj Singh COO | Staffing

I hereby accept the above mentioned terms and conditions.

Quess Confidential  
Page 1

Offer No :





**RAJARAMBAPU**

**SAHAKARI BANK LTD;PETH**

**(SCHEDULED BANK)**

**HEAD OFFICE - PETH, TAL-WALWA, DIST- SANGLI**

**PH NO- (02342) 252131,252132**



**MAHESH RANGARAO THOMBARE**

**Clerk**

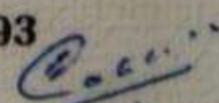
**Address - Yelur**

**Tal - Walwa Dist - Sangli**

**Mob.No.- 9657289399**

**Date of Birth - 17/11/1993**

**Blood Group - B+Ve**

  
**Managing Director**



Date :16 August 2021

Omkar Patil Gulab

Room no-4 Revankar Chawl, Gokuldas Wadi

Thane (West)-400601

**Sub: Employment Letter**

Dear Omkar,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Executive** in the **BPM** with **CONNEQT Business Solutions Limited** (The Company) with effect from **16 September 2021** on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. **238030.00** In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs **269000.0** This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is **CONFIDENTIAL** and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on **16 September 2021**. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our **Thane** Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Raj', is written over a horizontal line.



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for **15** days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the **30** days prior notice by paying you salary for **30** days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the **30** days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For **CONNEQT Business Solutions Limited.**

**Tony Jacob Joseph**

**Assistant Vice President - Human Resource**

**I accept the terms of this letter**

---

**Name** Omkar Patil Gulab  
**Grade** 1A  
**Designation** Executive

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
<b>A. Fixed Pay</b>		
Basic Salary	7146.00	85750.00
House Rent Allowance	5002.00	60024.00
Other Allowance	4613.00	55356.00
Advance Statutory Bonus	1075.00	12900.00
Collection Skill Allow	2000.00	24000.00
<b>B. PERFORMANCE INCENTIVE:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
<b>PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)</b>	0.00	0.00
<b>C. MONTHLY GROSS (A+B)</b>	19836.00	238030.00
<b>D. BENEFITS</b>		
<b>PROVIDENT FUND - Company Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1411.00	16932.00
<b>GRATUITY</b> (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	344.00	4128.00
<b>ESI - Company Contribution</b> (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.)	645.00	7740.00
<b>Insurance</b> (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
<b>E. TOTAL COST TO COMPANY (C + D)</b>	22417.00	269000.00
<b>F. Employee Contribution</b>		
<b>PROVIDENT FUND - Employee Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident F und Contribution. As per the act, you will contribute the same amount as employee contribution)	1411.00	16932.00
<b>ESI -Employee Contribution</b> (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the	149.00	1785.00

Provident Fund contribution gross will be recovered from the basic+Dearness+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.



I accept the terms of this letter

---



### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to be 'Raj', is written over a horizontal line.

# SUNBEAM APPLIANCES

FACTORY & OFFICE : Gat No. 1304 / 2,  
Off. Pune Bangalore Highway,  
Near Sai International Hotel,  
Yelur, Taluka- Walwa.  
District : Sangli - 415411 (MH)  
Tel.: 02342 - 250000 / 1 / 2.  
E-mail : sunbeam20@gmail.com Web : www.sunbeamcooling.com

THANE OFFICE : Row House No. 37,  
Vasant Vihar Row House CHS.,  
Pokhran Road No. 2,  
Thane (W) - 400 610,  
Maharashtra, India.  
Tel : 022-21710251/52/58  
Email : contact@sunbeamcooling.com

Ref: SA/HRD/APPT/05/2023/170

Date: 28/05/2023.

## Offer Letter

To,

Prajakta Nayakal  
At Post Peth, Tal-Walwa,  
Dist - Sangli - 415407

Dear Miss Prajakta,

With reference to your application and subsequent interviews, we are pleased to make this offer to you to join the company on or before 30<sup>th</sup> of May 2023.

Please be informed that you are being appointed as **Trainee Hr Executive** at an annual compensation of **Rs. 108000/- (Rupees One Lakh Eight Thousand Only )** The terms and conditions of service shall be mentioned in your Appointment Letter.

You are requested to submit the following documents on the day you join:

1. Copies of mark sheets /certificates in respect of all your educational qualifications
2. Last salary slip of your present employer, Relieving & Experience Letters of your previous employment if any
3. Passport copy
4. Address Proof- Electricity bill/ Leave & License Agreement /Aadhar card
5. ID Proof - Certificate of Birth/Driving License/Passport/Voter's Card/Ration Card
6. Permanent Account Number (PAN)
7. 2 Copies of Recent Passport Size Photograph.
8. Medical fitness certificate with blood group (certified by a registered medical practitioner)

Kindly acknowledge the acceptance of this offer within 7 days of its receipt, failing which the offer will stand invalid.

Yours faithfully,

For Sunbeam Appliances,

Hr Head



*Prajakta*

I accept the above

(Name, Signature & date)

*Prajakta Arjun Nayakal*

28-05-2023

  
**RAJARAMBAPU**  
SAHAKARI BANK LTD; PETH  
(SCHEDULED BANK)



**SWAPNIL DILIP OZARDEKAR**  
Clerk

**Address - Bawachi**  
**Tal - Walwa , Dist - Sangli**  
**Mob.No.- 9765326148**  
**Date of Birth - 28.11.1994**

  
Managing Director

**RAJARAMBAPU**  
SAHAKARI BANK LTD; PETH  
(SCHEDULED BANK)  
HEAD OFFICE - PETH, TAL-WALWA, DIST- SANGLI  
PH NO- 9860600700.





## OFFER LETTER

Date- 01/09/2021

Mr. Uday Vijay Gaikwad

Address: A/P-32 Shirala Tal-Shirala

Dist-Sangli, Maharashtra (India)

**Subject:** Letter of Offer

Dear **Uday**,

With reference to your probation period you had with **Age Home Appliances India Pvt. Ltd.** We are pleased to appoint you as **Position** of **HR Manager** in our organization based at Shirala. Your employment will be governed by the following terms and conditions:

**1. Monthly CTC**

You will be paid a monthly CTC of **Rs.15,000/-**-(In words Rs Fifteen Thousand Only).

**2. Working Hours**

Your working hours will be 10.00am to 7.00pm as per the current company policy. The company observes a 6 day work week.

**3. Date of Appointment**

Your date of appointment as per company record is 01/09/2021

**4. Job Description**

- Set objectives for the HR team and track progress
- Design and implement company policies that promote a healthy work environment
- Develop compensation and benefits plans
- Support and suggest improvements to the entire recruitment process
- Host in-house recruitment events
- Discuss employees' career development paths with managers

---

**AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web: [www.ageindia.in](http://www.ageindia.in)

- Monitor HR metrics (e.g. turnover rates and cost-per-employee)
- Review departmental budgets
- Organize learning, Training and development programs to improve skills
- Ensure HR staff addresses employees' requests and grievances in a timely manner
- Maintain HR procedures that comply with labor regulations
- Improve employee relationship matrix and Employee Hygiene Sheet score
- Planning to keep the atmosphere in the company vibrant
- Appreciate department wise employees with Shabbas Card/ Appreciation certificates and awards rewards
- Take care of Employees safety at workplace
- Conduct Q12 Surveys periodically to improve employee skills and relations as well
- To look after PF and ESIC policies
- Motivate and promote Employees with periodic performance analysis

**Reporting to-** Mr. Ghanshyam Awate (CEO)

### **5. Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

### **6. Leave**

You will be governed by the current Leave Policy of the company for permanent employees.

### **7. Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

### **8. Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System. You are responsible to regularly come on time for duty. You have to follow company's rules & discipline.

### **9. Retirement Age**

The normal retirement age for all employees is as per provisions of The Factories Act, 1948.

---

## **AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web: [www.ageindia.in](http://www.ageindia.in)



#### **10. Notice Period**

On confirmation, this appointment may be terminated by either side by giving two months' notice or two months' salary in lieu of notice period.

#### **11. Transfer**

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

#### **12. Other work**

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

#### **13. Conflict of Interest**

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

#### **14. Confidential Information**

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

#### **15. Contract/Bond with Previous Employers**

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

#### **16. Termination**

On termination of this contract, you will immediately give up to the Company all correspondence, *On* specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

#### **17. General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

---

### **AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)



Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Age Home Appliances India Pvt.Ltd. family and trust we will have a long and mutually rewarding association.

Yours faithfully,

**Age Home Appliances India Pvt. Ltd**

**Human Resource**

I accept the Offer letter and the conditions mentioned above.

Receiver's Signature

Authorized Signature

---

**AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)



### SALARY BREAK UP

Basic Salary Rs. 15,000/- per Month

Conveyance Allowance Rs. 00 /-

Other/Spl Allowance Rs. 00 /-

-----  
**Gross Total: - Rs. 15,000/-**

-----  
PF 12% Nil

ESI 0.75% Rs. 113/-

PT Rs. 200/ Monthly

-----  
**Take Home Rs. 14,687/-**

-----  
PF 12% Nil

ESI 3.25% Rs.477/-

-----  
**TOTAL COMPANY COST Rs:14,210/- (Rs. Fourteen thousand two hundred ten Only.)**

Receiver's Signature

Authorized Signature

---

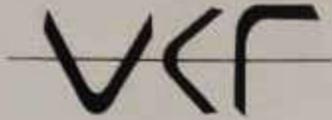
### AGE HOME APPLIANCES (I) PVT. LTD.

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

Contact: Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)

# 2019-20





Offer letter

Date: 01.12.2021

**Mr. Swapnil H. Mane**

With reference to your interview with us on **26.12.2021** it is our pleasure to offer you a position as "**HR Executive**" as per the terms and conditions we have discussed with you. If you agree to these terms, we would like you to join our organization on **07.12.2022**.

Your Remuneration CTC will be **2.50 Lakh's per annum**. Structure of compensation will be as per compensation policy of the organization. On the date of joining, please bring the following documents for verification / submission.

- 1) Copy of this offer letter duly signed.
- 2) Photocopies of your degree certificates.
- 3) Experience / relieving letters.
- 4) Two color passport-size photos
- 5) Latest salary slips from your previous organization.

Please bring your original documents for verification at the time of joining. This offer letter is based on the information furnished in your application for employment and during the interview you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice. Notice period for leaving the organization is 2 month.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself

For Vijay Engifab India Pvt. Ltd.

Manager HR





Estd.  
21 August 1992

Palus Shikshan Prasarak Mandal's

## ARTS, COMMERCE AND SCIENCE COLLEGE PALUS

Tal: Palus, Dist: Sangli, Pin- 416 310 ☎: (02346) 226226

(Affiliated to Shivaji University, Kolhapur)

DBT's STAR College Scheme Assisted, NAAC Reaccredited with CGPA-2.67(B<sup>+</sup>)

Web: [www.acscpalus.edu.in](http://www.acscpalus.edu.in) Email: [acscollegepalus@gmail.com](mailto:acscollegepalus@gmail.com) / [palus104.cf@nnishivaji.ac.in](mailto:palus104.cf@nnishivaji.ac.in)  
B.A. B.COM. B.SC. B.B.A. B.C.A. B.C.S. M.A. M.COM. M.SC. PGDCA

Acting Principal Dr. R.S. Salunkhe

No. Mahavi / 208 / F- LSC / 2022-23

Date: 29/07/2022.

To,  
Mr. Rahul Vishwas Nikam  
A/P-Palus,  
Tal-Palus, Dist-Sangli.

### APPOINTMENT ORDER

With reference to your application dated 26.07.2022 the Principal is pleased to inform you that you are appointed as a **Full Time** Assistant Professor in **Management** Subject for **BBA Course** in **ARTS, COMMERCE AND SCIENCE COLLEGE, PALUS DIST-SANGLI** in the Scale with Consolidated salary with effect from 1<sup>st</sup> August 2022.

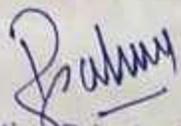
Your appointment is on **purely temporary basis** up to 17 June 2023 or till the University Selection whichever is earlier. Your service shall be governed by the provision of University Act 2016 and the statutes, Ordinances, Regulations and Rules made there under from time to time. If your acceptance is not received up to 10 days from date of appointment. Your appointment is liable to be cancelled.

In case you accept the appointment you shall have to sign the agreement in the enclosed form at the time of joining the duties.

**Your appointment is subject to approval to University and Govt. Authority.**

Copy To:  
Secretary,  
Palus Shikshan Prasarak Mandal's  
Palus.



  
Acting Principal  
Arts, Commerce & Science College  
Palus, Dist. Sangli

डॉ.आबासाहेब पवार,  
गटविकास अधिकारी (वर्ग १)

वाळवा पंचायत समिती, इस्लामपूर

Dr.Abasaheb Pawar,

प्रशासन विभाग

Block Development Officer(Class1)

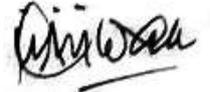
एस.टी.स्टॅण्डच्या पाळीमागे, इस्लामपूर ता - वाळवा जि - सांगली  
फोननं - ०२३४२-२२४०४८ Email ID - bdo.walwa@gmail.com

संदर्भ - १) मा.मुख्य कार्यकारी अधिकारी जि.प.सांगली यांचेकडील जा.क्र.साप्रवि/ आस्था २/वशि/ अनुक्रमा /  
समा/०४/२०२३ दि. ०२/०९/२०२२  
२) या कार्यालयाकडील मंजूर टिपणी दिनांक ०३/०९/२०२२

जा.क्र.वापंस/आस्था-१/वशी/ ६/२०२२  
वाळवा पंचायत समिती, इस्लामपूर  
दिनांक -०३/०९/२०२२

### कार्यमुक्त आदेश

मा.मुख्य कार्यकारी अधिकारी, जि.प. सांगली यांचेकडील संदर्भिय क्र १ आदेशान्वये श्री.अबरार मुताहिर सिद्दीकी परिचर वाळवा पंचायत समिती, इस्लामपूर यांना समायोजनाने आरोग्य सेवक (पुरुष) (जिल्हा तांत्रिक सेवा वर्ग ३ वेतन श्रेणी एस-८ २५५००-८९९०० अधिक नियमानुसार भत्ते) या पदावर प्राथमिक आरोग्य केंद्र कुरळप अंतर्गत उपकेंद्र कुरळप येथे पदस्थापना देणेत आलेने त्यांना पदस्थापने ठिकाणी हजर होणेसाठी या कार्यालयाकडून दि. ०३/०९/२०२२ रोजी कार्यालयीन वेळेनंतर कार्यमुक्त करणेत येत आहे.



(डॉ.आबासाहेब पवार)  
गटविकास अधिकारी (वर्ग-१)  
वाळवा पंचायत समिती, इस्लामपूर

प्रति,

श्री.अबरार मुताहिर सिद्दीकी  
वाळवा पंचायत समिती, इस्लामपूर

प्रत माहितीसाठी सविनय सादर

१. मा.मुख्य कार्यकारी अधिकारी, जि.प.सांगली
२. मा.मुख्य लेखा व वित्त अधिकारी, जि.प.सांगली
३. मा.जिल्हा आरोग्य अधिकारी, जि.प.सांगली.
४. मा.उपमुख्य कार्यकारी अधिकारी(साप्रवि), जि.प.सांगली

प्रत माहितीसाठी

- १.तालुका आरोग्य अधिकारी, वाळवा पंचायत समिती इस्लामपूर
- २.वैद्यकीय अधिकारी प्रा.आ.केंद्र कुरळप

जिल्हा परिषद, सांगली

सामान्य प्रशासन विभाग

मध्यवर्ती प्रशासकीय इमारत, सांगली - मिरज रोड, पुष्कराज चौक, सांगली ता - मिरज जि - सांगली  
फोन नंबर - ०२३३-२३७२७२५

Email ID - deputyceo@gmail.com

वाचले :- १) महाराष्ट्र शासन सामान्य प्रशासन विभागाकडील निर्णय क्र.अकंपा/१०९३/२३३५/प्र.क्र.१७/१३/आठ  
दिनांक २६ ऑक्टोबर १९९४

२) महाराष्ट्र शासन सामान्य प्रशासन विभागाकडील निर्णय क्र.अकंपा/१०९५/ प्र.क्र.३४-अ/आठ,  
दिनांक २३ ऑगस्ट १९९६.य महाराष्ट्र शासन सामान्य प्रशासन विभागा कडील शासन निष्पत्ती क्र.  
अकंपा/१२१७/ प्र.क्र.१०२/आठ दिनांक २९ सप्टेंबर २०१७.

३) महाराष्ट्र जिल्हा परिषद जिल्हा सेवा (सेवाप्रवेश) नियम-१९६७

४) महाराष्ट्र शासन वित्त विभागाकडील शासन निर्णय क्रमांक अनियो/१००५/१२६/सेवा ४ दि.३१/१०/ २००५

५) या कार्यालयाकडील आदेश जा .क्र.साप्रवि/आस्था-२/वशि/अनु/३३२०/२०२१.दि.०६ डिसेंबर २०२१

६) या कार्यालयाकडील मंजूर टिपणी दिनांक :- ०२ /०१/२०२३.

जा क्र.साप्रवि/आस्था-२/वशि/अनुक्रमा/ समा/ ०४ /२०२३

सामान्य प्रशासन विभाग, जिल्हा परिषद सांगली

दिनांक :- ०२ जानेवारी २०२३

आदेश

संदर्भ क्र. १ च्या शासन निर्णयाद्वारे खालील कर्मचाऱ्यांना वर्ग - ४ च्या पदावर पदस्थापना देणेत आलेली होती.  
संदर्भ क्र. २च्या शासन निर्णयान्वये सदर कर्मचाऱ्यांची वर्ग - ३ च्या पदा करीता आवश्यक असलेली शैक्षणिक /  
व्यावसायिक पात्रता असूनही वर्ग - ३ मधील पदांच्या उपलब्धतेच्या अभावी वर्ग - ४ मध्ये या कार्यालयाकडील संदर्भ क्र. ५  
अन्वये नियुक्ती दिलेली होती.

संदर्भ क्र. २ आदेशान्वये खालील दर्शविलेल्या वर्ग ४ मधील कर्मचाऱ्यास पद उपलब्धते नुसार समायांजनाने जिल्हा  
तांत्रिक सेवा (वर्ग-तीन) गट-क आरोग्य सेवक (पुरुष) (४० %) या पदावर पदस्थापना देणेत येत आहे.

अ. क्र.	परिचाराचे नांव व मुळ पत्ता	पद व सध्याचे कार्यरत ठिकाण	सुधारित वेतन मॅट्रीक्समधील वेतन स्तर	जातीचा प्रवर्ग	नियुक्ती चा प्रवर्ग	नियुक्ती व पदस्थापनेचे ठिकाण
१	श्री महेशकुमार उदय पाटील मु.पा. घोगाव ता. पलूस	प्रशासन विभाग पंचायत समिती पलूस	जिल्हा सेवा वर्ग-३, (तांत्रिक) वेतनश्रेणी एस-८ २५५०० - ८११०० अधिक नियमानुसार भत्ते	खुला	खुला	प्रा.आ.केंद्र-कुंडुपूर अंतर्गत उपकेंद्र-ड्योडी तालुका - पलूस
२	श्री. कुलदीप अशोक हसबे मु.पा. हिरवे ता.खानापूर	प्रशासन विभाग पंचायत समिती विटा (खानापूर)	जिल्हा सेवा वर्ग-३, (तांत्रिक) वेतनश्रेणी एस-८ २५५०० - ८११०० अधिक नियमानुसार भत्ते	खुला	खुला	प्रा.आ.केंद्र-खानापूर अंतर्गत उपकेंद्र-खानापूर तालुका - खानापूर

३	अध्यापक/असमंत मुतासिर सिद्दीकी मु.पो. इस्लामपूर ता. माळवा	प्रशासन विभाग पंचायत समिती माळवा	जिल्हा सेवा वर्ग-३, (तांत्रिक) वेतनश्रेणी एस - ८ २५५०० - ८११०० अधिक नियमानुसार भत्ते	खुला	खुला	प्रा.आ.केंद्र - कुरुळप अंतर्गत उपकेंद्र - कुरुळप तालुका - नांदे
४	श्री. प्रज्जोत प्रकाश पाटील मु.पो. बोरगाव ता. चिकोडी जि. बेळगाव	बांधकाम उपविभाग पंचायत समिती जत	जिल्हा सेवा वर्ग-३, (तांत्रिक) वेतनश्रेणी एस - ८ २५५०० - ८११०० अधिक नियमानुसार भत्ते	खुला	खुला	प्रा.आ.केंद्र - नांदे अंतर्गत उपकेंद्र - कनीक तालुका - मिर्ज
५	श्री. राहुल बाबुराव (शिवाजीराव) पाटील मु.पो. पाडळी ता. शिराळा	बांधकाम उपविभाग पंचायत समिती शिराळा	जिल्हा सेवा वर्ग-३, (तांत्रिक) वेतनश्रेणी एस - ८ २५५०० - ८११०० अधिक नियमानुसार भत्ते	खुला	खुला	प्रा.आ.केंद्र - म्शी (बु) अंतर्गत उपकेंद्र - विरूर तालुका - शिराळा
६	श्री. तेजस प्रकाश शिंदे. मु.पो. म्शीशाळ ता. मिरज	पशुसंरक्षण विभाग जिल्हा परिषद सांगली	जिल्हा सेवा वर्ग-३, (तांत्रिक) वेतनश्रेणी एस - ८ २५५०० - ८११०० अधिक नियमानुसार भत्ते	खुला	खुला	प्रा.आ.केंद्र - (नसा) म्शीशाळ अंतर्गत उपकेंद्र - नरवाड तालुका - मिर्ज
७	श्री. पार्थ जितेंद्र सांगलीकर मु.पो. सांगली ता. मिरज	जलसंधारण विभाग जिल्हा परिषद सांगली	जिल्हा सेवा वर्ग-३, (तांत्रिक) वेतनश्रेणी एस - ८ २५५०० - ८११०० अधिक नियमानुसार भत्ते	अनु. जाती	अनु. जाती	प्रा.आ.केंद्र - कवठापूर अंतर्गत उपकेंद्र - कवठापूर तालुका - मिर्ज
८	श्री. शुभम सुरेश पाटील मु.पो. हातनूर ता. तारागाव	प्रशासन विभाग पंचायत समिती तारागाव	जिल्हा सेवा वर्ग-३, (तांत्रिक) वेतनश्रेणी एस - ८ २५५०० - ८११०० अधिक नियमानुसार भत्ते	खुला	खुला	प्रा.आ.केंद्र - म्शीशाळ अंतर्गत उपकेंद्र - कवठापूर तालुका - तारागाव

उपरोक्त उमदवारांची नियुक्ती खालील अटी व शर्तीच्या अधीन राहून करण्यात येत आहे.

- १) संदर्भ क्र. ५ मधील नियुक्ती आवेष्टातील अटी व शर्ती कायम राहतील.
- २) रामायोजित केलेल्या वर्ग - ४ च्या कर्मचाऱ्यांनी प्रथम खाते प्रमुख यांचे कडे हजर होणेचे आहे. खाते प्रमुखानी पदासाठी आवश्यक असलेली अर्हता तपासणी करून पद स्थापनेच्या ठिकाणी हजर होणेसाठी पाठविणेचे आहे

- १२) संदर्भ क्र.२ नुसार १ नोव्हेंबर २००५ रोजी किंवा त्यानंतर शासकीय सेवेत नियुक्ती होणा-या उमेदवारास नविन पारिभाषित अंशदान नियुक्ती योजना लागू ठरेल .
- १३) महाराष्ट्र शासन, सामान्य प्रशासन विभागाकडील शासन निर्णय क्र.बीसीसी २०११/प्र.क्र. १०६४/ २०११/१६-ब, दिनांक :- १२ डिसेंबर २०११ अन्वये मागासवर्गीय उमेदवारांनी नियुक्ती झालेनंतर सहा महिन्यांचे आत जात वैधता प्रमाणपत्र कार्यालयास सादर करणेचे आहे .
- १४) संबंधित उमेदवाराने नियुक्तीचे ठिकाणी मुख्यालयी वास्तव्य करणे बंधनकारक राहिल .
- १५) उमेदवार जिल्हा अंतर्गत कोठेही बंद झालेस पात्र राहिल .
- १६) संबंधितास उमेदवारास महाराष्ट्र शासन सामान्य प्रशासन विभाग दिनांक २८ मार्च २००५ आणि शासन परिपत्रक दिनांक १ जुलै २००५ मधील नमूद महाराष्ट्र नागरी सेवा (लहान कुटूंबाचे प्रतिज्ञापत्र ) नियम २००५ मधील तरतुदीचे पालन करणे नियुक्ती वेळी व सेवा कालावधीमध्ये बंधनकारक राहिल .
- १७) सादर आदेशाने नियुक्ती दिल्यानंतर संबंधिताचे नियुक्तीबाबत कोणी आक्षेप घेतल्यास व प्राथमिक चौकशीअंती त्यात तथ्य दिसून आल्यास अगर नियुक्तीचे वेळी / नियुक्तीसाठी सादर केलेली माहिती व त्याअनुषंगीक शैक्षणिक व इतर कागदपत्रे चुकीची आढळून आल्यास नियुक्ती कोणत्याही टप्पावर व कोणत्याही वेळी रद्द करण्यात येईल .
- १८) संदर्भ क्र. २ अन्वये उपलब्ध असलेल्या पदावर समायोजन करणेत आले असलेने, सादरचे पद स्विकारले नसलेस पुन्हा वर्ग - ३ च्या पदावरती समायोजन करणे करीता विचार केला जाणार नाही.
- १९) सादर आदेशातील जे उमेदवार मागासवर्गीय प्रवर्गातून असुन त्यांना मागासप्रवर्गात रिक्त पद उपलब्ध नसलेने त्यांना खुल्या प्रवर्गातून नियुक्ती देणेत आलेली आहे अशा उमेदवारांना त्यांच्या मुळ जात प्रवर्गातील बिंदू रिक्त होताच त्यांना मुळ बिंदूवरती समायोजित करणेत येईल.

(जिल्हा परिषद)  
मुख्य कार्यकारी अधिकारी,  
जिल्हा परिषद सांगली.

प्रति,

श्री.

, परिषद, यांना  
यांचे मार्फत.

प्रत माहितीसाठी सादर

- १) मुख्य लेखा व वित्त अधिकारी, जिल्हा परिषद, सांगली.
- २) उपमुख्य कार्यकारी अधिकारी (सा.) जिल्हा परिषद, सांगली.
- ३) जिल्हा आरोग्य अधिकारी, जिल्हा परिषद, सांगली.
- ४) गट विकास अधिकारी, पंचायत समिती,
- ५) तालुका आरोग्य अधिकारी, पंचायत समिती,
- ६) वैद्यकीय अधिकारी, प्राथमिक आरोग्य केंद्र

# SMARTPANEL INDIA PVT LIMITED

## Salary Slip

Salary Month

Feb-23

Name Of Employees

ANIKET SHRIKANT CHOUGULE

Designation

Marketing  
Executive

Emp. ID

10019

Month Days

24

Pay Days

22.10

Extra Work

0

Absent Days

1.90

Earnig

Amount Rs.

Deduction

Amount Rs.

Basic

5,528

PF

1,078

HRA

4,837

ESIC

145

Convy.

553

PT

300

Medical

553

LWF

0

Washing

2,073

TDS

0

Education

276

Salary Advance

0

Other Allow.

7,494

Total Deduction

1,523

Extra Work

-

Gross

21,314

Net Pay

19,791



Plain & Prelam Particle Boards



**ANIKET CHOUGULE**

Marketing Executive



+91 7767000738

+91 9595953084



smartpanelmkt@gmail.com



Gat no 160/161, A/p. Kanadwadi  
Miraj-Tasgaon Road, Near Astral  
Pipe pvt ltd. Tal. Miraj, Dist. Sangli  
(MH) 416 436

**Satish B. Patil**  
Territory Manager



---

A / B - 201 / 202 Dipti Classic, 32 / 34, W.T. Suren Road  
Andheri (E), Mumbai - 400 093. India.  
Tel : + 91 22 2684 9337 / 38 / 39 / 40  
Fax : + 91 22 2684 4724 / 9355  
Email : [contact@heterohealthcare.com](mailto:contact@heterohealthcare.com)

---

**MANAPPURAM  
FINANCE LIMITED**

Make Life Easy

**SNEHAL SAMBHAJI MORE**



**Employee Code : 1-361383**

*[Signature]*  
**MO & CEO**

**Corporate Office :-**

MANAPPURAM Finance Limited, Manappuram Road,  
Vadavathur, Thiruvallur, Kerala - 686 567

Tel : 0497-3353-33, 336188



## OFFER LETTER

Date- 01/09/2021

Mr. Sushant Himane

Address: A/P-Walwa Tal-Walwa

Dist-Sangli, Maharashtra (India)

**Subject:** Letter of Offer

Dear **Sushant**,

With reference to your probation period you had with **Age Home Appliances India Pvt. Ltd.** We are pleased to appoint you as **Position** of **HR Manager** in our organization based at Shirala. Your employment will be governed by the following terms and conditions:

**1. Monthly CTC**

You will be paid a monthly CTC of **Rs.15,000/-**-(In words Rs Fifteen Thousand Only).

**2. Working Hours**

Your working hours will be 10.00am to 7.00pm as per the current company policy. The company observes a 6 day work week.

**3. Date of Appointment**

Your date of appointment as per company record is 01/09/2021

**4. Job Description**

- Set objectives for the HR team and track progress
- Design and implement company policies that promote a healthy work environment
- Develop compensation and benefits plans
- Support and suggest improvements to the entire recruitment process
- Host in-house recruitment events
- Discuss employees' career development paths with managers

---

**AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web: [www.ageindia.in](http://www.ageindia.in)

- Monitor HR metrics (e.g. turnover rates and cost-per-employee)
- Review departmental budgets
- Organize learning, Training and development programs to improve skills
- Ensure HR staff addresses employees' requests and grievances in a timely manner
- Maintain HR procedures that comply with labor regulations
- Improve employee relationship matrix and Employee Hygiene Sheet score
- Planning to keep the atmosphere in the company vibrant
- Appreciate department wise employees with Shabbas Card/ Appreciation certificates and awards rewards
- Take care of Employees safety at workplace
- Conduct Q12 Surveys periodically to improve employee skills and relations as well
- To look after PF and ESIC policies
- Motivate and promote Employees with periodic performance analysis

**Reporting to-** Mr. Ghanshyam Awate (CEO)

### **5. Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

### **6. Leave**

You will be governed by the current Leave Policy of the company for permanent employees.

### **7. Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

### **8. Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System. You are responsible to regularly come on time for duty. You have to follow company's rules & discipline.

### **9. Retirement Age**

The normal retirement age for all employees is as per provisions of The Factories Act, 1948.

---

## **AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web: [www.ageindia.in](http://www.ageindia.in)



#### **10. Notice Period**

On confirmation, this appointment may be terminated by either side by giving two months' notice or two months' salary in lieu of notice period.

#### **11. Transfer**

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

#### **12. Other work**

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

#### **13. Conflict of Interest**

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

#### **14. Confidential Information**

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

#### **15. Contract/Bond with Previous Employers**

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

#### **16. Termination**

On termination of this contract, you will immediately give up to the Company all correspondence, *On* specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

#### **17. General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

---

### **AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)



Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Age Home Appliances India Pvt.Ltd. family and trust we will have a long and mutually rewarding association.

Yours faithfully,

**Age Home Appliances India Pvt. Ltd**

**Human Resource**

I accept the Offer letter and the conditions mentioned above.

Receiver's Signature

Authorized Signature

---

**AGE HOME APPLIANCES (I) PVT. LTD.**

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

**Contact:** Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)



### SALARY BREAK UP

Basic Salary Rs. 15,000/- per Month

Conveyance Allowance Rs. 00 /-

Other/Spl Allowance Rs. 00 /-

-----  
**Gross Total: - Rs. 15,000/-**

-----  
PF 12% Nil

ESI 0.75% Rs. 113/-

PT Rs. 200/ Monthly

-----  
**Take Home Rs. 14,687/-**

-----  
PF 12% Nil

ESI 3.25% Rs.477/-

-----  
**TOTAL COMPANY COST Rs:14,210/- (Rs. Fourteen thousand two hundred ten Only.)**

Receiver's Signature

Authorized Signature

---

### AGE HOME APPLIANCES (I) PVT. LTD.

Plot No. A-63, Growth Centre, M.I.D.C. Shirala, Tal: Shirala,  
Dist: Sangli, Pin: 415 408, State: Maharashtra,

Contact: Ph: +91 2345 295488, 1800 84 33 888, Email: [admin@ageindia.in](mailto:admin@ageindia.in), Web:  
[www.ageindia.in](http://www.ageindia.in)

HJORT  
KNUDSEN  
DANISH DESIGN



VANITA H. PATIL

20069

Employee Sign.

*Vanita H. Patil*  
Authorised Sign.

# 2018-19



Date : 07-Aug-2019

Name : AFRIN ARIF SHAIKH

Address : 1476 DIVAN MAJIHIL SMOR ABABI MANDIRA JAVAL ISLAMPUR SANGLI 41549

Employee Code : AS418228

Dear Sir / Madam,

We are pleased to appoint you in our organization as **RELATIONSHIP EXECUTIVE (Grade – E1 )** in the **RETAIL ASSETS- ASHA HOME LOAN - CROSS SALES** department on the following terms and conditions:

**1. Commencement / Term:**

You are required to join our organization on or before **09-Jul-19** . Your place of work shall presently be at **KOLHAPUR**.

You will be on orientation period of 6 (Six) months and up on satisfactory performance your confirmation will be due. However the company reserves the rights to extend your orientation for a certain period which will be notified to you.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite time line schedules of completion of various project assignments mutually agreed by our company, with our esteemed client Axis Bank. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed as may be mutually agreed and reviewed on case to case basis by your Reporting authority.

**2. Remuneration :**

Your remuneration would be set as follows :

<b>Compensation</b>	<b>Monthly (Rs)</b>	<b>Annual (Rs)</b>
Basic	4200	50400
HRA	1680	20160
Conveyance Allowance	1600	19200
Special Allowance	805	9660
Local Conveyance	1000	12000
Employer Provident Fund	913	10956
Employer ESIC	302	3624
<b>CTC</b>	<b>10500</b>	<b>126000</b>

Salary and grade offered to you as above is based on the representation made by you during your interactions with the Company officials and / or documents submitted by you. In case of any discrepancy, company reserves the right to alter / modify / withdraw the offer made to you.

### **3. Gratuity :**

Employee will be eligible for payment of Gratuity subject to fulfillment of the payment of Gratuity Act of 1972.

### **4. Incentive Scheme :**

You will participate in the Sales Incentive Scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. We will be happy to discuss this with you on your joining us. Kindly note that you will not have any right to claim any performance incentive from the company, if you resign or abscond or if you are separated from the company for whatsoever reason.

It is further agreed between you and company that the incentive payable if any, based on your performance and productivity is in lieu of any other bonus including bonus based on profits payable under any law.

### **5. Transfer :**

The Organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date.

### **6. Leave :**

You will be eligible for leave as per company rules subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by competent authority. No leaves can be taken during probation period. Women employees who have completed working 80 days with the organization shall be eligible for Maternity leave as per the policy.

### **7. Unauthorized Leave / Absence :**

If you are on unauthorized leave and absent for more than seven (7) days without any intimation to the company then it would be deemed that you are not interested in continuing with the organization and you would be automatically ceased to be an employee of the organization and in such a case you will be terminated from the services of the company with or without any intimation

### **8. Job Profile :**

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

### **9. Professional Ethics and Confidentiality :**

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related

information (which you may possess by reason of your association with the organization) outside the organization.

**10. Notice Period:**

During the probation period either party can terminate the services by giving 3 days' notice or Basic salary in lieu thereof at organization's discretion. After confirmation, either party can terminate the services by giving 7 days' notice or Basic salary in lieu thereof at organization's discretion. After successful completion of orientation period either party may terminate the employment under this Appointment letter by issuing 7 days' notice in writing or payment in lieu thereof. You will be liable to submit all the company's assets, data etc provided during your tenure in the company for carrying official duties at the time of separation from the company. Please note that you are required to complete the exit formalities within 7 days from your last working day for processing your final settlement dues, if any. Company will not be liable to pay the final settlement dues (if any) in the event of non-completion of exit formalities within 7 days.

**11. Reference Check**

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references who have supervised you in professional capacity at same stage in your academic / professional career.

**12. Termination of Employment :**

Your services with the organization are liable to be terminated in the event of :

- a) Any breach of the conditions mentioned in this letter on your part,
- b) Any incorrect information furnished by you
- c) Suppression of any material information by you ; and
- d) Your performance level is below the expected level and / or the business target, as set out for you from time to time, has not been achieved by you.
- e) Violation of Company's (client's) code of conduct.

**13. Retirement / Statutory Benefits :**

You will be eligible for Retirement Benefits of the organization namely Provident Fund and Gratuity as per the company policy which will be governed by relevant laws to this effect

**14. Change in the Personal Details :**

You shall intimate the Company about any change of your residential address (permanent and or current), qualification and other personal details within five days from the date of change of such details.

Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitutes service conditions to your employment in the organization in addition to the code of conduct and other laid down guidelines. The organization reserves the right to change the terms and conditions of your employment set out in this letter of Appointment. Any future changes in the company policies, rules, regulations and your employment terms will supersede the terms and conditions mentioned in this letter. The courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

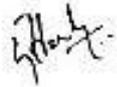
Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditioned mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship

With warm regards,

For **IKYA Human Capital Solutions** (A division of Ques Corp Limited)



**Tej Hans Raj Singh**

Vice President - Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

Name: AFRIN ARIF SHAIKH

Signature:.....

Emp Id: AS418228

Place:.....

Date:.....

Date: 26<sup>th</sup> Nov 2021

To,  
DHANASHRI VALMIK KAMBLE,

### OFFER LETTER

Dear DHANASHRI VALMIK KAMBLE

Congratulations...!!

We are pleased to offer you employment in our company based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

**Your offer will be subject to following below terms & conditions:**

1. You will be designated as **DESIGNATION- DEPARTMENT**
2. Your annual CTC will be Rs. 2,40,000/- PA
3. You will be entitled to receive appointment letter & compensation and benefits at the time of joining.
4. Your date of joining will be 1<sup>ST</sup> DEC 2021.
5. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
6. You will be on probation for a period of Six month from the date of joining.
7. Please bring-along the below listed documents / details on your day of joining.
  - a. Date of Birth proof certificate (Copy of passport / birth certificate)
  - b. Academic Certificates (all from 10<sup>th</sup> to Highest)
  - c. Resignation Letter with acknowledgement
  - d. Relieving letter from previous employer
  - e. Proof of compensation last drawn
  - f. Three passport size photographs (Recent)
  - g. Bank Statement (six months)

- B. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

Regards,

SAI VIDYA CONSTRUCTIONS.





Vighnesh Financial Services

## **OFFER LETTER**

Date: 25/07/2019

### ***Vighnesh Financial Services.***

Office No 401,  
EPI Center Tower 4<sup>th</sup> Floor  
Above Royal Enfield Showroom  
Wakadewadi,  
Shivaji Nagar, Pune – 411004

Dear, **KAJAL HANUMANT DHAKANE**

Congratulation,

We are pleased to confirm that you have been selected to work for **Vighnesh Financial Services** we feel that your skills and background will be valuable assets to our company. We are delighted to make you the following job offers.

The position we are offering you is that of **BACK OFFICE EXECUTIVE** at a monthly salary of **15,000/-** with an annual cost to company (CTC) **1,80,000/-**. This position reports to HR Department on joining Date. **You working hours will be form 10:00 pm to 06:00 pm Monday to Saturday.**

We would like to start work on **01/08/2019 at 10:00 am**. Please reports to HR for documentation and orientations. If this Date not acceptable please contact me immediately.

If you accept this offer Please sign the enclosed copy of this letter and return to me to indicate your acceptance of this letter. We are confident you will be able to make a significant contribution to the to the success of our **Vighnesh Financial Services** and look forward to working with you

Sincerely



Ajinath khedkar

HR.

**Vighnesh Financial Services**

# VERTSCEND AUTOMATION PVT. LTD.

Office No 207, R-cube, Wing A, S.No.116/5/1, Rahul Nagar, Warje, Pune, Maharashtra 411052



## Offer Letter

Dear Mr. Nikhil. N. Mane

We are pleased to offer you a position in our organization **Vertscend Automation Private Limited** as **Hr. Executive (Level 12D)**. This offer takes effect from your date of joining **26<sup>th</sup> June 2019**.

We would request you report at the following address **Office No 207, R-cube, Wing A, S.No.116/5/1, Rahul Nagar, Warje, Pune, Maharashtra 411052**

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the **probation period** applicable to you shall be **3 months**. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

**During probation**, the **period of notice** required for resignation is **1 month** on either side. **After probation**, the period of notice required for resignation is **3 months** on either side.

As an employee of **Vertscend Automation Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Vertscend Automation Private Limited** and its clients. To protect the interests of both **Vertscend Automation Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

This offer is valid till **26<sup>th</sup> June 2019**.

If you do not confirm the acceptance, **Vertscend Automation Private Limited**, has the right to withdraw the offer.

Website: [www.vertscend.com](http://www.vertscend.com)

Email ID: [sales@vertscend.com](mailto:sales@vertscend.com)





**SBICAP Securities Limited**

**Registered & Corporate Office:**

Marathon Futurex, 12th Floor, A & B Wing,  
Mafatlal Mill Compound, N. M. Joshi Marg,  
Lower Parel, Mumbai - 400013.

Tel.: 91-22-4227 3300 / 3301 | Fax: 91-22-42273472

SSL/HRD/APP/2019-20/2605

March 3, 2020

**Ms. Nikita Nandkumar Nazare**  
A/p Ashta Naka Urun Islampur ,  
Tal. Walwa Dist. Sangli.

**Letter of Employment**

Dear *Nikita*,

With reference to the interview you had with us, we are pleased to appoint you in our organization as **Relationship Officer at (Officer Grade)** in **Retail Sales Department** on following terms and conditions:

**Commencement:**

You are required to join our organization on or before **March 05 ,2020**

**Location:**

You will be initially posted at our office in **Kolhapur** till further instructions.

**Remuneration:**

Your annual total cost to company will be Rs. **200,004/-p.a. (Rupees Two Lakh and Four Only)**.

A detailed break up of your compensation has been attached herewith in the affixed Annexure.

**Important note:-**

- a) *Your remuneration is a confidential matter between you and the Company, and the Company shall view any breach of confidentiality with utmost seriousness, warranting initiation of disciplinary action against you including termination of service.*
- b) *The Company shall deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.*
- c) *The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company's policies from time to time.*

**Medical Test:**

On acceptance of this offer, you have to undergo a pre-employment medical test (only if your age is

**Signature with date**



Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com  
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017  
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

*A wholly owned subsidiary of SBI Capital Markets Limited*



**SBICAP Securities Limited**

**Registered & Corporate Office:**

Marathon Futurex, 12th Floor, A & B Wing,  
Mafatlal Mill Compound, N. M. Joshi Marg,  
Lower Parel, Mumbai - 400013.

Tel.: 91-22-4227 3300 / 3301 | Fax: 91-22-42273472

35 & above as on date of joining), arrangements for which will be made by the company. The expenses incurred for the medical tests will be reimbursed on submission of receipts/bill. Any suppressed statement declared in self-declaration will be viewed seriously by the Management, which will lead to termination of services without notice.

**Duties & Responsibilities:**

Your duties and responsibilities will be communicated to you by your reporting manager.

The Company shall have the authority to determine and may change from time to time the portfolio of your duties and responsibilities in the Company, which you shall diligently perform.

You shall perform, observe and conform to such duties, directions and instructions given to you by your superiors in connection with the business of the Company / Group Company diligently and faithfully.

**Background Checks:**

The Company shall conduct a background verification of all records / references provided by you. Your employment in this company shall be subject to your background check, records being clear and free from any ambiguity. Company reserves the right to call upon you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

**Insurance Coverage:**

You will be covered under Employee State Insurance Coverage (only if your gross salary is equal or below Rs.21,000/- monthly) or Group Medclaim Policy and Company's Term Life Insurance Scheme as per the terms & conditions prescribe in the respective Policy.

**Leave Policy:**

You shall be entitled for leaves in accordance with the Company Leave Policy.

**Probation:**

You shall be on probation for a period of six months from the date of joining. During this period your services may be terminated at any time by giving one month's notice in writing or by paying one month's gross salary in lieu thereof.

Any Loss of Pay during the probation period will result in extension of probation period by the number of days of such absence. On satisfactory completion of the aforesaid probation period, your appointment may be confirmed in writing subject to approval of the Management. However, your aforesaid probation period may be extended at the discretion of the company in the event your performance/conduct is below acceptable standards.

**Signature with date**



Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com  
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017  
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

*A wholly owned subsidiary of SBI Capital Markets Limited*



**SBICAP Securities Limited**

**Registered & Corporate Office:**

Marathon Futurex, 12th Floor, A & B Wing,  
Mafatlal Mill Compound, N. M. Joshi Marg,  
Lower Parel, Mumbai - 400013.

Tel.: 91-22-4227 3300 / 3301 | Fax: 91-22-42273472

**Transfer:**

An employee can be transferred to any Department, Office or Establishment forming part of our organization or to any of our Group companies / Subsidiaries in India or abroad, depending upon the requirements of business or as may be deemed fit by the management.

**Deputation:**

You will not be entitled to claim or stake any claim including claim for employment, permanent or temporary in the group company where you will be deputed during your services (within India or Abroad).

**Separation:**

During the probation period either party can terminate the services by giving one month's notice or gross salary in lieu thereof at the company's discretion. After confirmation either party can terminate the services by giving two month's notice (as applicable) or gross salary in lieu thereof at the company discretion.

An employee on probation can resign subject to the approval by the competent authority, after giving one month's notice in writing or by paying one month's gross salary in lieu thereof.

A confirmed employee shall be under an obligation to give a notice of 2 months, in writing or 2 month's gross salary in lieu thereof, as the case may be. The aforesaid notice period of 2 months, as the case may be, can be reduced / waived off by the company at its sole discretion.

**Termination:**

- a. The Company reserves the right to terminate your employment without notice or payment in lieu of notice on grounds of non-performance or in case you are guilty of misconduct or negligence in your duties, or in case you have undertaken outside employment for remuneration without prior permission of the Company.
- b. **Reasons for Termination of employment shall include, but not limited to:**
  - i. Insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
  - ii. Theft, fraud, or dishonesty in connection with the Company or SBI business or property;
  - iii. Taking or giving bribes or any illegal gratification;
  - iv. Remaining on unauthorized absence without intimation continuously for a period exceeding 7 days;
  - v. Repeated late attendance;
  - vi. Repeated breach of any law applicable to the establishment;
  - vii. Riotous or disorderly behavior during working hours at the establishments of the Company/SBI or any act subversive of discipline;
  - viii. Repeated negligence or neglect of work;

**Signature with date**



Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com  
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017  
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

*A wholly owned subsidiary of SBI Capital Markets Limited*



**SBICAP Securities Limited**

**Registered & Corporate Office:**

Marathon Futurex, 12th Floor, A & B Wing,  
Mafatlal Mill Compound, N. M. Joshi Marg,  
Lower Parel, Mumbai - 400013.

Tel.: 91-22-4227 3300 / 3301 | Fax: 91-22-42273472

- ix. Unauthorized disclosure of information regarding the affairs of the company, SBI or any of its customers or any other person connected with the business of the company or SBI which is confidential or the disclosure of which is likely to be prejudicial to the interests of the company or SBI.
  - x. Damage or attempt to cause damage to the property of the company or SBI or any of its customers
  - xi. Violation of Insider Trading Code defined by the Company
  - xii. Misbehavior towards customers and employees of the company or SBI on official business related activities.
  - xiii. Making a false statement in any document pertaining to or in connection with his employment in Company;
  - xiv. Conviction by criminal Court of Law for an offence involving moral turpitude;
  - xv. Sexual harassment or intimidation of employees.
- c. If, at any time in our opinion, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by us detrimental to our interests, or of violation of one or more terms of this letter, your services may be terminated without notice.

**Company Property:**

- a. You shall be responsible for protecting the property of the Company entrusted to you in the due discharge of your duties and shall indemnify the Company when there is a loss of any kind to the said property.
- b. Before cessation of your employment, you shall immediately surrender to the company all files, books, magazines, reports, documents, manuals, audio and videotapes, floppies & discs and any other knowledge database entrusted to you in the course of your employment.
- c. You shall be responsible for the safekeeping and return, in good condition and order, of all the Company property(s), documents, brochures, books, presentations, reports etc. which may be in your use, custody or charge.

**Confidentiality:**

- a. You shall not, either during or after your employment with us, divulge or utilize any confidential information belonging to the Company that may have come to your knowledge and you shall, both during and after your employment, take all reasonable precautions to keep all such information confidential.
- b. You shall not reproduce, store in a retrieval system or transmit in any form or by any means-electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material which is the property of the company for your own benefit or for the benefit of any third party either during the course of your employment or on your separation.

**Signature with date**



Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: [www.sbismart.com](http://www.sbismart.com)  
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017  
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

*A wholly owned subsidiary of SBI Capital Markets Limited*



**SBICAP Securities Limited**

**Registered & Corporate Office:**

Marathon Futurex, 12th Floor, A & B Wing,  
Mafatlal Mill Compound, N. M. Joshi Marg,  
Lower Parel, Mumbai - 400013.

Tel.: 91-22-4227 3300 / 3301 | Fax: 91-22-42273472

**Exclusion of Other Occupations:**

You shall not, without our prior written permission carry on any business, or enter into any business transaction for any part of your time, in any capacity or are employed by, any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of the Company.

**Prohibition on Unauthorized Dealing:**

You shall not enter into any commitments or dealings on behalf of the company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

**Letter of Authority:**

In case any Letter of Authority or Power of Attorney is issued to you or in your favour, you shall undertake to return the same on demand or on termination of your service.

**Retirement:**

You shall retire from your service with the Company on attaining the age of sixty years

**Disputes:**

Any dispute(s) between you and the Company of whatsoever nature will be subject to the appropriate courts in Mumbai Jurisdiction only.

**Employee Poaching:**

For one year after you leave SBICAP Securities Limited, you will not hire any SBICAP Securities Limited employee or induce any SBICAP Securities Limited employee to work for a competitor, which is operating in any region where SBICAP Securities Limited does business.

**Change in the Personal Details:**

You shall intimate the Company about any change of your residential address (permanent and / or current), qualification and other personal details within five days from the date of Change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non-intimation of change in your residential address to the company, any correspondence to your last known address will be treated as deemed service.

Any other terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from

**Signature with date**



Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: [www.sbismart.com](http://www.sbismart.com)  
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017  
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

*A wholly owned subsidiary of SBI Capital Markets Limited*



**SBICAP Securities Limited**

**Registered & Corporate Office:**

Marathon Futurex, 12th Floor, A & B Wing,  
Mafatlal Mill Compound, N. M. Joshi Marg,  
Lower Parel, Mumbai - 400013.

Tel.: 91-22-4227 3300 / 3301 | Fax: 91-22-42273472

time to time and as may be made applicable to you by the Company subsequently during the course of your employment.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and returning the same to us for our company's records.

We welcome you as a member of our organization and look forward to many years of fruitful association.

Yours faithfully,



Authorized Signatory

Accepted

Nikita Nandkumar Nazare

---

Signature with date



Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: [www.sbismart.com](http://www.sbismart.com)  
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017  
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

*A wholly owned subsidiary of SBI Capital Markets Limited*



List of Mandatory Documents to be submitted at the time of joining	
1	Aadhar Card
2	PAN Card
3	<p><b>Address Proof &amp; ID Proof (Any one from the list)</b></p> <ul style="list-style-type: none"> <li>❖ Passport</li> <li>❖ Driving License</li> <li>❖ Voter ID Card</li> <li>❖ Ration Card</li> <li>❖ Aadhar Card</li> <li>❖ Rent Agreement (Will also be required if communicating address is on rental basis)</li> </ul>
4	<p><b>Qualification Certificate and Mark sheets :</b></p> <ul style="list-style-type: none"> <li>❖ SSC</li> <li>❖ HSC</li> <li>❖ Graduation</li> <li>❖ Post-Graduation (If Applicable)</li> </ul>
5	<p><b>Employment Details :</b></p> <p>a) <b>Previous employment:</b></p> <ul style="list-style-type: none"> <li>❖ Resignation Acceptance &amp; Relieving Letter</li> <li>❖ Pay Slip of last three Months</li> </ul> <p>b) <b>Past to Previous employment:</b></p> <ul style="list-style-type: none"> <li>❖ Relieving/Experience Letter</li> <li>❖ Appointment letter or Salary Slip</li> </ul>

- ❖ All the above mentioned documents to be submitted on the joining date by the Candidate.
- ❖ Relieving letter of the previous employer to be submitted within 45 days from joining the Organisation.
- ❖ Salary will be put on hold, if the documents are not submitted within the stipulated time.
- ❖ All the documents to be mandatorily self-attested by the employee before submission.

**Signature with date**





**SBICAP Securities Limited**

**Registered & Corporate Office:**

Marathon Futurex, 12th Floor, A & B Wing,  
Mafatlal Mill Compound, N. M. Joshi Marg,  
Lower Parel, Mumbai - 400013.

Tel.: 91-22-4227 3300 / 3301 | Fax: 91-22-42273472

Salary Offer		
<b>Name</b>	Nikita Nandkumar Nazare	
<b>Department</b>	Retail Sales	
<b>Grade</b>	Officer	
<b>Designation</b>	Relationship Officer	
<b>Location</b>	Kolhapur	
Remuneration Details		
	MONTHLY ( Rs.)	ANNUAL ( Rs.)
<b>A. SALARY</b>		
a) Basic	5833	69996
b) HRA	2917	35004
c) Executive Allowance	5193	62316
<b>Total</b>	<b>13943</b>	<b>167316</b>
<b>B. OTHER ALLOWANCES</b>		
b) Leave Travel Allowance	0	0
c) Telephone Allowance	1000	12000
d) Fuel Allowance	0	0
e) Driver's Allowance	0	0
<b>Total</b>	<b>1000</b>	<b>12000</b>
<b>GROSS SALARY *</b>	<b>14943</b>	<b>179316</b>
<b>C. STATUTORY BENEFITS</b>		
a) Provident Fund (Employer's Contribution)	1443	17316
b) Gratuity #	281	3372
<b>Total</b>	<b>1724</b>	<b>20688</b>
<b>TOTAL CTC (A+B+C)</b>	<b>16667</b>	<b>200004</b>
<i>Your Net Take Home would be subject to the following deduction from the Gross Salary *</i>		
i) EPF Deduction	ii) ESIC Deduction	
iii) Group Medclaim Insurance Premium (for dependants)		
iv) Group Term Life Insurance Premium (for self)	v) Income Tax As applicable	
vi) Professional tax as offered in State		
# Gratuity Payable as per Payment of Gratuity Act 1972		

**Signature with date**



Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com  
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017  
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

*A wholly owned subsidiary of SBI Capital Markets Limited*



Date: 08<sup>th</sup> Jul, 2019

**Subject: Employment Offer Letter**

Dear Prachi Kadam,

With reference to your application and the subsequent interview you had with us we have pleasure in informing you that you have been shortlisted to join our organization on following terms:-

1. **Position:** You have been selected for the position of **Executive - TA** with effect from **08<sup>th</sup> Jul 2019** subject to your accepting and signing the Letter of Employment.
2. **Place of Employment:** Your present place of work will be at **ILabz Technology LLP**, EFC India, Marigold IT Park, Kalyani Nagar, Pune.
3. **Salary:** You will receive a sum of **Rs.1,64,733/-** (Rupees One Lakh Sixty Four Thousand Seven Hundred Thirty Three Only) CTC per annum. The compensation details are mention in the Annexure 1.
4. **Probationary Period:** You will be on probation for a period of six (6) months from the date of joining. The Probationary Period details will be mentioned in the appointment letter.
5. **Duties:** Your initial responsibility shall be as per the employment application. However, the duties may be varied from time to time, depending on the development of the company and your career development.

Please note that by signing this offer of employment you confirm your ability to perform the job as per the job description discussed during your interview and which will be reflected in your Letter of Employment.

We look forward to working with you.

Warm Regards,  
For ILabz Technology LLP



**Nataraj Sunkad**  
Head - HR

Accepted By:

Name:

Date:

**Bangalore, India**  
ILabz Technology LLP.  
#185/2, Tapaswiji Arcade, Hosur Main Road, BTM 1<sup>st</sup> Stage, Near Silk Board, Bangalore-560068 Karnataka

**New York, USA**  
ILabz Technology Inc.  
750, Third Avenue,  
New York – 10017, USA.

**Chennai, India**  
ILabz Technology LLP.  
F-203, Kamarajar Street, Ayanambakkam,  
Chennai – 600095 Tamilnadu





## Annexure I

Particulars	Per Month (INR)	Per Annum (INR)
Basic & DA	5,082	60984
House Rent Allowance	2,033	24394
Medical Allowance	1,250	15000
Conveyance	1,600	19200
Statutory Bonus	423	5080
Other Allowance	2,317	27802
<b>Total Gross Earnings ( A )</b>	<b>12,705</b>	<b>152460</b>
<b><u>Statutory Deductions</u></b>		
Employee Provident Fund	610	7318
Employee ESI	95	1143
Professional Tax	0	0
<b>Total Statutory Deductions ( B )</b>	<b>705</b>	<b>8462</b>
<b>Net Take Home Pay ( A-B )**</b>	<b>12,000</b>	<b>143998</b>
<b><u>Benefits ( C )</u></b>		
Employer Provident Fund Contribution	610	7318
Employer ESI Contribution	413	4955
<b>Total Benefits ( C )</b>	<b>1,023</b>	<b>12273</b>
<b>Cost To Company CTC ( A + C )</b>	<b>13,728</b>	<b>164733</b>

If you are agreeable to accept the above terms and conditions please sign and return to us a copy of this letter as a token of your having read, understood and accepted the same.

Warm Regards,  
For ILabz Technology LLP



**Nataraj Sunkad**  
Head - HR

**Bangalore, India**  
ILabz Technology LLP.  
#185/2, Tapaswiji Arcade, Hosur Main  
Road, BTM 1<sup>st</sup> Stage, Near Silk Board,  
Bangalore-560068 Karnataka

**New York, USA**  
ILabz Technology Inc.  
750, Third Avenue,  
New York – 10017, USA.

**Chennai, India**  
ILabz Technology LLP.  
F-203, Kamarajar Street, Ayanambakkam,  
Chennai – 600095 Tamilnadu

Accepted By:

Name:

Date:





LIC HOUSING FINANCE LTD.



**PRIYANKA J. BHOSALE**

**ACCOUNTANT**

**Contact : 9673442244**



LIC HOUSING FINANCE LTD  
SALARY STATEMENT FOR FEB 2023

NAME: PRIYANKA J. BHOSALE  
PAN: EKTPB4321J  
PF NO: MH/BAN/0092469/17647  
BANK ACNO: 653306725456 ICICI BANK

JOINING DATE: 01/AUG/2019  
DAYS WORKED: 28  
UAN: 101036125423  
LOCATION: SANGLI

PARTICULARS	EARNINGS   PARTICULARS	DEDUCTIONS
BASIC	9000.00   PROFESSION TAX	200.00
HRA	6000.00   PROVIDENT FUND	1800.00
SPECIAL ALLOWANCE	16117.00	
GROSS EARNINGS	31117.00   TOTAL DEDUCTIONS.	2000.00
NET PAY	29117.00	

(RUPEES TWENTY-NINE THOUSAND ONE HUNDRED SEVENTEEN ONLY)



## APPOINTMENT LETTER

Date: 25/09/2019

To,

**Ms. Shital Shankar Patil**

A/p- Rethare Dharan,

Tal- Walwa, Dist-Sangli, Maharashtra,

Pin-415407

Mobile No. - 7028279719

Dear **Ms. Shital Patil**

With reference to your application and subsequent interview with us, we are pleased to appoint in our organization on the following terms and conditions.

- 1) **Designation:** You are designated as **HR-Assistant**.
- 2) **Date of joining:** You will join us on **01/10/2019**.
- 3) **Salary:** Your will be paid a monthly gross salary of **Rs. 12,000/- (Rupees Twelve Thousand Only)**.
- 4) **Place / Transfer:** During the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the company's projects or any other establishment in India at the sole discretion of the management.
- 5) **Probation/ Confirmation:** You will be on a Probation period for Six months. Based on your performance your services will be confirmed with the company in writing after Six months.
- 6) During the probation period your services can be terminated with seven days' notice on either side and without any reason whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.
- 7) That your services can be terminated after confirmation by giving one-month notice or notice pay in the following events:
  - a) In case you become physically or mentally incapable to perform any work.
  - b) In case you remained medically unfit continuously for three months.
  - c) In case you remain absent from work without any intimation and reason for a period of more than 30 days.
  - d) In case you indulge in any criminal Act or declared a traitor.
- 8) During the period of your employment with the company, you will devote full time to the work of the company further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the company.

9) You will be required to maintain utmost secrecy in respect to project documents, commercial offer, design documents, project cost & estimation, technology, software package license, company policies, company's patterns & trademarks and company's human asset profile.

10) You will be required to comply with all such rules and regulations of the company or may be framed from time to time.

11) Any of our technical or other information which might come into your possession during the continuance of your services with us shall not be disclosed, divulged or made public by you even thereafter.

12) If at any time in our opinion, which is final in its matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

13) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the company and if you are offered any you should immediately report the same to the management

14) This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the management may take such action as it deems fit as its sole discretion, including termination of your employment.

15) You will be responsible for safekeeping and return in good condition and order of all company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to the **Raj Infrastructure Development (India) Pvt. Ltd.** family and look forward to a fruitful collaboration.

With best wishes,

For **Raj Infrastructure Development (India) Pvt. Ltd.**,

**(Rajendra Phalke)**  
Manager - HR & Admin

I accept the above terms and conditions of my offer of appointment with the company.

---

**Ms. Shital Shankar Patil**

# PRECITEK SERVICES

Regd. Office : C-203, Subhshree Residential Phase -2  
Behind Jaiganesh Inox, Akurdi, Pune - 411 035

Ref No

Date

Ref No: PS/HR/18-19/06

Date: 1/8/2019

To,

Miss. Supriya Manikaro Ghorpade,  
A/P Islampur Tal -walwa, Dis-Sangli  
Kolhapur Road Shastrinagar  
Islampur, 415409

## SUB: APPOINTMENT LETTER

Dear Miss. Supriya Manikaro Ghorpade

With reference to your application and subsequent interview that you had with us we are pleased to appoint you as, an "**HR EXECUTIVE**" at **Precitek Components** on the roll of Precitek Services on following terms and condition with effect from 26/6/2019

1. **REMUNERATION:** Your Salary will be Rs. 1.44/- CTC per Annum. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.
2. **PLACE OF POSTING:** Your place of posting will at present is **Precitek Components Bhosari**. You are liable to be transferred to another department, post or place in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer the rules and regulations of service applicable to such post or at the place of transfer will become applicable to you.

3. **RULES AND REGULATIONS:** During your services with the company, you will be governed by rules and regulations framed by the company from time to time.
4. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management.
5. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability.

Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company.

6. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.
7. **RETIREMENT:** You will automatically retire, without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit.
8. **TERMINATION / NOTICE PERIOD :**
  - A. Your services are liable to be terminated any time during the probation period at the sole discretion of the management without assigning any reason or without notice or payment thereof.
  - B. After confirmation, your services are liable for termination on giving one month's notice per year of service or part thereof subject to a maximum of One month's notice or salary in lieu thereof without assigning any reason. Similarly, you will be at liberty to resign from the services of the company after giving one month's notice per year of service or part thereof subject to a maximum of three months in writing to the company. Alternatively salary in lieu of the aforesaid notice period may be given by either party.
  - C. In case of your remaining absent from your duty without prior sanction of leaves continuously for 10 days or more, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

9. **CONFIDENTIALITY:** A confidentiality agreement as per **appendix – I**, duly signed by you and the company's forms are the integral part of this appointment letter.
10. **INFORMATION:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.
11. **SECRECY OF OFFICE:** You will not give out to any one by word of mouth or otherwise particular details of our process, know-how, information or trade secrets, administrative or organizational matters or any information of confidential and secret nature which it may be your privilege to know by virtue of being our employee.
12. **CO-EMPLOYMENT / BUSINESS:** You are expected to promote and expand the business of the company and not directly or indirectly and either solely or jointly be engaged in any service or other business or profession whether during or after the hours of employment without written sanction from the company.

Please sign the duplicate copy of the appointment letter and return to us as your acceptance of the above terms and conditions.

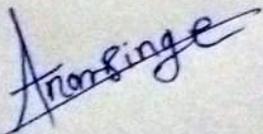
Wishing you all the best and welcoming you to our organisation.

Yours sincerely,

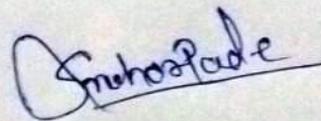
ACCEPTANCE:

I HAVE READ OVER, UNDERSTOOD THE ABOVE MENTIONED TERMS & CONDITIONS AND THE SAME ARE ACCEPTED TO ME

For PRECITEK SERVICES,



(Head HR & Admin)



(SIGNATURE OF THE EMPLOYEE)

Date 1/8/2019.

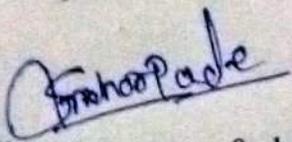
Place Bhosari

Annexure - I

1. While joining the duty, you are required to submit copies of your testimonials and certificate along with the originals in support of your qualifications and experience, failing which you will not be permitted to join duty.
2. The appointment order is subject to your being found fit in the medical examination certificate which you will produce at the time of joining duty.
3. In the event that you decide to leave the company before a period of one year the following shall apply as is the case: -  
You will be required to give at least 30 day's notice of resignation to the company or pay to the company one month's salary in lieu of the notice.
4. The company will provide you extensive training during the first one month of your employment with us and expects you to return the investment made on this training in the form of personal value addition to the company. The training materials provided to you are property of the company and confidential information. Carrying the materials outside the company or disclosing them to anyone other than employees of the company is a breach of trust and will result in immediate forfeiture of the holding amount and termination of employment without notice.
5. Spreading rumors, soliciting employees of the company for outside employment or coercing coworkers to leave the company is strictly prohibited and frowned upon. Such actions will result in immediate termination of employment without notice and forfeiture of your holding amount.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

I accept.



(Signature, name & date)

Ref: OZANERA/HR/APPT\_L/ 19-20/4

Date: 05/08/2019

**Appointment Letter**

To,  
Mr Suraj Todkar,  
MB: 9853517878 / Email: suraj.sp0@gmail.com

We are pleased to appoint you for the position of Asst Manager, Client Relationship at OZANERA Pvt Ltd. We trust that your knowledge, skills and experience will be among our most valuable assets. You are expected to join duty is 05/08/2019 at Pune.

You will be on probation for a period of six months from the date of joining, which may be extended based on your performance. On satisfactory completion of probation period you will be confirmed in the services of the company, which will be intimated to you in writing. Terms and Conditions will be applicable as per discussed in interview and agreed for minimum 1 year commitment with OZANERA Pvt Ltd.

You are advised to bring along original copy and submit two photocopies of following documents at the time of joining-

- 1) All educational Certificates
- 2) Photo ID proof (Adhar Card & PAN Card is must or Passport)
- 3) Address Proof (Telephone bill/Electricity Bill/Ration Card)
- 4) A passport size photograph - 3 Nos.

**Important Points:**

1. Probation Period: You will be on probation until the successful completion of probationary period is confirmed in writing. The probation period is of 6 months and may be extended at your manger's discretion.
2. Your individual remuneration is strictly between yourself and the Employer. It has been determined on the basis of numerous factors such as your job, skill - specific background and professional merit. This information and any charges made therein should be treated as personal and confidential. In case you share this information and it comes under management's notice, then you will be liable for a strict disciplinary action by the management which might even lead to the termination of your employment.
3. Business Travel allowance and reimbursement: as per company policy.
4. Medical and personal insurance: as per company policy.
5. Leaves: As per company policy.
6. This appointment letter is valid till 6<sup>th</sup> Aug 2019. If we don't receive your acceptance before this date this appointment letter will lapse automatically.
7. Please send a signed copy of this letter indicating your acceptance to join & resignation acceptance letter from your current employer to our HR Department.

You are entitled to a CTC of Rs 30,000/- ( Rupees Thirty Thousand )per month Up to 12 th month payable by OZANERA Pvt Ltd.

Congratulation for your appointment and welcome to OZANERA Pvt Ltd. We look forward to years of fruitful cooperation, success and long term association with OZANERA Pvt Ltd.

Please confirm our acceptations of employment by signing and returning the duplicate copy.

Yours sincerely,  
For OZANERA PVT. LTD.  
(Director)



Received and Accepted By





Date: Friday, 13 December 2019

To,

Akshay Mohan Chavhan  
[[CANDIDATE\_ADDRESS]],

Dear Akshay Mohan ,

**Subject:** Offer-cum-appointment letter.

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** – SDM - Corporate Agency

**Department** – Bancassurance

**Organizational Band/ Grade** – J3

**Location** – Sangli - Shiv Pavillion

**Date of Joining** – Within 15 days of Monday, 16 December 2019

**Job Detail:**

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Compensation & other Benefits**

1. Your annual emoluments will be **180000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).

**HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,  
N. M. Joshi Marg, Mahalaxmi, Mumbai – 400011

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10 am to 7 pm (Local charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

[www.hdfclife.com](http://www.hdfclife.com)



3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-
- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
  - b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity - You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
  - e. Employees State Insurance Corporation – You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
4. The Company in line with its business requirement or based on your performance as applicable to you from time to time reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

#### Probation Period

6. You will be on probation for a period of six (6) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.
- Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 3rd and 6th month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

#### Transfer

7. Although you are initially appointed at our Sangli - Shiv Pavillion office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

#### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

#### HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)

##### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,  
N. M. Joshi Marg, Mahalaxmi, Mumbai - 400011

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10 am to 7 pm (Local charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

[www.hdfclife.com](http://www.hdfclife.com)



## Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

## Conflict of interest

10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

## HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)

### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400011

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10 am to 7 pm (Local charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

[www.hdfclife.com](http://www.hdfclife.com)



#### Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).
18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

#### Others terms and condition

19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.

#### HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)

##### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai – 400011

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10 am to 7 pm (Local charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.

25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.

26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.

28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.

29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure -2.

30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure -2.

**HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400011

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10 am to 7 pm (Local charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com





We look forward to a mutually rewarding relationship.

Regards,

For & On behalf of  
HDFC Life Insurance Company Ltd.  
SIGNATURE

A handwritten signature in blue ink that reads "Sushil".

Sushil Chander  
VP - Human Resources

I agree to and accept all the above terms and conditions.

Signature :

**HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,  
N. M. Joshi Marg, Mahalaxmi, Mumbai - 400011

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10 am to 7 pm (Local charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com





**Annexure-1**

Date: Friday, 13 December 2019  
 Name: Akshay Mohan Chavhan  
 Designation: SDM - Corporate Agency  
 Location: Sangli - Shiv Pavillion  
 Band: J3

**Fixed Cost To Company**

Particulars	Annual	Monthly
Basic	54000	4500
House Rent Allowance	32400	2700
Other Allowance	7056	588
Bonus	24000	2000
Daily Activity Allowance	24000	2000
Tablet Allowance	12000	1000
Flexi	0	0
<b>Gross Salary</b>		<b>12788</b>
Group Insurance Benefit	7300	
Provident Fund	11647	
Gratuity	2610	
ESIC	4987	
<b>Fixed CTC</b>	<b>180000</b>	

**Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy.

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

**HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,  
 N. M. Joshi Marg, Mahalaxmi, Mumbai - 400011

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10 am to 7 pm (Local charges apply)  
 DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com





**Annexure-2**

**Undertaking**

Date: Friday, 13 December 2019

Name: Akshay Mohan Chavhan

Designation: SDM - Corporate Agency

Location: Sangli - Shiv Pavillion

Band: J3

I, Akshay Mohan Chavhan, the undersigned hereby undertake to buy the prescribed electronic tablet – Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name : Akshay Mohan Chavhan

Date:

Signature:

**HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)**

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400011

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10 am to 7 pm (Local charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

[www.hdfclife.com](http://www.hdfclife.com)



# 2017-18





# SAMRUDDHI INDUSTRIES LIMITED

Corporate Office - Plot No.A-1, SAMRUDDHI PARK, Near Chintamanrao College, Opp. Vishrambag Railway Station,  
Sangli. 416 415 Dist. Sangli (MH) India Tel.: +91 233 2600717 Email : samruddhi@samruddhi.com, Website : www.samruddhi.com



U24119PN1992PLC068458

SIL/HR/ 2018/11

Date: 16/11/2018

## Job Offer Letter

To,  
**Mr. Manoj Sunil Patankar**  
A/P- Yedemachindra,  
Tal- Walwa  
Dist. Sangli-415409

**Dear Mr. Manoj,**

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you post of **ASM – Sales Department** on the terms and conditions explained to you during your final interview with us.

You will join the duties from **19<sup>th</sup> November 2018**.

You will be required to submit the following documents on the day of your joining:

- Proof of date of birth (1 copy of School leaving certificate or equivalent- Attested Copy)
- All the certificates regarding your educational qualifications (1 set of Attested Copies)
- Relieving Letter & Experience Certificate from immediate past employer (1 attested copy)
- Salary slips for current financial year (Last 2 months)
- Original mark list (For verification purpose)
- Address Proof (attested copy of Ration Card)
- Identity Proof (attested copy of voting card, Pan Card and Adhar Car)
- Medical Fitness Certificate (MBBS-Doctor)
- Blood Group Certificate
- 3Photos
- 2 Cheques(FieldPerson)
- Bank Passbook Xerox (State Bank of India or Karnataka Bank Ltd)

Your appointment is subject to your being physically and medically fit to carry out duties as per the instructions from your superiors during the tenure of your employment in the company. Please sign the duplicate copy of this letter as token of your having accepted the employment as per the terms and conditions explained to you during your final interview with us.

We look forward for your contribution for mutual success of the organization, as well as yours.  
Yours faithfully,

**For Samruddhi Industries Ltd.**

**Authorized Signatory**

*Har Pal Aapke Saath...*



Regd. Office : J-98, M.I.D.C. Kupwad Block, (SANGLI) M.S. 416 436

**India's No. 1 Brand In Unbreakable Plastic Products**



Enriching Lives

## KARAD PROJECTS AND MOTORS LIMITED

(Wholly Owned Subsidiary of Kirloskar Brothers Limited)

KPML/HRM&C/GET-APPOINT/

27<sup>th</sup> February 2019

To,  
Mr. Akshay Subhash Choutre  
At:- Kokarud, Tal:- Shirala,  
Dist:- Sangli-415405.

### Subject: - Appointment as "Management Trainee"

Dear Mr. Akshay,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that, you have been appointed as a **Management Trainee** at our **Motor Division**, located at Plot No.B67 & B68, MIDC Karad Industrial Area, Tasawade-415109 on following terms and conditions:

#### Terms & Conditions

1. You will be undergoing training from 27<sup>th</sup> February 2019 to 26<sup>th</sup> February 2020 both days inclusive. Either party can terminate the contract by giving one week's prior notice.
2. During your training period, your Annual CTC shall be Rs. 2,07,492/- (Rupees Two lacs seven thousand four hundred ninety two only) which includes stipend/basic pay of Rs. 11,500/- (Rupees Eleven thousand five hundred only.) Please refer the Annexure A attached herewith for CTC details.
3. You will report to our **Motor Division**, located at Plot No. B67 & B68, MIDC Karad Industrial Area, and Tasawade-415109 on 27<sup>th</sup> February 2019.
4. You will be required to perform your training with the utmost efficiency, honestly, sincerely and befitting your status as a trainee.
5. You shall have to abide and observe all the rules and regulations relating to discipline prevailing in the Company failing which, the Company reserves the right to determine your training and its continuance at its entire discretion.

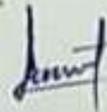
Contd.....

# KARAD PROJECTS AND MOTORS LIMITED

(Wholly Owned Subsidiary of Kirloskar Brothers Limited)

Enriching Lives

6. This continuance as a trainee is further subject to verification of the particulars given by you in your application form. In case any particular/particulars mentioned by you in the application for training are found false or incorrect your training period shall be terminated or discontinued without any notice or assigning any reason thereof.
7. The Company will expect you to undergo training in the section in which you will be placed with a high standard of discipline, initiative, efficiency and economy. A detailed training schedule will be issued to you on your training.
8. In case there is a change in your residential address, you will intimate the same in writing to the Company within seven days from the date of such change and get such change of address recorded.
9. Your continuance as a **Management Trainee** for the specified and stipulated period stated above is subject to your remaining physically and mentally fit during the said period.
10. You shall abide by the instructions of your superiors in matters pertaining to training as well as the rules of discipline either existing or extended from time to time.
11. Your appointment as a **Management Trainee** will automatically discontinue after completion of your period of training without giving any prior notice. During period of your training if your performance is found unsatisfactory your training period shall be discontinued without assigning any reason & notice.
12. You shall not, during the continuance of your training and thereafter disclose and divulge to any person, firm or body whatsoever, any information of any description acquired by you while in the training of the company concerning the business, manufacturing process, commercial practice of the company or any of its associates, including customer and supplier.



Contd-----



## KARAD PROJECTS AND MOTORS LIMITED

(Wholly Owned Subsidiary of Kirloskar Brothers Limited)

Enriching Lives

Page-3

13. You shall be provided books, tools, instruments and other such movable property from time, as may be required by you to perform your duties efficiently. You shall be accountable for such items, failing which we reserves the right to recover the loss and damages from your consolidate compensation or dues or recover such value by other means.
14. You shall be entitled for 10 Casual Leaves during the period of your training.
15. Your appointment and continuance of your training with the Company is subject to you being declared medically fit to carry out the jobs assigned to you, by medical officer of the company or medical practitioner nominated by the company from time to time.
16. You will have to work in any of the department and our any place/unit to establish the productivity.

Please bring two recent passport size photographs, copies of all mark sheets/certificate in duplicate with you.

In case the above terms and conditions are acceptable to you please sign the duplicate copy in token of your acceptance.

Thanking you,

For Karad Projects And Motors Limited,

Ravindra Samant  
Managing Director

 I Confirm acceptance

**SON'S**

HOUSE



Emp. Name : **Ashlesha R. Paweth**  
Emp. Code : **Raskar**  
Branch Name : **Sangli**  
Designation : **Receptionist**  
D.O.J. : **01/11/2021**  
Contact No. : **9527286461**

L-314, Dream The Mall, L.B.S. Road, Bhandup (W),  
Mumbai 400078. Tel:- 42154312/12  
Email - sonshouse1@gmail.com

**DHANSHEEL INDUSTRIAL CORPORATION**

Plot No169/170 Industrial Estate, Palus

Tal:-Palus Dist:- Sangli Pin Code:-416 310

Mob: - 9890446242 Email:- dhansheelindcorp@rediffmail.com



Name: **Mr.Rahul Balaso Kumbhar**  
DOB: **23-10-93**  
Disignation: **Clerk**  
Address: **A/P-Palus Tal-Palus**  
**Dist-Sangli**  
Mobile: **8805526548**



# SON'S

## HOUSE



Emp. Name : Ashlesha R. ~~Rameth~~

Emp. Code : Raskar

Branch Name : Sangli

Designation : Receptionist

D.O.J. : 01/11/2021

Contact No. : 9527286461

L-314, Dream The Mall, L.B.S. Road, Bhandup (W),  
Mumbai 400078. Tel.: 42154313/12  
Email : sonshouse1@gmail.com

**Ref: Rubicon/2018/HR/C/0031**

*Date: 22<sup>nd</sup> Aug 2018*

**Prachi Kadam**

Kakde Complex Road,  
Opposite to MMIT College,  
Vadgaon Shinde Road,  
Lohegaon, Pune – 411047  
Maharashtra

Sub: Contractual Assignment – ***Sourcing Specialist***

*Dear Prachi,*

We are pleased to appoint you as *Sourcing Specialist* on retainer-ship basis in our organization on the following terms and conditions.

1. Your consultancy period shall be for a period of **Three** month, beginning from **22<sup>nd</sup> Aug, 2018**, which can be extended further or terminated earlier with Two Weeks' notice on either side, without assigning any reason.
2. You will be paid **Rs.8,500/-** (Rupees Eight Thousand Five Hundred only) fixed as consultancy charges per month & upto **Rs 12,000/-** (Rupees Twelve Thousand Only) as Incentives. If you are not present in office on all the days, except weekly offs & public holidays, in a month then you will be paid on a pro-rata basis.
3. Your present place of work will be at Rubicon, Gurgaon, but during the course of the above assignment, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Company.
4. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
5. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company's polices, Company's patterns & Trade Mark and company's Human assets profile.
6. You will be required to comply with all such Rules and Regulations and Policies as the Company may frame from time to time.

7. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.
8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
9. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
10. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
12. Please note that you have been engaged on contractual assignment and as such you are not an employee of the Company, and it shall be the discretion of the Company to permit you any facilities or amenities while carrying out the assignment. However, the same shall not be considered, nor can you claim, employment by virtue of the same.
13. You are also entitled for reimbursement of any expenses incurred for official purpose, the entitlement of which is subject to prior approval, as per norms of the company.

We welcome you to the Rubicon family and look forward to a fruitful collaboration.

Sincerely,

*Pravir Kumar*  
*Chief Executive Officer*  
*Rubicon*

With the signature below, I accept all the above terms & conditions mentioned in this letter.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Date

This document contains confidential information and sharing of this document for any purpose with anyone will be with prior permission of Rubicon



बीपी फायनान्शियल & मॅनेजमेंट  
कन्सल्टन्सी (OPC) प्रायव्हेट लि.  
अवसाह तुम्ही निवडा त्यासाठी लागणारा पैसा आम्ही उभा करू

# बी पी फायनान्शियल & मॅनेजमेंट कन्सल्टन्सी (ओपिसी) प्रायव्हेट लिमिटेड .

"अवसाह तुम्ही निवडा त्यासाठी लागणारा पैसा आम्ही उभा करू"

CIN : U74110PN2021OPC207200

Ref. No.

Date: 27/12/2021

To,

Priyanka Satish Patil

Tanaji Chowk, Urun-Islampur.

Tal. - Walwa, Dist. - Sangli, 415 409,

Maharashtra.

**Subject:** Appointed as Chief Financial Officer [CFO]

Dear Priyanka,

We are pleased to offer you, the position of **Chief Financial Officer** with "**BP FINANCIAL & MANAGEMENT CONSULTANCY (OPC) PRIVATE LIMITED**" on the following terms and conditions.

**Date of Joining:** 01 Jan. 2022

**Job Title:** Chief Financial Officer [CFO]

**Salary Policy:** Your starting salary will be Rs. 13000 CTC/ month. Travelling allowances, Mobile recharge, Stationary charges will be paid by company as per required in a month's.

**Job Location:** Head office, Islampur.

**Working Hours:** Your working schedule will be 10.00 AM to 6.00 PM.

(Weekly off - Every Sunday)

**Probation Period:**

There will be a 6 month training period during which you will be given objectives to achieve. Upon satisfactory completion of the training period, you will be considered a 6 month probationary period employee. Unsatisfactory performance at any time during the probation period could lead to the termination of your employment upon 8 days notice.

**Benefits:**

You will be entitled to receive all benefits coverage offered by the company, including [ life insurance, medical policy ]. Benefit coverage may be amended from time to time as deemed appropriate by the company.

**Holiday:** During your first year, you will be entitled to 2 days per month of service of vacation. And in emergency case you will be entitled 3 days of leave.

**Leave Policy:** In case of resignation from services during the probationary period you shall serve 15 days' notice.



पत्ता: मंत्री कॉलनी, इस्लामपूर



9270124824



info.bpfinancial@gmail.com



businesspeoplemh



businesspeople

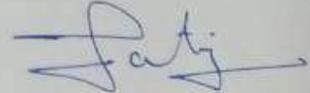
**Terms and Conditions:**

- Please sign the duly copy of the appointment letter signifying your acceptance.
- We welcome you to our company and look forward to a fruitful collaboration.

We congratulate you on your appointment and wish you long career with us. We assure you have a great journey and get our full support for your professional growth and development.

With best wishes,

**"BP FINANCIAL & MANAGEMENT CONSULTANCY (OPC) PRIVATE LIMITED"**



Swapnil J. Patil

Managing Director,

**"BP Financial & Management Consultancy (OPC) Private Limited"**



**BP Financial & Management  
Consultancy (OPC) Private Limited.**  
Chintamani Complex, Azad Chowk,  
Urun-Islampur, Maharashtra, 415 409.

# DHANSHEEL INDUSTRIAL CORPORATION

Plot No169/170 Industrial Estate, Palus

Tal:-Palus Dist:- Sangli Pin Code:-416 310

Mob: - 9890446242 Email:- dhansheelindcorp@rediffmail.com



Name: **Mr.Rahul Balaso Kumbhar**

DOB: 23-10-93

Disignation: Clerk

Address: A/P-Palus Tal-Palus

Dist-Sangli

Mobile: 8805526548



**SCUF:TED:OFF:9687:2022**

10/08/2022

**SHAMBHURAJE BABASO PATIL,**  
AT PO DEWALE TALUKA PANHALA,  
KOLHAPUR,  
KOLHAPUR - 416213.

Dear SHAMBHURAJE BABASO PATIL,

**Letter Of Offer**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you post of "**PRODUCT EXECUTIVE-SALES & MARKETING -SMALL AND MEDIUM ENTERPRISE & PERSONAL LOAN**" at **WARNA** as per the terms and condition discussed and agreed during the course of the interview. You will be paid CTC of Rs.**241937/-** per annum.

You are initially appointed to work in WARNA. However, you are likely to be transferred to any department or establishment of the company or to associates/subsidiary operations, anywhere in India, temporarily or permanently.

Kindly send us your acceptance along with the tentative date of joining to tedmaharashtra@shriramcity.com. On acceptance of the above offer, you are advised to report to **Mr.Vikas Bapu Patil - Assistant Branch Manager** at our office, WARNA at the earliest as this offer will be valid only for 30 days from the date of Issue.

Also, find enclosed herewith the Joining Report which has to be submitted at your reporting branch / Office at the time of joining along with necessary documents. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to cancel the offer.

We welcome you to Shriram City Union Finance for a bright career.

**For SHRIRAM CITY UNION FINANCE LTD.,,****RAMAKRISHNAN V**  
**GENERAL MANAGER**

---

**Shriram City Union Finance Limited**

Business Solution Centre,144, Santhome High Road, Mylapore, Chennai - 600 004. Ph: +91 44 4392 5300, Fax: +91 44 4392 5430

Regd. Office: 123, Angappa Naicken Street, Chennai - 600 001. Ph : +91 44 2534 1431

E-mail : shriramcity@shriramcity.in Website : www.shriramcity.in

Corporate Identification Number (CIN) L65191TN1986PLC012840

## JOINING REPORT

**SCUF:TED:OFF:9687:2022**

Name : **SHAMBHURAJE BABASO  
PATIL**

Designation : **PRODUCT EXECUTIVE**

Date and time of Reporting :

Reporting To :

Location : **WARNA**

Permanent Address :

Blood Group :

PASSPORT  
SIZE  
PHOTOGRAPH

**Place :**

**Date :**

**Signature of Employee**

### **List of Documents to be submitted:**

- Copy of Educational ( from 10th std onwards ) and Employment Certificates.
- 4 Passport size recent photographs.
- Address proof: ( Driving License, Passport and Voter ID).
- Pan card copy.
- Aadhar card copy.
- One Cancelled cheque of your personal bank savings account.
- Relieving letter copy, previous pay slips and UAN for PF (wherever Applicable).
- Employees working in Shriram Group Companies will have to submit a NOC from the relevant Shriram Group co along with the relieving letter.

**Note : Kindly bring all the original documents with the copies for verification.**

### **For Office Use Only**

This is to confirm that Ms/Mr. SHAMBHURAJE BABASO PATIL has reported for duty as per the details given above.

**Place:**

**Reporting Manager Name:**

**Date:**

**Designation:**

**Employee Code:**

**Signature:**

# Ayurveda Rasayani

Manufacturers and Exporters of Ayurvedic Products



॥ रसो वै सः ॥

Innovation ... Eternal

**Ref: AR/HRDM035/Appointment**

**Date: - 17/01/2019**

To,

**Shrirang Kadam  
A/p - Navekhed  
Tal - Walwa,  
Dist- Sangli.**

**Subject: - Appointment Letter**

**Dear Mr. Shirang,**

This is with respect to the above mentioned subject and interview; we would like to inform you that you have been appointed for the post of **Account Assistant** w.e.f. 07/01/2019.

**Reporting:** - You will be reporting to Shirish Joshi from Ayurveda Rasayani.

**Salary:** - Your monthly Gross salary is Rs.10000/- (Ten Thousand only) subject to following terms and conditions.

- 1) PF, ESI and Professional Tax will be deducted from your salary as per the statutory provision.
- 2) On satisfactory completion of Probationary period you will get confirmation in the services of company based on your performance.  
The probation period will be extended further by 06 months if your performance is not satisfactory. This probation period will be maximum for 02 years after that you will get automatically confirmed in the services of the company.
- 3) Employee on Probation, whose work is not satisfactory, can be terminated from service with immediate effect, without any notice. He will be paid salary for the period for which he has worked in the company.
- 4) You will be entitled for leaves as per company policy only after your confirmation.

## Appointment Letter

Dear Mr. Suraj Patil,

"WE WELCOME YOU TO OUR DYNAMIC TEAM OF **MAKS FAMILY**....."

We are happy that you have accepted our job offer and we are pleased to appoint you as **Senior Executive – Accounts** in MAKS Automotive Pvt Ltd with effect from **01/08/2022** on the following terms and conditions:

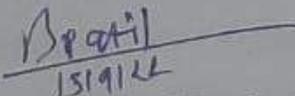
You will be governed & abide by all mandatory terms and conditions of your employment as per the enclosed **Annexure - I**. You are expected to follow Companies Policies & Guidelines as applicable and in force; Guidelines & Policies may be amended time to time as decided by Management.

We trust that this appointment letter finds you excited about your new employment with the Company. We would once again like to welcome you on behalf of the Company. Further, we are sure your experience, skills and vision will be a great asset to the Company.

We look forward to the opportunity to work with you in an atmosphere that is successful, mutually challenging and rewarding with long lasting working relationship!

---

I accept the above referred Pay and Benefits, and the Mandatory terms and conditions of employment as per **Annexure – I and Annexure - II**.

  
15/9/22  
Acceptance of Employee

Signature



**MAKS AUTOMOTIVE PVT. LTD.**

CIN Number: U29190PN2017PTC172019

**Sales:** ICC Trade Towers, C-Wing, SN 14, Senapati Bapat Road, Shivajinagar, Pune 411016

**Service:** 11th ~~Maks Automotive Pvt Ltd~~ Road, Holi, Pune 412207

**Info@shawtoyota.in** **www.shawtoyota.in** **+91 20 26119500**

Page 1 of 11