

**BHARAT FORGE**

Ref No : PD/2017

18 Jul 2017

Appointment Order

Strictly Confidential

To,  
Mr. Omkar D. Machale  
A/P- Shethphalgade,  
Tal- Indapur  
Pune

Dear Sir,

With reference to the interview you had with us, we are pleased to inform you that you have been selected for employment in our Organization as **Jr. Engineer** on the following terms and conditions: -

- 1 You will be paid a Basic Salary of Rs. 10,600/- (Rupees Ten Thousand Six Hundred Only) P.M.
- 2 You will be paid House Rent Allowance of Rs.2,000/- (Rupees Two Thousand Only) p.m.
- 4 You will be paid Conveyance Allowance of Rs.1,600/- (Rupees One Thousand Six Hundred Only) p.m.
- 5 You will be paid Education Allowance of Rs.300/- (Rupees Three Hundred only) p.m.
- 6 You will be paid Medical Allowance of Rs.225/- (Rupees Two Hundred Twenty Five Only) p.m.
- 7 You will be entitled to Leave Travel Assistance of Rs.6000/- (Rupees Six Thousand Only) once in a financial year ending on 31st March, after completion of one year of service.



# BHARAT FORGE

Ref No: PD/Bara/2018

17 Jan 2018

Mr. Omkar D. Machale

T.No: 45327

Designation: Jr. Engineer

Dept: MCD- Baramati

**Sub : Confirmation**

Dear Mr. Omkar D. Machale,

You have joined our Organization as Jr. Engineer on 18 Jul 2017

Taking into account your performance during the probation period, we are pleased to confirm you in services of the organization with effect from 17 Jan 2018.

We hope you will continue to work with the same zeal and vigor and we look forward to a long and cordial relationship.

With best wishes,

Thanking you,

Yours truly,

**For Bharat Forge Ltd.**

S B Pustake

~~President - (CAM) Baramati~~



**KALYANI**  
**GROUP COMPANY**

# OFFER

15 Nov 2021

To: Vaishnavi Bhute, Baramati, Pune

From: Chitra Duvedi, Enhance & Excel, Pune

Sub: Offer for Employment as Business Development Executive



We are pleased to offer you a post of "Business Development Executive" at Enhance & Excel

Your role will include –

- Understanding our offerings
- Prepare marketing collaterals as and when needed
- Preparing marketing database
- Reaching out the prospective clients through mail / phone call and personal visit as is appropriate.
- Support social media campaigns

You may please join on 7<sup>th</sup> Dec 2021 at our office located in "office no 313, SPECTRA, Paud road, Near Krishna Hospital, Kothrud, Pune 411038"

Remuneration for marketing person is split into fixed and variable components – In your case fixed component is INR 12,000/- per month, variable component will be 2% of the sales achieved by you calculated at the end of every quarter and paid as 1/3 every month next quarter. However considering the fact that you may not be able to generate any business in first 4 months – we will provide INR 3000/- per month as fixed amount for variable component. After first 4 months variable component will be calculated at actual.

ESI and professional tax will be deducted as per government rules.

We expect that you will follow the best professional ethics and strive to achieve the excellence through hard work and continuous learning.

*Chitra Duvedi*

Chitra Duvedi, MD and CEO

16/7,8,9,  
Yogiraj Co-op. Hsg. Soc  
Opp. Hotel Kall  
Off Karve Road, Pune 41  
Tel. No: 020-25457  
Cell : +91 9822613  
Email : [chitra@enhanceandexcel.com](mailto:chitra@enhanceandexcel.com)  
[www.enhanceandexcel.com](http://www.enhanceandexcel.com)



23-11-2021

**Swapna Shendge**  
**PUNE, MH.**

**Dear Swapna,**

We are delighted to offer you a position as **Business Development Executive** with IFAS Publications. [IFAS]

IFAS will provide you with a total compensation package that consists of your base salary, statutory retirement benefits and participation in our Global Bonus Plan.

The Cost to Company offered to you which includes the following:

- An annualized CTC of **Rs 2,04,000** /- (including HRA)

Your anticipated start date will be **26 -November -2021**. Your home office would be in **Pune, India**.

**You shall be on probation period of 6 months.**

The realisation of the above items is subject to the terms set forth in Annexure 'A' under the respective clauses.

We are looking forward to your joining us. Our top priority is to employ individuals, like you, who can use their business knowledge and creativity to add value to IFAS and its clients. We are sure that you would find life with IFAS to be motivating and challenging.

On your first day of employment, please report to our office at **Pune** at **10:00 a.m.** along with the documents mentioned in Annexure 'C'. Should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance as this impacts your experience with IFAS.

Kindly return a copy of letter duly counter signed by you, when you receive the hard copy of the same, in acceptance of the terms and conditions set out herein. Please refer to the Annexure "A" of this letter for details on the Terms of Employment, which shall apply to your employment. By signing a copy of this letter, you agree to abide by these terms and any other published terms in effect from time to time throughout the period of your employment.



Best Regards  
Romila Tutoo  
Director, Hiring | IFAS

**I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the Company as detailed below.**

Signature :   
Name : Romila Tutoo  
Date : 23-11-2021



|                                                                                                                                    |                                                                     |                    |                                       |                         |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------|---------------------------------------|-------------------------|
| <b>Employee Name</b>                                                                                                               | <b>Swapna Shendge</b>                                               | <b>Designation</b> | <b>Business Development Executive</b> |                         |
|                                                                                                                                    |                                                                     |                    |                                       | <b>Salary Structure</b> |
| <b>S. No.</b>                                                                                                                      | <b>Components Details</b>                                           |                    | <b>Monthly</b>                        | <b>Annual</b>           |
| <b>A</b>                                                                                                                           | <b>Fixed</b>                                                        |                    |                                       |                         |
| 1                                                                                                                                  | Basic Salary                                                        |                    | 5,950                                 | 71,400                  |
| 2                                                                                                                                  | Conveyance Allowance                                                |                    | 800                                   | 9,600                   |
|                                                                                                                                    |                                                                     |                    |                                       |                         |
| <b>B</b>                                                                                                                           | <b>Flexible</b>                                                     |                    |                                       |                         |
| 3                                                                                                                                  | House Rent Allowance                                                |                    | 3,570                                 | 42,840                  |
|                                                                                                                                    |                                                                     |                    |                                       |                         |
|                                                                                                                                    | <b>Special Allowance</b>                                            |                    |                                       |                         |
| 4                                                                                                                                  | Special Allowance                                                   |                    | 6,680                                 | 80,160                  |
|                                                                                                                                    |                                                                     |                    |                                       |                         |
| <b>C</b>                                                                                                                           | <b>Base Salary = (1 + 2 + 3 + 4)</b>                                |                    | <b>17,000</b>                         | <b>2,04,000</b>         |
|                                                                                                                                    |                                                                     |                    |                                       |                         |
|                                                                                                                                    |                                                                     |                    |                                       |                         |
| <b>D</b>                                                                                                                           | <b>Retiral Benefits</b>                                             |                    |                                       |                         |
| 5                                                                                                                                  | Employer Contribution of Provident Fund                             |                    |                                       |                         |
|                                                                                                                                    |                                                                     |                    |                                       |                         |
|                                                                                                                                    | <b>** Total Cost to the Company (Before Tax Deduction ) = D + E</b> |                    | <b>17,000</b>                         | <b>2,04,000</b>         |
|                                                                                                                                    |                                                                     |                    |                                       |                         |
| <b>E</b>                                                                                                                           | <b>Deductions</b>                                                   |                    |                                       |                         |
| 6                                                                                                                                  | Profession Tax                                                      |                    | 200                                   | 2,400                   |
| 7                                                                                                                                  | Employee Contribution of Provident Fund                             |                    |                                       |                         |
|                                                                                                                                    |                                                                     |                    |                                       |                         |
| <b>G</b>                                                                                                                           | <b>Net Pay</b>                                                      |                    | <b>16,800</b>                         | <b>2,01,600</b>         |
| <b>** The above stated elements of compensation are taxable as per applicable Income Tax Laws</b>                                  |                                                                     |                    |                                       |                         |
| <b>*Note: The program may be amended or withdrawn at any time and plan guidelines may be adjusted at the Company's discretion.</b> |                                                                     |                    |                                       |                         |



## **ANNEXURES**

Annexure 'A' - Terms of Employment

Annexure 'B' - Elements of Compensation

Annexure 'C' - Documents to be submitted on the Date of Joining



## **Annexure 'A' - Terms of Employment**

We are detailing below some of the significant terms of employment and employment policies that will apply to you at IFAS Publications ("IFAS"). Please ensure that you read and fully understand all the policies.

This offer supersedes all prior understandings, negotiations and agreements, whether written or oral, between you and IFAS as to the subject matter covered by this offer letter. During the term of your employment with the Company, you will be subject to all rules and regulations in accordance with Company policy as applicable, enforced, amended or altered from time to time.

### **COMPENSATION AND BENEFITS**

Your annual compensation will be as per the schedule annexed here to and will be subject to deduction of tax at source. It should be appreciated that salary structure is designed based on certain statutory / IT laws and keeping in line with industry norms/ practices and employee feedback. Hence it is subject to change based on any of these inputs or on promotion or depending on the options exercised by you for claiming certain tax friendly benefits on your joining.

Your total compensation package is the sum total of Base, and Retirals mentioned below:

#### **A. Base**

(Base comprises of fixed and flexible elements of base compensation.  
People have a choice to decide on the flexible elements of base compensation.)

#### **Fixed Elements of Base Compensation**

Basic Salary  
Conveyance Allowance

#### **Flexible Elements of Base Compensation**

House Rent Allowance (HRA)  
Special Allowance





## B. Retirals

You would retire at the age of 60 years in accordance with the Company's Retirement Policy. On your retirement, you would be entitled to PF, as applicable. Please refer to the Company's Retirement Policy for further details.

## NOTICE PERIOD

The prior notice period required by either party for future termination is 60 days subject to terms and conditions set forth herein below.

- The employment offered under this agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified above. Such notice may be given at any time during the course of employment. You are employed by IFAS "at will" and not for any specific term.
- In the event an employee requests for adjustment of his/her un-availed privilege leave against the stipulated notice period then the company may in its discretion agree to do so.
- IFAS reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying salary in lieu of notice.
- Where you notified IFAS of your voluntary termination, IFAS reserves the right to accept your resignation anytime during the notice period stipulated above. You will be required to mandatorily provide minimum notice period of thirty (30) calendar days which will not be allowed to be adjusted against the un-availed privilege leave
- You shall not be entitled to any salary or any benefits after the effective date of termination of your employment with IFAS.
- In the event you do not provide the required period of notice, before voluntarily terminating your employment, IFAS reserves its right to forfeit your salary as per the requisite notice period duration. In addition, IFAS will also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.
- You acknowledge that if you fail to provide the minimum notice period of thirty days as stated above, IFAS is bound to suffer substantial damages caused due to improper transition of work. Therefore, considering the gravity of damages that could be suffered by the company, the company reserves its right to assess and recover such damages from you as it deems fit.



- In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to IFAS business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), IFAS may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
- There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

### **CAUSE FOR TERMINATION**

In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to IFAS business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), IFAS may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.

### **COMPANY PROPERTY AND CONFIDENTIALITY**

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.

During your employment with IFAS, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of IFAS any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to IFAS or any of our existing or prospective clients. Upon joining, you will be required to sign the standard IFAS Non-Disclosure, Non-Solicitation and Non-Competition Agreement regarding these and other matters relating to your employment

### **INTELLECTUAL PROPERTY**

All the proprietary rights title and interests in any and all intellectual properties, such as ideas, inventions, or works which are conceived, developed or prepared by you during your employment with the Company, shall vest with the Company absolutely

### **CODE OF ETHICS**

It is imperative for you to go through and fully comprehend IFAS Code of Ethics and abide by it.

This shall require you to read the Code of Ethics and signifying your acceptance in writing or electronically or both



## **DISCLOSURE AGREEMENT**

You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between you or any immediate relative, any such interests or circumstances which may arise during your employment

## **INSIDER TRADING**

Please note that during the period of your employment with IFAS and for a reasonable period thereafter, you will be strictly required to follow guidelines regarding insider trading and that will require compliance with India Securities laws, including but not limited to not sharing of non-public information about IFAS or any of its Clients or affiliates that may trigger insider trading violations, with anybody, including spouse and family.

## **ABSCONDING CLAUSE**

If you absent yourself without approved leave or remain absent beyond the period of leave originally approved or subsequently extended, the same shall be considered as you having voluntarily terminated the employment without giving notice unless you

- Return to work within three days of the commencement of such absence, and
- Give an explanation to the satisfaction of the Company regarding such absence.

## **LEAVE**

You will be entitled to leave, holidays and other service benefits as per the rules of the Company as amended from time to time.

## **HR LEAVE POLICY**

Normal working hours of the company are 10:00 AM to 7:00 PM Monday to Saturday.



**Leave is classified under:**

- a) Casual Leaves
- b) Sick leave
- c) National Holiday
- d) Others

**1. Casual Leave:**

Employees are eligible for 10 days casual leave per year post completion of the probation period i.e., only on being confirmed.

Casual Leave cannot be carried over to the next year.

**2. Sick Leave**

The available leave per year is 10 Days, which can be utilized by the employee post probation period.

If the employee takes more than two days sick leave at a time then he/she will be required to submit a doctor's certificate.

Sick Leave can be carried over for a maximum period of 3 years, thereafter which it lapses.

**3. National Holiday**

Employees are eligible for 7 National / Public holidays per year as below:

- Republic Day (January 26th)
- Independence Day (August 15th)
- Gandhi Jayanti (October 2nd)
- Diwali (3 Days)
- Holi (1 Day)



#### **4. For Female employees**

Monthly half day paid leave is allowed considering as menstrual leave.

#### **Permission for availing leave:**

Except for emergencies and medical reasons leave will be granted only on 10 days prior notice and approval by your managers in official mail.

#### **Permission to leave early:**

Permission should be sought from the concerned departmental head for leaving early for genuine cases only.

#### **Leaving Office during office Hours**

All employees are required to inform the concerned departmental head through official mail, if they leave office during office hours for both official and personal work. Those failing to do, will be marked as half day leave and in case of not having leave at credit, will be considered as loss of pay.

#### **Compensatory off:**

Faculties working on Sunday for Offline Classes are entitled for compensatory off. Faculties working on holidays or offs will have to inform concerned departmental head through official mail.

#### **Notice Period:**

During Notice Period, no leaves are allowed.

#### **TRAVEL**

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy

#### **PLACE OF WORK**

You may, during your employment with the Company, be considered for employment or



assignment at any other work place/branch/division of the Company within India or in any other country where the affiliates of the Company do business. Decisions for such transfers,

which may be for short duration or of a long-term or permanent nature, will depend on your suitability for the intended task and other relevant factors. In the event that such a transfer is requested by the Company, you will be required to report for duty at the new place of work from the effective date communicated to you in this regard.

### **WORK SHIFTS**

Please note that may IFAS require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy of the company.

### **EMPLOYMENT RESTRICTIONS**

Your employment with IFAS is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from Vice President, IFAS.

IFAS will have the sole discretion to approve or disapprove such a request based on IFAS's Code of Ethics and other internal guidelines for deciding such requests.

### **BACKGROUND CHECK**

Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated. If required, IFAS may also conduct client specific background checks regarding you after the commencement of your employment, in the event that a IFAS client requires background checks to be conducted as an eligibility condition for working on projects for such client and if you are staffed / are to be staffed to any such project. In the event any client prescribed background checks are to be conducted, you will be required to cooperate fully in the exercise and disclose the relevant information required from you for successfully completing such background check. Based on the results of such background check, IFAS reserves the right to withdraw your staffing on such project, or to take disciplinary action against you as appropriate.

### **DOCUMENT SUBMISSION**

You are solely responsible for the settlement of any and all dues, financial obligations and notice periods (collectively, "Dues") owed to your previous employer(s). In addition to the



documents listed in Annexure C, you must submit the "relieving letters" from your previous employer(s) at the time of joining, or within two months of joining IFAS. In case you fail to submit your "relieving letter(s)" to IFAS, you must provide IFAS with a written explanation, which may be accepted or rejected by IFAS, in its sole discretion.

You further agree that, at all times during your employment with IFAS and any time thereafter, you will indemnify and keep IFAS indemnified against any judgment, loss, liability, damage, claim, or cost that may be incurred by IFAS, whether directly or indirectly, arising out of or in connection with your non submission of the relieving letter(s) from your previous employer(s) or for non-payment of your Dues to your former employer(s). In the event any such claim is made against IFAS, or if the explanation provided by you for non-submission of the "relieving letter(s)" is found to be unsatisfactory, IFAS reserves the right to take appropriate action against you including, but not limited to, termination of your employment.

#### **CHANGE OF ADDRESS**

You shall keep IFAS informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by IFAS on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.



| Annexure "B" to Offer Letter                                                                                                                                                                                                               |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Elements of Compensation                                                                                                                                                                                                                   | Frequency of Payment/ Claim |
| <b>A. Base</b>                                                                                                                                                                                                                             |                             |
| Base comprises of fixed and flexible elements of base compensation.<br>People have a choice to decide on the flexible elements of base compensation.                                                                                       |                             |
| <b><u>Fixed Elements of Base Compensation</u></b>                                                                                                                                                                                          |                             |
| 1. Basic salary                                                                                                                                                                                                                            | Monthly                     |
| <b>2. Conveyance allowance</b>                                                                                                                                                                                                             |                             |
| Conveyance amount is paid to people to meet transportation expenses for official purposes. This component is calculated at Rs. 800 per month.<br>Conveyance Monthly allowance is not available for people opting for a company leased car. | Monthly                     |
| <b><u>Flexible Elements of Base Compensation</u></b>                                                                                                                                                                                       |                             |
| <b>3. House Rent Allowance (HRA)</b>                                                                                                                                                                                                       |                             |
| HRA is paid to people to meet cost of rental accommodation. HRA is a flexible component and can be fixed by the person at 21% of Base Salary                                                                                               | Monthly                     |
| <b>4. Special Allowance</b>                                                                                                                                                                                                                |                             |
| The special allowance is equal to Base minus (Fixed elements plus Flexible Elements) chosen by the person                                                                                                                                  | Monthly                     |
| <b>B. Retirals</b>                                                                                                                                                                                                                         |                             |
| <b>5. Provident Fund (PF)</b>                                                                                                                                                                                                              |                             |
| As per the current rules and regulations governing the company's PF scheme, the person contributes 12% of the basic salary to the fund and the company contributes an equivalent amount.                                                   | Annual                      |

The above stated elements of compensation are taxable as per applicable income Tax Laws.





### **Annexure "C":**

#### **Documents to be submitted on the Date of Joining:**

- Identification documents required (In order of preference), either:
  - Passport, or
  - Pan Card, or
  - Class 10th (X<sup>th</sup>) certificate

(Two photocopies of your Passport (If you don't have a Passport, please carry 2 copies of your Pan Card))

- Relieving and experience letter photocopy (From the last & second last organization)
- Your degree/s - Graduation or Post Graduation (last highest degree) certificate photo final year/ semester mark sheet
- Four (4) colored passport size photographs for opening your salary account with ICICI and other application form for identity card

-If you already have an account with ICICI, please carry your account details on day 1 of your joining

-Any of the following documents will suffice as your 'proof of identity' to open a ICICI salary account:

- Valid Passport
  - Voter's ID Card
  - Pan Card
  - Ration Card
- 
- Provident Fund (PF) number and details from the previous organization
  - Your PAN Card.

Please Note: If you "**DO NOT**" have a PAN card, apply for it immediately, by logging to the below link:

<https://tin.nsdl.com/pan/index.html>

Any delays in submitting the PAN number, may delay our Finance Payroll team in processing your salary.

Employee Signature



**Apprenticeship Offer cum Appointment Letter**

**Date: November 27, 2021**

**Mr. Siddik Sachin Bagwan**

**Laxminagar phaltan  
Phaltan  
RINGROAD PHALTAN, Phaltan  
Maharashtra, 415523**

**Dear Siddik,**

**Congratulations!!!**

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program . Your designation under the METEOR would be an **Analyst** We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

**Regards**

**Offered By: Andrews Simon  
Designation: Associate Principal– Human Resources**

**Date: November 27, 2021**

**Dear Siddik,**

Further to your Contract dated **November 27, 2021** we are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**November 29, 2021**" and will continue until "**May 28, 2022**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

## **1. Work Location**

1.1. Your initial work location will be **Pune**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

## **2. Background Verification**

2.1. Your appointment as an Analyst under the METEOR is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Clauses:

## **3. Remuneration, Benefits & Privileges.**

Please refer to Annexure I for details on your remuneration and benefits applicable during your training period.

## **4. Training**

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this

# eClerx

Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 15 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

## **5. Domain-based Specialized Training**

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

## **6. Leaves**

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

## **7. Separation**

7.1. The Contract can be terminated by the Company, by giving you a notice of 15 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprenticeship tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence;
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You committing breach of any of your duties or obligations under the Contract; org. You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- h. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

## **8. Working Hours**

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

## **9. Conflict of Interest**

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to

disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

## **10. Non – Disclosure**

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

## **11. Non-Solicitation of Employees and Clients and Non-Compete**

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.

b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.

c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

## **12. Jurisdiction**

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

## **13. Applicable Company rules and regulations**

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

## **14. Change in Terms and Conditions of your employment**

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

**Regards**



**Offered By: Andrews Simon**

**Designation: Associate Principal– Human Resources**

## **ANNEXURE I**

### **Stipend and Benefits Applicable During the Contract Period**

#### **1. Stipend**

Your stipend will be Rs. 16,912 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

#### **2. Benefits**

##### **2.1 Group Medical Insurance**

a. You are eligible for a floater medical insurance cover of INR 100,000.

b. You may also opt for an additional cover for your family, including your spouse, children, and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

c. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

##### **2.2 Group Personal Accident Insurance**



# eClerx

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- b. The policy covers disablement (temporary and permanent both) and death caused due to accidents.

## 2.3 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of **INR 1,400** will be deductible from your fixed stipend every month.

## ANNEXURE II

### Salary Structure Applicable on Absorption to the Company's Rolls on Successful Completion of the Training Period

**Name:** Siddik Sachin Bagwan

**Designation:** Analyst

**Date of Joining:** November 29, 2021

| <b>SALARY OFFER BREAK-UP</b>    | <b>Amount (INR)</b> | <b>Annual Amount (INR)</b> |
|---------------------------------|---------------------|----------------------------|
| Basic Pay                       | 8,456               | 101,472                    |
| House Rent Allowance            | 423                 | 5,076                      |
| Other Allowance                 | 3,766               | 45,192                     |
| Bonus                           | 2,800               | 33,600                     |
| <b>Cash Compensation</b>        | <b>15,445</b>       | <b>185,340</b>             |
| Retiral Fund                    | 1,467               | 17,604                     |
| <b>Total Fixed Compensation</b> | <b>16,912</b>       | <b>202,944</b>             |
| Performance Bonus               | 1,353               | 16,236                     |
| <b>Cost To Company</b>          | <b>-</b>            | <b>219,180</b>             |
| Gratuity                        | -                   | 4,881                      |
| <b>Total Cost to Company</b>    | <b>-</b>            | <b>224,061</b>             |

- Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation.

4. The Company is also pleased to extend the following benefits to you:

#### 4.1 Group Medical Insurance

- You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

#### 4.2 Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to

accidents

#### 4.3 Night Shift Allowance

- a. In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance
- b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

#### 4.4 Language Allowance

- a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary
- b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

#### 4.5 Transport

- a. The Company offers subsidized transport to its employees, basis the local transport
- b. Should you wish to avail, an amount of INR **1,400** will be deductible from your fixed stipend every.

#### Other Notes:

##### 1. Taxation

- a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your stipend.
- b. The Company shall be entitled to deduct from your stipend, income tax, other taxes and levies which it is liable to deduct at source.

##### 2. Gratuity

On being absorbed as an employee on the rolls of the Company after the successful completion of your Program, your tenure as Apprentice would be counted towards gratuity entitlement, for the purposes of the Payment of Gratuity Act, 1972 and the amendments made thereafter. Gratuity is payable for the duration you were under the training period at eClerx.

##### 3. Performance Bonus

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the Company on bonus payments to you, including those required by statute.
- b. Bonus pay-out is contingent on your performance, and will be prorated basis the date of joining or changes in salary as per the Company's policy.

Regards



**Offered By: Andrews Simon**  
**Designation: Associate Principal– Human Resources**

Accepted by: \_\_\_\_\_

(Name and Signature)  
Date:

## LETTER OF OFFER

28<sup>th</sup> October, 2021

Dear Mr. Shridhar Takale,

Congratulations!!

We are pleased to offer you an employment based on your application and subsequent interview with us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Business Associate** and will be based at our **Pune Office**.
2. Your date of commencement of Employment will be on **9th November 2021**. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
3. Your Stipend including reimbursements and benefits will be **INR 5,000/- (Five Thousand only)** per month which shall be as per the enclosed in annexure A as of two months period from your joining. We will revise your position as "Relationship Manager" as well as salary on the basis of your performance.
4. Your employment with the Company is contingent upon Submission of **Soft and Hard Copy** of the following documents on the date of joining.
  - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C)
  - b) Academic Certificates all from 10th to Highest (Original & Xerox)
  - c) Relieving letter from previous employer (Original & Xerox)
  - d) Appointment letter / Increment letter of previous employer (Original & Xerox)
  - e) Proof of compensation last drawn (3 Months – Original & Xerox)
  - f) 2 copies of PAN Card and Aadhar Card Copy
  - g) Four passport size photographs (Recent)
5. You agree that by accepting this offer, you are giving your explicit consent for the Company and any associated company or agency appointed by the Company to process your personal data, including sensitive personal data where necessary, whether electronically or manually for personnel administration and management purposes and where necessary to make such data available to its advisors, suppliers and other providers of services to the Company or other regulatory authorities and otherwise as required by law. Further, you agree that the Company may transfer such data to and from its companies and any other associated companies in India, and elsewhere.
6. This offer of employment is given to you on the assumption that the information / documents furnished by you are true and correct. In case any information / document provided by you if subsequently found to be false / forged, this offer of employment shall stand revoked automatically.

We as a Company looking for your services and Mutual beneficial growth along with us.

Yours truly,

PROPINN PROPERTIES PVT LTD.

I accept the offer as outlined above.

*Mohite sm.*

Human Resource- Manager

Mr. Shridhar Takale

**Propinn Properties Pvt. Ltd.**

501-502, Vasundhara Plaza, DP Rd, Vishal Nagar, Pimple Nilakh, Pune-411027

Connect on: +91 8308555333

## LETTER OF OFFER

28<sup>th</sup> October, 2021

Dear Mr. Suraj Khavale,

### Congratulations!!

We are pleased to offer you an employment based on your application and subsequent interview with us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Business Associate** and will be based at our **Pune Office**.
2. Your date of commencement of Employment will be on **9th November 2021**. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
3. Your Stipend including reimbursements and benefits will be **INR 5,000/- (Five Thousand only)** per month which shall be as per the enclosed in annexure A as of two months period from your joining. We will revise your position as "Relationship Manager" as well as salary on the basis of your performance.
4. Your employment with the Company is contingent upon Submission of **Soft and Hard Copy** of the following documents on the date of joining.
  - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C)
  - b) Academic Certificates all from 10th to Highest (Original & Xerox)
  - c) Relieving letter from previous employer (Original & Xerox)
  - d) Appointment letter / Increment letter of previous employer (Original & Xerox)
  - e) Proof of compensation last drawn (3 Months – Original & Xerox)
  - f) 2 copies of PAN Card and Aadhar Card Copy
  - g) Four passport size photographs (Recent)
5. You agree that by accepting this offer, you are giving your explicit consent for the Company and any associated company or agency appointed by the Company to process your personal data, including sensitive personal data where necessary, whether electronically or manually for personnel administration and management purposes and where necessary to make such data available to its advisors, suppliers and other providers of services to the Company or other regulatory authorities and otherwise as required by law. Further, you agree that the Company may transfer such data to and from its companies and any other associated companies in India, and elsewhere.
6. This offer of employment is given to you on the assumption that the information / documents furnished by you are true and correct. In case any information / document provided by you if subsequently found to be false / forged, this offer of employment shall stand revoked automatically.

We as a Company looking for your services and Mutual beneficial growth along with us.

Yours truly,

PROPINN PROPERTIES PVT LTD.

I accept the offer as outlined above.

*Mohite sm.*

Human Resource- Manager

Mr. Suraj Khavale

**Propinn Properties Pvt. Ltd.**

501-502, Vasundhara Plaza, DP Rd, Vishal Nagar, Pimple Nilakh, Pune-411027

Connect on: +91 8308555333

# Gadre & Bhide

Chartered Accountants

1263, Shukrawar Peth, Subhash Nagar, Lane -5, Pune -411002 Tel 24470550 / 938 24495828  
Fax 24484099 email anpuranik@hotmail.com, gadreandbhide@gmail.com

Date: 27/09/2021

This is to state that **MONIKA ANNA SAWANT** has joined our firm, Gadre & Bhide, Chartered Accountants from **6<sup>th</sup> July 2021** as an Audit & Accounts Assistant.



For Gadre & Bhide,  
Chartered Accountants

*M. N. Kulkarni*

(CA Mrs. M. N. Kulkarni)  
Partner

## Strategic Manpower Solutions Limited

Ref: HR/JUN/15/K2/53259841/50658447/1000457158

Date :26 June, 2015

Mr. Akshay shinde

State:

### Offer cum Appointment Letter

Dear Mr. Akshay shinde,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **as Associate** in the employment of the company.

You will join us on or before **01.07.2015**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **as Associate** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 1,08,000/- per annum (Rupees One Lac(s) Eight Thousand Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.



## Strategic Manpower Solutions Limited

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**

# Strategic Manpower Solutions Limited

## Annexure - I

|                              |            |
|------------------------------|------------|
| Name: Mr. Akshay shinde      |            |
| Grade: K2                    |            |
| Designation: Sales Associate |            |
|                              |            |
| Monthly Payments             | Rs.        |
| Basic                        | 6.500,00   |
| House Rent Allowance         | 2.500,00   |
| Conveyance Allowance         | 0,00       |
| Gross Per Month (A)          | 9.000,00   |
| Provident Fund               | As Per Act |
| ESIC                         | As Per Act |
| Annual Bonus                 | As Per Act |
| Gross Per Annum (A * 12)     | 108.000,00 |

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

### List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof

# Strategic Manpower Solutions Limited

## Annexure - III

Instructions to fill PF Nomination Form for candidates:

Your Username: 53259841@sms  
Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

## Annexure - IV

### TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

## Strategic Manpower Solutions Limited

8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

## Strategic Manpower Solutions Limited

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

## Strategic Manpower Solutions Limited

26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Employee Profile

**Employee No.:** 60334917

**Employee Name:** Akshay Shinde

### Official Records

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| <b>Company Name</b>                     | : Reliance Jio Infocomm Ltd        |
| <b>Joining Date</b>                     | : 01.08.2016                       |
| <b>Cadre(Emp.Group)</b>                 | : Agency Employee Staff ( K )      |
| <b>Designation(Emp.SubGroup)</b>        | : Sr. Associate ( K3 )             |
| <b>Position</b>                         | : Sales Associate                  |
| <b>Business</b>                         | : CDIT                             |
| <b>Function</b>                         | : MY JIO Store                     |
| <b>Segment</b>                          | : Site Operations                  |
| <b>Family</b>                           | : My JIO Store                     |
| <b>Class</b>                            | : Store Ops - JIO-AO               |
| <b>Work Location</b>                    | : My Jio Store - Digital           |
| <b>Cost Center</b>                      | : MAHARASHTRA - S&D ( 0035530182 ) |
| <b>L1</b>                               | : Mohsin Shaikh                    |
| <b>L2</b>                               | : Ankur Agarwal                    |
| <b>HR Business Partner</b>              | : Sumeet Shetty                    |
| <b>Experience Reliance (Yrs./Mths.)</b> | : 5.3                              |
| <b>Experience Previous (Yrs./Mths.)</b> | :                                  |

### Personal Records

|                                            |                       |
|--------------------------------------------|-----------------------|
| <b>Date of Birth</b>                       | : 16.01.1996          |
| <b>Gender</b>                              | : Male                |
| <b>Marital Status</b>                      | : Married             |
| <b>Married Since</b>                       | : 18.07.2021          |
| <b>Mother tongue</b>                       | : MARATHI             |
| <b>Religion</b>                            | : Hindu               |
| <b>Caste</b>                               | : Schedule Caste      |
| <b>Nationality</b>                         | : Indian              |
| <b>Domicile State</b>                      | : Maharashtra         |
| <b>Height (Cms)</b>                        | : 167.00              |
| <b>Blood group</b>                         | : O +                 |
| <b>Identification mark</b>                 | : black dot on face   |
| <b>Handicaped</b>                          | : NO                  |
| <b>Aadhar No.</b>                          | : 300351552153        |
| <b>PAN No.</b>                             | : GLUPS5491A          |
| <b>Bank Name</b>                           | : STATE BANK OF INDIA |
| <b>Bank A/C No.</b>                        | : 32804521343         |
| <b>Passport No./Issue Date/Expiry Date</b> | :                     |
| <b>Place of Issue</b>                      | :                     |

**Family Background**

| Name         | Relation | Birthdate  | Insnc. Elg. |
|--------------|----------|------------|-------------|
| Divya Shinde | Spouse   | 07.07.2001 | Yes         |
| DILIP Shinde | Father   | 01.01.1967 | Yes         |
| MAYA Shinde  | Mother   | 01.01.1974 | Yes         |

**Experience Details**

| Previous Employer | Responsibility | Period    |         |
|-------------------|----------------|-----------|---------|
|                   |                | From Date | To Date |
|                   |                |           |         |

**Qualification Details**

| Degree/Certificate | Board University   | Year |
|--------------------|--------------------|------|
| B.Com              | SHIVAJI UNIVERSITY | 2018 |

**Nominee Details**

| Benefit Type     | Nominee           | Relationship | Shr(%) | Guardian |
|------------------|-------------------|--------------|--------|----------|
| GPAI & GTLI      | MAYA DILIP SHINDE | MOTHER       | 100    |          |
| Gratuity Benefit | MAYA DILIP SHINDE | MOTHER       | 100    |          |
| PF Benefit       | MAYA DILIP SHINDE | MOTHER       | 100    |          |
| Pension Benefit  | MAYA DILIP SHINDE | MOTHER       | 100    |          |



**Communication Details****Permanent Address**

|                        |                   |
|------------------------|-------------------|
| Care of                | Mr. Akshay Shinde |
| House / Wing No.       | Anandnagar        |
| Building / Street name | khunte            |
| Landmark / Area        | near water tank   |
| City                   | phaltan           |
| District               | satara            |
| Postal / Pin code      | 415523            |
| State                  | Maharashtra       |
| Country                | India             |

**Permanent Address**

|                        |                   |
|------------------------|-------------------|
| Care of                | Mr. Akshay shinde |
| House / Wing No.       | 15                |
| Building / Street name | khunte            |
| Landmark / Area        | near water tank   |
| City                   | phaltan           |
| District               | satara            |
| Postal / Pin code      | 415523            |
| State                  | Maharashtra       |
| Country                | India             |

**Emergency Contact Details**

|                        |                                   |
|------------------------|-----------------------------------|
| Care of                | Nitin Kakade                      |
| House / Wing No.       | 11                                |
| Building / Street name | kakade house khunte               |
| Landmark / Area        | near primary School Hanuman nagar |
| City                   | phaltan                           |
| District               | satara                            |
| Postal / Pin code      | 415523                            |
| State                  | Andaman and Nicobar               |
| Country                | India                             |

**Emergency Tel No.**

9823921300

**Residence Tel No.**

7020809461

**Mobile No.****Work Mail ID****Personal E-Mail ID**

AKSHAY16196@GMAIL.COM

Date: 30-09-2021

To,  
Mr. Eshwar Vijay Dhainje,  
Empcode -1518842

**FIXED TERM CONTRACT OF EMPLOYMENT**

We are pleased to appoint you in our organisation as Field Executive, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 21-09-2021 to 20-09-2022. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time. It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it. In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post availing benefit.
6. You will be covered under a Medical Insurance upto 100000 per annum and Group Accident Insurance Scheme of 200000 & Group Terms Life Insurance of 0. This policy will come into effect after 30 days of your joining the company.
7. You will be eligible for leave as per the clients company policy, during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at Sustainable Agro-Commercial Finance Ltd. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 15 days notice in writing or salary in lieu of notice, to the other.
11. At Randstad your privacy is important to us. By submitting your personal information, you have agreed and consented to Randstad's processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Wishing you the very best!  
Yours truly,

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

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**Acceptance:**

I Eshwar Vijay Dhainje have read and hereby accept the above mentioned terms and conditions

Signature : 2259750

Date : 30-09-2021 10:28:06

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Mr. Eshwar Vijay Dhainje,  
Empcode -1518842

Date: 30-09-2021

**DEPUTATION LETTER**

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to Sustainable Agro-Commercial Finance Ltd with effect from 21-09-2021 at their Tembhurni office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 21-09-2021, be required to work at our clients office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from Sustainable Agro-Commercial Finance Ltd and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by Sustainable Agro-Commercial Finance Ltd.
5. You shall be bound to follow the working hours of Sustainable Agro-Commercial Finance Ltd.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside Sustainable Agro-Commercial Finance Ltd and use such information only in connection with the service provided to Sustainable Agro-Commercial Finance Ltd.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against Sustainable Agro-Commercial Finance Ltd. This arrangement is purely a contractual agreement between Randstad and Sustainable Agro-Commercial Finance Ltd for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of Sustainable Agro-Commercial Finance Ltd or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of Sustainable Agro-Commercial Finance Ltd entrusted to you in the due discharge of your duties and shall indemnify Sustainable Agro-Commercial Finance Ltd when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Yours truly,  
**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
Head - HRSSC

I, Eshwar Vijay Dhainje have read and hereby accept the above mentioned terms and conditions

Signature : 2259750

Date : 30-09-2021 10:28:06

**Schedule A**

**Assignment Details of Eshwar Vijay Dhainje**

|                                 |                                         |
|---------------------------------|-----------------------------------------|
| <b>Name</b>                     | <b>Eshwar Vijay Dhainje</b>             |
| <b>Client Name</b>              | Sustainable Agro-Commercial Finance Ltd |
| <b>Place of Deputed</b>         | Temburni                                |
| <b>Designation</b>              | Field Executive                         |
| <b>Start date of Assignment</b> | 21-09-2021                              |
| <b>End date of Assignment</b>   | 20-09-2022                              |

**Annexure 1: Salary Break - Up Details**

| Component                        | Monthly          | Yearly            |
|----------------------------------|------------------|-------------------|
| Basic                            | 12,286.00        | 147,432.00        |
| House Rent Allowance             | 2,654.00         | 31,848.00         |
| <b>Gross Salary</b>              | <b>14,940.00</b> | <b>179,280.00</b> |
| Employer's Contribution to ESI   | 486.00           | 5,832.00          |
| Employer's Contribution to EPF   | 1,474.00         | 17,688.00         |
| Insurance                        | 86.00            | 1,032.00          |
| <b>CTC (Cost to the company)</b> | <b>16,986.00</b> | <b>203,832.00</b> |
| Employee's Contribution to EPF   | 1,474.00         | 17,688.00         |
| Employee's Contribution to ESI   | 113.00           | 1,356.00          |
| <b>Net-Take Home</b>             | <b>13,353.00</b> | <b>160,236.00</b> |

\* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.

\* Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**

**Accepted By**

*S. Balakrishnan*

2259750

**Authorized Signatory**  
**Balakrishnan S**  
Head - HRSSC

**Eshwar Vijay Dhainje**



Reference No. - 1384127917

Ganesh Khandagale

Date: 27 Oct 2021

Name: Ganesh Khandagale

Reference ID: 1384127917

Dear Ganesh,

**Sub: Participation in certificate course in Sales Management at ICICI Bank Sales Academy**

**Congratulations!**

With reference to your application and subsequent interview for the position of Sales Officer at ICICI Bank, we are pleased to confirm your selection to join the ICICI Bank Sales Academy as part of Sales Management Certificate Course (hereinafter referred to as "Certificate Course"). On completion of the Certificate Course, which includes classroom training and on the job internship, you shall be awarded a certificate in Sales Management.

On successful completion of classroom training, you will undergo 15 days of on the job internship at ICICI Bank. On commencement of on the job internship at ICICI Bank, you will be absorbed in the grade of Sales Officer Trainee posted at **PUNE-URULI KANCHAN\_BR**. The date of joining ICICI Bank post successful completion of classroom training will be informed to you at the Sales Academy during your classroom training.

On successful completion of the 15 days on the job internship, you shall be fitted at the grade of Officer and shall be on probation for a period of 11 months from date of completion of on the job internship or such extended period as may be decided by ICICI Bank depending on your performance during the probation period. On successful completion of probation period including that of extended period, if any, you shall be confirmed in the services of ICICI Bank by way of a written communication. Your role as a sales officer would entail new customer acquisition, generation of prospective customer base, outdoor field sourcing and other activities relevant to the role.

The following detailed terms and conditions shall govern classroom training, on the job internship period and your employment with ICICI Bank which includes probation

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India,

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.



### Certificate Course Details & Benefits

1. The classroom training would span over a period of 15 (fifteen) days in ICICI Bank Sales Academy followed by 15 (fifteen) days of on the job internship at ICICI Bank. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.
2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **22-Oct-2021** You are required to report at the academy on **20-Oct-2021**.
3. You will be reimbursed the cost of train travel by sleeper class for the travel to city of the ICICI Sales Academy to join at the Certificate Course by the shortest route from your current place of stay, on submission of original ticket for the journey.
4. The course fee of the Sales Management certificate program is Rs 17,500/- along with the applicable service tax, out of which you are required to pay to the sales academy Rs. 12,500/- along with the applicable service tax, at the time of joining the course. The fee is inclusive of expenses on faculty, training material, boarding and lodging etc.
5. For the first 15 days of the Certificate Course at ICICI Bank Sales Academy, you will be provided with boarding and lodging facilities by ICICI Bank. There shall be no stipend paid to you during this period of Certificate Course.
6. ICICI Bank shall have the right to allot you any duties/role for which you may be considered competent on successful completion of the on the job internship programme and shall also have the right to post/transfer you to any of its own branches/offices and/or to any of the ICICI Group Companies/Subsidiary Companies, depending upon the exigencies/requirement.
7. During the Certificate Course and employment with ICICI Bank you will be governed by the terms and conditions framed by ICICI Bank Sales Academy/ICICI Bank from time to time.
8. Your joining the Certificate Course, subsequent appointment at ICICI Bank and your continuation in employment is subject to your being found medically fit by a Bank appointed doctor and reference checks.
9. Your appointment and your continuation in employment are subject to your successful completion of your graduation and submission of your certificate and mark sheet within 3 months of joining.

**ICICI Bank Limited**  
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Regd. Office : "Landmark",  
 Race Course Circle,  
 Vadodara 390007, India.



10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

- a. Any breach on your part of the terms and conditions of the Certificate Course or the employment with ICICI Bank that may be promulgated by ICICI Bank/ ICICI Bank Sales Academy from time to time.
- b. Any incorrect information or documents furnished by you.
- c. Any act of commission and omission on your part which is prejudicial to the interest and reputation of the ICICI Bank/ICICI Bank Sales Academy.

11. Remuneration:

- a. During on the job internship period, you will be paid an all-inclusive gross lump sum stipend of Rs. 7,636/- (Rupees Seven Thousand Six Hundred and Thirty Six only) per month. This is subject to necessary taxes and deductions.
- b. On successful completion of on the job internship and on commencement of the probation period, you will be absorbed in the grade of Officer on a total annual salary (on a cost-to-company basis) of **Rs. 2,24,686 lakhs (Rupees Two Lakhs Twenty Four Thousand Six Hundred Eighty Six Only)**, the breakup of which is mentioned in subsequent paragraphs.
- c. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- d. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- e. You will be covered under Group Medical Insurance, Group Life Insurance and Group Personal Accident Insurance Schemes of ICICI Bank from the commencement of on-the-job internship.
- f. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the





10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

- a. Any breach on your part of the terms and conditions of the Certificate Course or the employment with ICICI Bank that may be promulgated by ICICI Bank/ ICICI Bank Sales Academy from time to time.
- b. Any incorrect information or documents furnished by you.
- c. Any act of commission and omission on your part which is prejudicial to the interest and reputation of the ICICI Bank/ICICI Bank Sales Academy.

11. Remuneration:

- a. During on the job internship period, you will be paid an all-inclusive gross lump sum stipend of Rs. 7,636/- (Rupees Seven Thousand Six Hundred and Thirty Six only) per month. This is subject to necessary taxes and deductions.
- b. On successful completion of on the job internship and on commencement of the probation period, you will be absorbed in the grade of Officer on a total annual salary (on a cost-to-company basis) of **Rs. 2,24,686 lakhs (Rupees Two Lakhs Twenty Four Thousand Six Hundred Eighty Six Only)**, the breakup of which is mentioned in subsequent paragraphs.
- c. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- d. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- e. You will be covered under Group Medical Insurance, Group Life Insurance and Group Personal Accident Insurance Schemes of ICICI Bank from the commencement of on-the-job internship.
- f. You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the



rolls of the bank and he/she has not resigned and / or is serving notice period.

#### 11. Supplementary Allowances:

- g. You will be eligible for a Supplementary Allowance of Rs. 65,400/- (Rupees Sixty Five Thousand and Four Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- h. The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

#### 12. Superannuation Allowances:

- a. You will be eligible for a Superannuation Allowance of Rs. 10,800/- (Rupees Ten Thousand Eight Hundred only) per annum.

#### 13. Benefits:

- a. Comprehensive Mediclaim Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- b. You will also be eligible for Retirement Benefits of ICICI Bank; namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- c. The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- d. Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank

#### Other Terms and Conditions of Service:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.



1. **Professional Ethics & Confidentiality:** While you are in the service with ICICI Bank including on the job internship period, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, 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 ICICI Bank. You will not divulge details like your compensation structure (CTC), performance rating, variable pay amount, increment, etc. and will not divulge to any person or utilize any of ICICI Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside ICICI Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
2. **IT Security Practice & Procedures:** While you are in the service with ICICI Bank including on the job internship period, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
3. **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.  
  
After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
4. **Transfer:** ICICI Bank shall have the right to transfer you to any of its offices or ICICI Group companies in India and abroad.
5. **Joining Competitor:** In the event of termination of your services by ICICI Bank or your resignation from the services of ICICI Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
6. Please note that during the course of your services with ICICI Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with ICICI Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of ICICI



Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by ICICI Bank.

Please note that during the course of your services with ICICI Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.

7. Please note that while joining the services of ICICI Bank and during the course of your services with ICICI Bank, you would be required to notify ICICI Bank immediately with details of civil or criminal case/s instituted against you in any court of law or any complaint/show cause notice /prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of chargesheet /arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
8. ICICI Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest/s in respect of matters pertaining to your services with ICICI Bank would amount to breach of employment contract leading to initiation of appropriate action.
9. Please note that during the course of your services with ICICI Bank, you will not take part in any demonstration/agitation against ICICI Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of ICICI Bank leading to initiation of appropriate action.
10. **Termination of Employment:** In addition to what has already been mentioned in the foregoing, your services with ICICI Bank are liable to be terminated: Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with ICICI Bank including you're on the job internship in the event of:
  - i. Any breach of the conditions mentioned in this letter on your part
  - ii. Any incorrect information furnished by you like:
    - Mismatch in your previous employment data even for a day
    - Mismatch in your previous pay slip
    - Fake qualification certificates etc.

**General:**

11. You will be bound by the Rules and Regulations of ICICI Bank.
12. You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Digitally signed by REVATI ABHAY WAGH  
Date: 2021.10.27 21:30:18 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.



### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of receiving confirmation about your medical fitness. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) Aadhar Card
- 6) Medical reports (If you have completed medical test from other than SRL Diagnostic Center, please upload medical reports)
- 7) PAN Card

You are required to carry all original documents for verification on the day of joining.



### Remuneration Details

**Name :** Ganesh Khandagale

**Position :** Sales Officer Trainee

**Group :** RETAIL BANKING GROUP

|                                                                       | Monthly     |
|-----------------------------------------------------------------------|-------------|
| Basic                                                                 | 3,400       |
| HRA                                                                   | 1,700       |
| Allowance                                                             | 1,900       |
| PF**                                                                  | 636         |
| <b>Total</b>                                                          | <b>7636</b> |
| ** This total amount is subject to PF and Professional Tax Deductions |             |

Date: 27 Oct 2021

Digitally signed by REVATI ABHAY  
WAGH  
Date: 2021.10.27 21:30:19 +05:30  
Reason: Offer Letter  
Location: Mumbai

#### ICICI Bank Limited

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.



**Group:** RETAIL BANKING GROUP

**Position:** OFFICER

**Designation:** BRO - CASA

|                                   | Monthly       | Annual         |
|-----------------------------------|---------------|----------------|
| Basic                             | 6,000         | 72,000         |
| HRA                               | 3,000         | 36,000         |
| Supplementary Allowance *         | 5,450         | 65,400         |
| Superannuation Allowance          | 9,00          | 10,800         |
| <b>Total</b>                      | <b>15,350</b> | <b>184,200</b> |
| Retirals                          |               |                |
| Retirals (PF, Gratuity) **        | 1,874         | 22,486         |
| Fixed CTC                         | <b>17,224</b> | <b>206,686</b> |
| Performance Linked Retention Pay# | 1,500         | 18,000         |
| <b>Total CTC</b>                  | <b>18,724</b> | <b>224,686</b> |

\*Supplementary allowance will include Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.

\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention Pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 27 Oct 2021

Digitally signed by REVATI ABHAY WAGH

Date: 2021.10.27 21:30:19 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**

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Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.



Ref No. : 146971 / 2021

# State Street Syntel Services

A State Street and Syntel Company

StateStreet Syntel Ser Pvt Ltd  
Block S-5 Plot No. B-1  
MIDC Software Technology Park  
Talawade, Tal - Haveli  
Pune-411062, India  
Tel: 020-30615000/40701000  
CIN No: U72200MH2004PTC144362

Date: 23-Sep-2021

Priyanka Mohale,  
Shivaji mohalla Ambad

JALNA-431203.

**Subject: Employment Letter**

Dear Priyanka,

We are pleased to inform that you have been selected for employment with StateStreet Syntel Ser Pvt Ltd as **Officer KPO (GCM 1)**. Your total emoluments are **Rs. 194000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct reference checks, background checks and/or drug test before your date of joining with the Company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the Company. This offer is subject to your satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **28-Sep-2021**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A-Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (<https://www.atos-syntel.net/legal>) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,

For StateStreet Syntel Ser Pvt Ltd,

Adarsh Krishna

Head - Global Recruitment Cell

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C – Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on

Date & Signature \_\_\_\_\_

Block S-5 Plot No. B-1, MIDC Software Technology Park, Talawade, Tal - Haveli, Pune-411062, India, Tel: 020-30615000/40701000

Registered Office: 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91 22 6704 6402

# State Street Syntel Services

A State Street and Syntel Company

## Annexure A – Remuneration Details

Name: Priyanka Mohale

Designation: Officer KPO

GCM Level: GCM 1

| Compensation Components                                  | Annual (Rs.)  |
|----------------------------------------------------------|---------------|
| <b>Salary &amp; Allowances</b>                           |               |
| Basic Salary                                             | 120500        |
| House Rent Allowance                                     | 24100         |
| Advance Statutory Bonus                                  | 30700         |
| Basket of Allowance                                      | 496           |
| <b>Total Salary &amp; Allowances (A)</b>                 | <b>175796</b> |
| <b>Company's Contribution to Provident Fund (PF) (B)</b> | <b>18204</b>  |
| <b>Total Cost to Company (CTC) C = (A+B)</b>             | <b>194000</b> |

### Notes:

- (1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
- (2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
- (3) As per the Company policy, you will be covered under a company provided Medical Insurance.
- (4) You can opt for Provident fund @12% of basic as your contribution and Company contribution towards provident fund. This is scheduled activity you will be communicated in advance to avail this benefit.
- (5) Advance Statutory bonus is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in future. The frequency of payment of bonus component is subject to further modification as per management Discretion.



Adarsh Krishna

Head - Global Recruitment Cell



## **Annexure B – Terms and Conditions**

### **1. Work Related:**

1.1 The Employee shall devote his/her full time to the work of State Street Syntel Services Pvt. Ltd. (hereinafter referred to as "Company"), and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.

1.2 The appointment is being made in good faith on the basis of the Employee's resume and other information as provided by the Employee during the course of interview and mutual discussions. Company reserves the right to make suitable formal/ informal checks with educational institutions and previous employers of the Employee as may be applicable. The Employee is requested to produce all the documents as mentioned in the checklist attached on their date of joining. Any discrepancy in the information/ data provided by the Employee shall result in the termination of employment forthwith and the Employee shall indemnify the Company in full, for any losses suffered by the Company.

1.3 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and, act in good faith and in the best interests of the Company.

1.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered the Employee shall report the same immediately to the Company.

1.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.

1.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company. The Employee shall be bound by the same.

### **2. Location**

2.1. The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

#### **2.2 For Company Initiated Relocation Request**

In the event that you are required by Atos|Syntel to relocate, Atos|Syntel may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below:

- a) Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

# State Street Syntel Services

A State Street and Syntel Company

### **3. Entitlement to Work**

3.1 Procurement and timely renewal of relevant work permit in India shall solely be your responsibility and the Company shall render reasonable assistance and support on documents that you may require for this purpose. Your employment is subject to and conditional on you being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability whatsoever arising thereof.

### **4. Probation Period**

4.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining.

### **5. Integrity and Professionalism**

5.1 The company shall conduct reference checks, background checks and/or drug test before your date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the company. This offer is subject to your satisfactory completion of all the above verification made by the company. The company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo background verification/ medical examination if and when considered necessary.

### **6. Former Employer**

6.1 In the event of You becoming party to any proceeding/(s) brought by any former employer at any time during or after Your employment with the Company, You recognize and agree that You shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in Your response to such action or proceeding whether at Your own costs or otherwise. You agree that you are not expected, at any time, to disclose, to the Company and/or any member of Atos|Syntel group of companies or its directors, officers or agents, the trade secrets or any other confidential information of your former employer or any other entity.

6.2 You have represented to the Company that You are not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict Your scope and ability to work in any way for the Company or any member of the Company's group of Companies.

6.3 You have represented that you are not bound by any previous agreement in any way whatsoever from your previous employment that would limit or restrict your scope of ability to work in any way for the Company or Company's group of Companies. In the event of you having any obligation binding from your previous employer, you undertake to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to your previous employment.

## State Street Syntel Services

A State Street and Syntel Company

6.4 In case of any breach or misrepresentation on Your part in the above, the Company reserves its right to terminate your services forthwith which will be without prejudice to the right of the Company to be indemnified by You in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of your breach or misrepresentation as above.

### **7. Hours of Work**

7.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

### **8. Remuneration**

8.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value

8.2 Your remuneration package has been shared with you as part of the offer letter issued to you.

### **9. Retirement**

9.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

### **10. Mediclaim, Personal Accident Insurance**

10.1 You will be covered by the Company's Mediclaim and Personal Accident Insurance Policy as per its rules/ regulations.

### **11. Annual Leave and Public Holidays**

11.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.

11.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

11.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.

11.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

### **12. Specialized Training & Knowledge Acquisition**

12.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.

# State Street Syntel Services

A State Street and Syntel Company

12.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

## **13. Confidentiality**

13.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and/or its clients (of client's customers) or any prospective clients. Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and/or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.

13.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.

13.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.

13.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

# State Street Syntel Services

A State Street and Syntel Company

## **14. Data Protection**

14.1 The Company may be required to process, transfer and store your personal and sensitive data in any of the other locations of the Company or any member of the Company's group of companies that may not be your home location (including amongst others, transfers of your health information to another office of the Company) for inclusion in our central HR system.

14.2 By signing this contract, you acknowledge and agree that we are permitted to collect and hold personal data about you as part of our personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering your employment and other purposes directly related to your employment.

14.3 You agree that we may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of your employment and other matters directly related to your employment. This clause applies to information held, used or disclosed in any medium.

14.4 For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

## **15. Period of Notice**

15.1 You or the Company may terminate your employment by giving the other party written notice as follows: -

a) Notice period will be 45 days. During the term of Your employment, if You undergo any change in GCM Level, notice period prevailing to that GCM Level will be applicable to You as per HR Policy.

b) If you have signed any other agreement with the Company or any member of Atos Syntel group of companies that provides for a larger notice period than enumerated in Section 15.1 (a), then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.

15.2 The Company reserves the right to make a payment of basic pay in lieu of such Notice Period.

15.3 The Company may terminate your employment summarily with immediate notice in the event of gross misconduct/misdemeanor or a serious breach of your employment obligations.

15.4 We may, at any time during your Notice Period (whether notice is given by you or by the Company), and in Our absolute discretion alter your duties.

## **16. Return of Property**

16.1 When Your employment ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all the Company property and equipment in an acceptable condition.

16.2 Subject to any written regulations issued by the Company which may be applicable, neither You nor any member of Your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by You on behalf of the Company and/or any member of Company's group of companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit You will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained.

# State Street Syntel Services

A State Street and Syntel Company

## **17. Receipt of Payments and Benefits from Third Parties**

17.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

## **18. Conflict of Interest**

18.1 You undertake and agree to mention that you would conduct yourself with the highest standards of integrity, honesty and fairness to avoid any conflict between your personal interests and the interests of the Company. You further state that you do and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, your responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. You shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

## **19. Policies and Procedures**

19.1 The Company has adopted a number of employment and business policies and procedures. You must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and the employee handbook. You will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. You must familiarize yourself with them and you agree to be bound by them as applicable from time to time. No separate agreement is required for you to be bound by such policies and procedures from time to time.

19.2 We reserve the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.



# State Street Syntel Services

*A State Street and Syntel Company*

19.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.

19.4 You also declare that You have not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.

19.5 You understand and agree that you will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to you. You also agree and undertake to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.

19.6 Should you be alleged/convicted in any crime or offence in any country of whatsoever nature, you will immediately inform Our HR and adhere to all the disciplinary procedures as the circumstances may demand.

## **20. Information, Assets and Systems:**

20.1 When you join the Company You may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of Our IT and communication systems and you will be required to use them in accordance with the policies relating to them. We may implement our disciplinary procedure if you fail to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. You should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

## **21. Deduction from Remuneration**

21.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

## **22. Discipline:**

22.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of your Employment Agreement.

22.2 We reserve the right to place you on leave of absence ("Suspension") at any time during your employment, on terms and for periods as we determine appropriate pursuant to applicable laws. This includes (but is not limited to) where we are carrying out investigation and/or disciplinary procedures against you for breach of Terms of Employment or other allied matters.

## **23. Taxes:**

23.1 You shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to you by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

## **24. Changes to Your Terms of Employment**

24.1 On matters not specifically covered in the Terms of Employment, You shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on you.

# State Street Syntel Services

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24.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, we reserve the right to withdraw and/ or alter their terms without notice at any time. We will exercise reasonable discretion if we change the benefits or exclude you from them.

## **25. Warranty**

25.1 You represent and warrant that You are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits You from fully performing the duties of Your employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

## **26. Entire Agreement**

26.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between you and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between you and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.

## **27. Waiver**

27.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

## **28. Software Related:**

28.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term State Street Syntel Services Pvt. Ltd is deemed to include the Company and all its affiliated group companies

## **29. Intellectual Property Rights:**

29.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which result's from or are suggested by any work, which the Employee does or may do for the Company.

# State Street Syntel Services

A State Street and Syntel Company

29.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies nominee, Employee's entire right, title and interest in —

- all Developments;
- all trademarks, copyrights and mask work rights in the developments; and
- all patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

29.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.

29.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any acts and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

### **30. Non-solicitation / Non-compete:**

30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.

30.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

### **31. Non-diversion of Employees:**

31.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to a persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

# State Street Syntel Services

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## **32. Remedies:**

32.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.

32.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

## **33. Governing Law:**

33.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

## **34. Severability:**

34.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

## **35. Clarifications:**

35.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

## **36. Notices**

36.1 All notices under this Employment Agreement shall be sent by post and/or email at the following addresses

For StateStreet Syntel Ser Pvt Ltd

Block S-5 Plot No. B-1, MIDC Software Technology Park, Talawade, Tal - Haveli, Pune-411062, India, Tel: 020-30615000/40701000, CIN No: U72200MH2004PTC144362.

For Priyanka Mohale

Shivaji mohalla Ambad, JALNA-431203.

Ref No. : 146971 / 2021

For State Street,Syntel Services Pvt. Ltd



Adarsh Krishna

Date.....

Confirmed and agreed to

Signature.....

Employee Name.....

Date.....

September 21, 2021



Ref No: CAN071870

Mr. NAYAN LALASAHEB DESHMUKH

Deshmukhwadi, Malshiras, Solapur - 413409,

Solapur,

Maharashtra-413109.

Mob No.: 9146668484

**SUB: EMPLOYMENT OFFER AS "ASSISTANT EXECUTIVE"**

Dear Mr. NAYAN LALASAHEB DESHMUKH,

This refers to your application and to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "ASSISTANT EXECUTIVE" in the grade of "COM3" in our organization on the following terms and conditions.

1. Your Place of Posting will be at our **BARAMATI** located at, SNO 279/A/1/2/B, PLOT NO 12/A, NEAR AMRUTA HOTEL, BHIGAWAN ROAD, BARAMATI, BARAMATI-413102.
2. You shall be responsible for all functions of the Business Processing department.
3. You will report administratively and functionally to the Branch Head and shall carry out other assignments as delegated to you from time to time..
4. You will be paid a total remuneration of **Rs.1,83,036/- p.a.** The Break-up of which is enclosed.
5. You will be entitled for Gratuity as per statutory rules.
6. You will be on **probation for a period of six months** effective from the date of joining. After successful completion of probation, you will be confirmed in the service of the company.
7. You shall produce the following mandatory documents on the date of joining.
  - a) Passport Size Photos-4 nos.
  - b) Xerox of Pan card & Aadhaar card (compulsory)
  - c) Copy of Address ID proof.
  - d) Proof of Educational Qualification (Original & Xerox Copy) (Internet copies of the marksheets are not acceptable).
  - e) Relieving & Experience Letter from Current Employer for Experienced Candidates.
  - f) Proof of Current Remuneration.
  - g) Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
  - h) Form 2, Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).

The offer is being made on the particular of your qualification, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you is found to be incorrect, and/or any of the documents/certificates submitted by you is not genuine, your service shall be terminated without any notice pay in lieu of notice or any terminal benefits.

This offer of employment is valid for a period of **30 days** only and the above specified documents are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation **MANSI APTE-SENIOR EXECUTIVE-MANSIAPTE@STFC.IN (7420066612)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

Best Wishes,

HR Department

(Accepted)

Disclaimer: Shriram Transport Finance Co.Ltd do not engage any consultants or agencies for recruitments.

\*\* This is a system generated letter & does not require signature.

**Shriram Transport Finance Company Limited**

HEAD OFFICE: 101-105 Shri Chambers 1st Floor B Wing Sector 11 C B D Belapur, Navi Mumbai - 400614 Tel: +91 22 4095 7575 / 27580171 | Fax: +91 22 2758 0175  
Registered Office: 14A South Phase Industrial Estate Gundy, Chennai-600 032 Landline: 044 485 24 666 Fax: 044 485 25 666  
Website: www.stfc.in | Corporate Identity Number: CIN L65191TN1979PLC007874

Ref No. : 145653 / 2021

State Street  
Syntel Services  
A State Street and Syntel Company

StateStreet Syntel Ser Pvt Ltd  
Block S-5 Plot No. B-1  
MIDC Software Technology Park  
Talawade, Tal - Haveli  
Pune-411062, India  
Tel: 020-30615000/40701000  
CIN No: U72200MH2004PTC144362

Date: 6-Sep-2021

Rohit Khandekar,  
Ap-Gunawadi  
Gunavadi

BARAMATI-413102.

Subject: Employment Letter

Dear Rohit,

We are pleased to inform that you have been selected for employment with StateStreet Syntel Ser Pvt Ltd as **Officer KPO (GCM 1)**. Your total emoluments are **Rs. 194000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis **to other job functions**, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. **Any rejection or non-acceptance** by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to **disciplinary action** including but not limited to termination of employment by the Company. While every attempt would be made to give you **reasonable advance** notice of such transfer, however in case of emergency such transfers may be made effective immediately.

Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct reference checks, background checks and/or drug test before your date of joining with the Company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the Company. This offer is subject to your satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **7-Sep-2021**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A-Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (<https://www.atos-syntel.net/legal>) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,  
For StateStreet Syntel Ser Pvt Ltd.

Adarsh Krishna  
Head - Global Recruitment Cell

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment; Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on

Date & Signature

Block S-5 Plot No. B-1, MIDC Software Technology Park, Talawade, Tal - Haveli, Pune-411062, India, Tel: 020-30615000/40701000  
Registered Office: 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91 22 6704 6402

Ref No. : 145653 / 2021

# State Street Syntel Services

A State Street and Syntel Company

## Annexure A – Remuneration Details

Name: Rohit Khandekar

Designation: Officer KPO

GCM Level: GCM 1

| Compensation Components                                  | Annual (Rs.)  |
|----------------------------------------------------------|---------------|
| <u>Salary &amp; Allowances</u>                           |               |
| Basic Salary                                             | 120500        |
| House Rent Allowance                                     | 24100         |
| Advance Statutory Bonus                                  | 30700         |
| Basket of Allowance                                      | 496           |
| <b>Total Salary &amp; Allowances (A)</b>                 | <b>175796</b> |
| <b>Company's Contribution to Provident Fund (PF) (B)</b> | <b>18204</b>  |
| <b>Total Cost to Company (CTC) C = (A+B)</b>             | <b>194000</b> |

### Notes:

- (1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
- (2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
- (3) As per the Company policy, you will be covered under a company provided Medical Insurance.
- (4) You can opt for Provident fund @12% of basic as your contribution and Company contribution towards provident fund. This is scheduled activity you will be communicated in advance to avail this benefit.
- (5) Advance Statutory bonus is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in future. The frequency of payment of bonus component is subject to further modification as per management Discretion.



Adarsh Krishna

Head - Global Recruitment Cell





## Annexure B – Terms and Conditions

### **1. Work Related:**

1.1 The Employee shall devote his/her full time to the work of State Street Syntel Services Pvt. Ltd. (hereinafter referred to as "Company"), and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.

1.2 The appointment is being made in good faith on the basis of the Employee's resume and other information as provided by the Employee during the course of interview and mutual discussions. Company reserves the right to make suitable formal/ informal checks with educational institutions and previous employers of the Employee as may be applicable. The Employee is requested to produce all the documents as mentioned in the checklist attached on their date of joining. Any discrepancy in the information/ data provided by the Employee shall result in the termination of employment forthwith and the Employee shall indemnify the Company in full, for any losses suffered by the Company.

1.3 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and, act in good faith and in the best interests of the Company.

1.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered the Employee shall report the same immediately to the Company.

1.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.

1.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company. The Employee shall be bound by the same.

### **2. Location**

2.1. The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

### **2.2 For Company Initiated Relocation Request**

In the event that you are required by Atos|Syntel to relocate, Atos|Syntel may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below:

- a) Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

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## **3. Entitlement to Work**

3.1 Procurement and timely renewal of relevant work permit in India shall solely be your responsibility and the Company shall render reasonable assistance and support on documents that you may require for this purpose. Your employment is subject to and conditional on you being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability whatsoever arising thereof.

## **4. Probation Period**

4.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining.

## **5. Integrity and Professionalism**

5.1 The company shall conduct reference checks, background checks and/or drug test before your date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the company. This offer is subject to your satisfactory completion of all the above verification made by the company. The company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo background verification/ medical examination if and when considered necessary.

## **6. Former Employer**

6.1 In the event of You becoming party to any proceeding(s) brought by any former employer at any time during or after Your employment with the Company, You recognize and agree that You shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in Your response to such action or proceeding whether at Your own costs or otherwise. You agree that you are not expected, at any time, to disclose, to the Company and/or any member of Atos|Syntel group of companies or its directors, officers or agents, the trade secrets or any other confidential information of your former employer or any other entity.

6.2 You have represented to the Company that You are not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict Your scope and ability to work in any way for the Company or any member of the Company's group of Companies.

6.3 You have represented that you are not bound by any previous agreement in any way whatsoever from your previous employment that would limit or restrict your scope of ability to work in any way for the Company or Company's group of Companies. In the event of you having any obligation binding from your previous employer, you undertake to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to your previous employment.

## State Street Syntel Services

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6.4 In case of any breach or misrepresentation on Your part in the above, the Company reserves its right to terminate your services forthwith which will be without prejudice to the right of the Company to be indemnified by You in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of your breach or misrepresentation as above.

### **7. Hours of Work**

7.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

### **8. Remuneration**

8.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value

8.2 Your remuneration package has been shared with you as part of the offer letter issued to you.

### **9. Retirement**

9.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

### **10. Mediciclaim, Personal Accident Insurance**

10.1 You will be covered by the Company's Mediciclaim and Personal Accident Insurance Policy as per its rules/ regulations.

### **11. Annual Leave and Public Holidays**

11.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.

11.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

11.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.

11.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

### **12. Specialized Training & Knowledge Acquisition**

12.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.

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12.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

**13. Confidentiality**

13.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and/or its clients (of client's customers) or any prospective clients. Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.

13.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.

13.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.

13.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

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## **14. Data Protection**

14.1 The Company may be required to process, transfer and store your personal and sensitive data in any of the other locations of the Company or any member of the Company's group of companies that may not be your home location (including amongst others, transfers of your health information to another office of the Company) for inclusion in our central HR system.

14.2 By signing this contract, you acknowledge and agree that we are permitted to collect and hold personal data about you as part of our personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering your employment and other purposes directly related to your employment.

14.3 You agree that we may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of your employment and other matters directly related to your employment. This clause applies to information held, used or disclosed in any medium.

14.4 For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

## **15. Period of Notice**

15.1 You or the Company may terminate your employment by giving the other party written notice as follows: -

a) Notice period will be 45 days. During the term of Your employment, if You undergo any change in GCM Level, notice period prevailing to that GCM Level will be applicable to You as per HR Policy.

b) If you have signed any other agreement with the Company or any member of Atos Syntel group of companies that provides for a larger notice period than enumerated in Section 15.1 (a), then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.

15.2 The Company reserves the right to make a payment of basic pay in lieu of such Notice Period.

15.3 The Company may terminate your employment summarily with immediate notice in the event of gross misconduct/misdemeanor or a serious breach of your employment obligations.

15.4 We may, at any time during your Notice Period (whether notice is given by you or by the Company), and in Our absolute discretion alter your duties.

## **16. Return of Property**

16.1 When Your employment ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all the Company property and equipment in an acceptable condition.

16.2 Subject to any written regulations issued by the Company which may be applicable, neither You nor any member of Your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by You on behalf of the Company and/or any member of Company's group of companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit You will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained

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## **17. Receipt of Payments and Benefits from Third Parties**

17.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

## **18. Conflict of Interest**

18.1 You undertake and agree to mention that you would conduct yourself with the highest standards of integrity, honesty and fairness to avoid any conflict between your personal interests and the interests of the Company. You further state that you do and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, your responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. You shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

## **19 Policies and Procedures**

19.1 The Company has adopted a number of employment and business policies and procedures. You must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and or the employee handbook. You will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. You must familiarize yourself with them and you agree to be bound by them as applicable from time to time. No separate agreement is required for you to be bound by such policies and procedures from time to time.

19.2 We reserve the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.

# State Street Syntel Services

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19.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.

19.4 You also declare that You have not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.

19.5 You understand and agree that you will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to you. You also agree and undertake to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.

19.6 Should you be alleged/convicted in any crime or offence in any country of whatsoever nature, you will immediately inform Our HR and adhere to all the disciplinary procedures as the circumstances may demand.

## **20. Information, Assets and Systems:**

20.1 When you join the Company You may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of Our IT and communication systems and you will be required to use them in accordance with the policies relating to them. We may implement our disciplinary procedure if you fail to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. You should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

## **21. Deduction from Remuneration**

21.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

## **22. Discipline:**

22.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of your Employment Agreement.

22.2 We reserve the right to place you on leave of absence ("Suspension") at any time during your employment, on terms and for periods as we determine appropriate pursuant to applicable laws. This includes (but is not limited to) where we are carrying out investigation and/or disciplinary procedures against you for breach of Terms of Employment or other allied matters.

## **23. Taxes:**

23.1 You shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to you by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

## **24. Changes to Your Terms of Employment**

24.1 On matters not specifically covered in the Terms of Employment, You shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on you.

# State Street Syntel Services

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24.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, we reserve the right to withdraw and/ or alter their terms without notice at any time. We will exercise reasonable discretion if we change the benefits or exclude you from them.

## **25. Warranty**

25.1 You represent and warrant that You are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits You from fully performing the duties of Your employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

## **26. Entire Agreement**

26.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between you and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between you and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.

## **27. Waiver**

27.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

## **28. Software Related:**

28.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term State Street Syntel Services Pvt. Ltd is deemed to include the Company and all its affiliated group companies

## **29. Intellectual Property Rights:**

29.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which result's from or are suggested by any work, which the Employee does or may do for the Company.



# State Street Syntel Services

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29.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies nominee, Employee's entire right, title and interest in —

- all Developments;
- all trademarks, copyrights and mask work rights in the developments; and
- all patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

29.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.

29.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any acts and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

## **30. Non-solicitation / Non-compete:**

30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.

30.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

## **31. Non-diversion of Employees:**

31.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to a persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

# State Street Syntel Services

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## **32. Remedies:**

32.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.

32.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

## **33. Governing Law:**

33.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

## **34. Severability:**

34.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

## **35. Clarifications:**

35.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

## **36. Notices**

36.1 All notices under this Employment Agreement shall be sent by post and/or email at the following addresses  
For StateStreet Syntel Ser Pvt Ltd

Block S-5 Plot No. B-1, MIDC Software Technology Park, Talawade, Tal - Haveli, Pune-411062, India, Tel: 020-30615000/40701000, CIN No: U72200MH2004PTC144362.

For Rohit Khandekar

Ap-Gunawadi, Gunavadi, ..., BARAMATI-413102.

Ref No. : 145653 / 2021

For State Street Syntel Services Pvt. Ltd



Adarsh Krishna

Date.....

Confirmed and agreed to

Signature.....

Employee Name.....

Date.....

9/22/21, 11:17 AM



Placement Cell <placement@aimsaramati.org>

## Fwd: Joining Letter

1 message

**Durga Kashid** <durgakashid15@gmail.com>  
To: placement@aimsaramati.org

Tue, Sep 7, 2021 at 8:29 AM

----- Forwarded message -----

From: "manikmobile hr" <manikmobile.hr@gmail.com>  
Date: 06-Sep-2021 2:12 AM  
Subject: Joining Letter  
To: "durgakashid15@gmail.com" <durgakashid15@gmail.com>  
Cc:

MANIK MOBILE SHOPPE

Headoffice address (3rd floor,yashdeep complex,near kamdhenu estate, hadapsar ,pune.

6 Sep,2021

Dear durga,

We are pleased to offer you employment at MANIK MOBILE SHOPEE. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is ACCOUNTS EXECUTIVE. Your starting date will be 6 Sep, 2021. Your monthly salary will be 9000 for first 3 months. Certain facilities are based on availability.

We look forward to welcoming you as a new employee at MANIK MOBILE SHOPEE.

Thanks and Regards  
HR

### Appointment Letter

**Name** – Sumit Narayankar

**Date:** 12<sup>th</sup> July 2021.

**Address** – Shrushti Apt., Flat No.5, Christian Colony, Behind Shahu Highschool, Baramati, Pune, 413102.

**Dear Sumit,**

We're delighted to extend this offer of employment for the position of '**Sales Manager**' with Posiview Application Technologies Pvt. Ltd

Your start date will be 12<sup>th</sup> July 2021 and you would report to Mr. Pradeep Rajguru, Business Solution Head.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:**

Your title will be '**Sales Manager**' and this is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By accepting this offer, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

**Compensation:**

The Company will pay you a salary at the rate of INR 35000 (Rupees Thirty-Five Thousand only) per month less applicable deductions. The Company shall, in its sole discretion, be entitled to amend, vary and modify any of the terms and conditions of this employment with regard to the compensation and terms that are offered to you.

**Probation:**

A probation period will apply for the Three months of your employment. During this time, we will assess your progress and performance in the position. There is no leave availed in probation period.

**Placement:**

At present, you will report to our office in Pune.

However, the Company reserves the right to transfer you to any of its offices / units / associate companies based on organizational or business requirements in India or abroad.

**Transfer**

During your employment with the company, you may be posted / transferred to any offices/ units / associate companies of the company in India and abroad.

In the event of transfer or deputation of your services:

a) Your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

b) The terms and conditions of service of the company/ unit/ associate Company to which you are transferred will be applicable to you.

**Leave:**

Application for leave due to unavoidable circumstances must be submitted as per prescribed leave rules to the management for sanction. Any violation on this account may be inviting a penal deduction of an amount equivalent to one working day salary for each and every leave, so availed.

You will be entitled for 12 earned leaves & 9 sick leaves on pro – rata basis for the calendar year, as per the rules laid out in the Company's leave policy.

**Termination:**

You may terminate the services of the company by giving written intimation and applicable notice period or payment in lieu thereof. However, you may be relieved from the services of the Company, only on acceptance of the termination as per the discretion of the Management and company's termination policy and on completion of other formalities as per Company's policy.

At present, the notice period applicable would be one month or compensation in lieu thereof.

However, if you plan to leave the organization within the three months from your joining date, you would need to repay the one month's salary back to the company. After three months of your stint in the company, the regular clause of notice period would be applicable to you.

The Company shall have the right to terminate your employment immediately without any notice in case of any misconduct, moral turpitude, breach or neglect in performing duties or obligations, fraudulent and dishonest act, non-compliance with Company policies and code of conduct.

The Company may also terminate your employment by providing one month's notice or pay in lieu thereof.

**Confidentiality:**

You shall keep with complete secrecy and not disclose or divulge any confidential information that you may come across in the course of work, to any person or entity without written authorization of the company.

During the continuance of our employment or at any point of time thereafter, you shall not discuss, divulge or communicate by word of mouth or otherwise to any person(s) whatsoever, any information of a secret or confidential nature entrusted to you or coming to your knowledge, relating to the business and operations of the company, the methods, processes, appliances, experiments made, prices paid or charged, other organizational and administrative matters of the Company / unit / associate companies/ clients, which may be your personal privilege to know by virtue of being an employee of the Company.

You shall not use or disclose any such other information, the disclosure of which in the opinion of the Company is likely to be prejudicial to the interests of the Company. You will have to sign a separate notarized NDA with the company. These NDA clauses and restriction shall continue to apply even after the resignation / termination of employment without limit of time.

**Intellectual Property:**

You agree that any property rights whatsoever including but not limited to patents, copyright and design rights as a result of the development of and /or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.

**Reporting Time and Punctuality:**

Your office time will be as per the norms of the company, which will be subject to change from time to time.

### **Employee's Responsibility and Obligations:**

- (1) You shall entertain any outsider or even an ex-employee of the Company during office hours only as per the norms of the company.
- (2) You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affect, impact incidence as if, you had resigned and consequently shall be liable.
- (3) Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent by virtue of nay prevalent practice or local law like Shops and Establishments etc.
- (4) Such benefits will cease to accrue on you on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.

### **General:**

Notice Period is one month in probation period, after probation period it will be two months.

The Company reserves its right to review the employment/contracting policies from time to time. You will be governed by policies, rules and regulations/ service conditions framed by the company from time to time. You would be expected to perform the assigned work and functions diligently and effectively.

The Company's personnel are whole time employees and are not permitted to undertake any other business, work or public office, honorary or remunerative, except with the written permission of the Management in each case. You will intimate the Company regarding any changes in your personal details.

This letter of appointment is based on the information furnished by you in your application and interview. If, at any time, it comes to light that any of this information is incorrect or any relevant information has been withheld, your employment is liable to be terminated without notice. This appointment is also contingent upon a satisfactory independent verification and background check.

Thanking You,

For Posiview Application Technologies Pvt. Ltd.



**Shantanu Pingalkar**  
**Director**  
**Posiview Application Technologies Pvt. Ltd.**

**Salary Breakup:**
**Employee Name: Sumit Narayankar**

|                                     |                  |                  |
|-------------------------------------|------------------|------------------|
| <b>CTC</b>                          | <b>35000</b>     | <b>420000</b>    |
|                                     | <b>Per Month</b> | <b>Per Annum</b> |
| <b>Earnings:</b>                    |                  |                  |
| Basic                               | 14000            | 168000           |
| HRA                                 | 5600             | 67200            |
| Car, Fuel and Maintenance Allowance | 1900             | 22800            |
| Telephone Allowance                 | 1400             | 16800            |
| LTA                                 | 1166             | 13994            |
| Food Allowance                      | 1850             | 22200            |
| Management Allowance                | 10934            | 131206           |
| <b>Total</b>                        | <b>35000</b>     | <b>420000</b>    |
| Medical Insurance Premium           | 250              | 3000             |
| PT Contribution                     | 200              | 2500             |
| <b>In Hand Salary</b>               | <b>34550</b>     | <b>414500</b>    |
| <b>CTC</b>                          | <b>35000</b>     | <b>420000</b>    |



HRD/InfosysBPM/1002153225

26-June-2021

Ms. Anuja Deshmukh

Yashwant nagar,renuka pride,kasba,baramati

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Anuja Deshmukh,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

|    |                               |   |                             |
|----|-------------------------------|---|-----------------------------|
| a) | <b>Role</b>                   | : | <b>Process Executive</b>    |
| b) | <b>Role designation</b>       | : | <b>Assistant Accountant</b> |
| c) | <b>Job Level</b>              | : | <b>2A</b>                   |
| d) | <b>Date of Joining</b>        | : | <b>30-July-2021</b>         |
| e) | <b>Location of Posting</b>    | : | <b>Pune</b>                 |
| f) | <b>Gross Salary per month</b> | : | <b>Rs. 20833/-</b>          |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

### 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

| Sl. No. | Document                                                                                             | Details               |
|---------|------------------------------------------------------------------------------------------------------|-----------------------|
| 1       | 10 <sup>th</sup> standard marks card*                                                                | Mandatory             |
| 2       | 12 <sup>th</sup> Standard marks card*                                                                | Mandatory             |
| 3       | Marks cards for all the years of graduation, degree, diploma certificate*                            | Mandatory             |
| 4       | Relieving Letter from all organizations worked*                                                      | Mandatory             |
| 5       | Passport size photographs*                                                                           | 6 numbers (mandatory) |
| 6       | Professional Qualification marks cards* and certificate (if applicable)                              | Mandatory             |
| 7       | Post graduate mark cards* and certificate(if applicable)                                             | Mandatory             |
| 8       | NSR registration number or ITPIN number or web registration number                                   | Mandatory             |
| 9       | Passport**                                                                                           | Optional              |
| 10      | Driving License                                                                                      | Optional              |
| 11      | ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID | Mandatory             |
| 12      | Aadhar Card***                                                                                       | Mandatory             |

\* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\* Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### 4. Background Verification

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### 5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### 6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### 7. Transfer/Secondment

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

#### 8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you **30 calendar day's prior notice or basic and dearness allowance and basket of allowances** in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

#### 14. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.
- You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.
- Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Dependra Mathur  
Head Human Resource Development – BPM  
Infosys BPM Ltd,  
Building 48, 4th Floor, Section 1,  
Electronic City, Hosur Road,  
Bangalore -560100

We welcome you to the Infosys BPM family and wish you a rewarding career over the years to come. Yours

sincerely,

*Dependra Mathur*

**Dependra Mathur**  
**Head Human Resource Development – BPM**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_

Sign your name

Print your name \_\_\_\_\_ Location \_\_\_\_\_

Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.

APPENDIX 1

| COMPENSATION DETAILS                          |                         |
|-----------------------------------------------|-------------------------|
| Name                                          | Anuja Deshmukh          |
| Role Designation                              | Assistant Accountant    |
| Job Level                                     | 2A                      |
| Date of Joining                               | 30-July-2021            |
| Location of Posting                           | Pune                    |
| Fixed Components                              | Amount in INR per month |
| Basic                                         | 13900                   |
| Fixed Dearness Allowance (FDA)                | 1100                    |
| Basket of Allowances (BOA)*                   | 921                     |
| <b>Sub Total 1</b>                            | <b>15921</b>            |
| Statutory Components                          |                         |
| Company Contribution to Provident Fund        | 1800                    |
| Gratuity                                      | 722                     |
| Bonus                                         | 2390                    |
| <b>Sub Total 2</b>                            | <b>4912</b>             |
| <b>Gross Salary per month - Sub Total 1+2</b> | <b>20833</b>            |
| <b>Total Annual CTC</b>                       | <b>249996</b>           |

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

|                                                                                                   |               |
|---------------------------------------------------------------------------------------------------|---------------|
| <b>Voice Allowance</b> (paid monthly on individual performance and allocation to a voice process) | Rs 2500       |
| <b>Shift Allowance</b> (paid monthly if you are working in night shift)                           | As applicable |

\* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

|                                                                                                                                                  |                                                                                                         |                                                                                                                             |                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Offered by:</b><br>Date: 26-June-2021<br><br>Sign your name<br>Maurya Neerav<br><br>Print your name<br>9019048 HRD<br><br>Emp No. Dept.. Name | <b>Candidate:</b><br>Date: _____, 20____<br><br>Sign your name<br>Anuja Deshmukh<br><br>Print your name | <b>SAP data provided by:</b><br>Date: _____, 20____<br><br>Sign your name<br><br>Print your name<br><br>Emp No. Dept.. Name | <b>SAP data updated by:</b><br>Date: _____, 20____<br><br>Sign your name<br><br>Print your name<br><br>Emp No. Dept.. Name |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

## APPENDIX 2

### Deductions\*

| Deduction                          | Description                                                                 | Month of Deduction                                    | Approximate Amount     |
|------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------|------------------------|
| Mysore Accommodation               | Accommodation provided in Mysore during the training period will be charged | 13 <sup>th</sup> /14 <sup>th</sup> month from joining | Up to Rs. 133/day*     |
| Transport**<br>(based on location) | The transport rates depend on the distance travelled                        | Monthly                                               | Rs. 250** - Rs. 1085** |

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13<sup>th</sup> /14<sup>th</sup> month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

APPENDIX 3

| Shift Definition                                          |             |          |       |
|-----------------------------------------------------------|-------------|----------|-------|
| In Time                                                   | Total Hours | Out Time | Shift |
| <b>Shift 2 - From 2:30 PM to 5:29 PM</b>                  |             |          |       |
| 2:30 PM                                                   | 9:15        | 11:45 PM | 2     |
| 3:00 PM                                                   | 9:15        | 12:15 AM | 2     |
| 3:30 PM                                                   | 9:15        | 12:45 AM | 2     |
| 4:00 PM                                                   | 9:15        | 1:15 AM  | 2     |
| 4:30 PM                                                   | 9:15        | 1:45 AM  | 2     |
| 5:00 PM                                                   | 9:15        | 2:15 AM  | 2     |
| <b>Shift 3 - From 5:30 PM – 2:29 AM</b>                   |             |          |       |
| 5:30 PM                                                   | 9:15        | 2:45 AM  | 3     |
| 6:00 PM                                                   | 9:15        | 3:15 AM  | 3     |
| 6:30 PM                                                   | 9:15        | 3:45 AM  | 3     |
| 7:00 PM                                                   | 9:15        | 4:15 AM  | 3     |
| 7:30 PM                                                   | 9:15        | 4:45 AM  | 3     |
| 8:00 PM                                                   | 9:15        | 5:15 AM  | 3     |
| 8:30 PM                                                   | 9:15        | 5:45 AM  | 3     |
| 9:00 PM                                                   | 9:15        | 6:15 AM  | 3     |
| 9:30 PM                                                   | 9:15        | 6:45 AM  | 3     |
| 10:00 PM                                                  | 9:15        | 7:15 AM  | 3     |
| 10:30 PM                                                  | 9:15        | 7:45 AM  | 3     |
| 11:00 PM                                                  | 9:15        | 8:15 AM  | 3     |
| 11:30 PM                                                  | 9:15        | 8:45 AM  | 3     |
| 12:00 AM                                                  | 9:15        | 9:15 AM  | 3     |
| 12:30 AM                                                  | 9:15        | 9:45 AM  | 3     |
| 1:00 AM                                                   | 9:15        | 10:15 AM | 3     |
| 1:30 AM                                                   | 9:15        | 10:45 AM | 3     |
| 2:00 AM                                                   | 9:15        | 11:15 AM | 3     |
| <b>Shift 4 - From 2:30 AM – 5:30 AM</b>                   |             |          |       |
| 2:30 AM                                                   | 9:15        | 11:45 AM | 4     |
| 3:00 AM                                                   | 9:15        | 12:15 PM | 4     |
| 3:30 AM                                                   | 9:15        | 12:45 PM | 4     |
| 4:00 AM                                                   | 9:15        | 1:15 PM  | 4     |
| 4:30 AM                                                   | 9:15        | 1:45 PM  | 4     |
| 5:00 AM                                                   | 9:15        | 2:15 PM  | 4     |
| 5:30 AM                                                   | 9:15        | 2:45 PM  | 4     |
| <b>Shift 1 - After 5:31 AM (anytime swipe after 5:31)</b> |             |          |       |
| 6:00 AM                                                   | 9:15        | 3:15 PM  | 1     |
| 6:29 AM                                                   | 9:15        | 3:44 PM  | 1     |
| <b>Shift 1-After 12:30 PM- 2:30 PM</b>                    |             |          |       |
| 12:30 PM                                                  | 9:15        | 9:45 PM  | 1     |
| 1:00 PM                                                   | 9:15        | 10:15 PM | 1     |
| 1:30 PM                                                   | 9:15        | 10:45 PM | 1     |
| 2:00 PM                                                   | 9:15        | 11:15 PM | 1     |
| 2:00 PM - 2:29 PM                                         |             |          | 1     |
| <b>Shift 0-After 6:30 AM (any time after 6:30 AM)</b>     |             |          |       |
| 6:30 AM                                                   | 9:15        | 3:45 PM  | 0     |
| 7:00 AM                                                   | 9:15        | 4:15 PM  | 0     |
| 7:30 AM                                                   | 9:15        | 4:45 PM  | 0     |
| 8:00 AM                                                   | 9:15        | 5:15 PM  | 0     |
| 8:30 AM                                                   | 9:15        | 5:45 PM  | 0     |
| 9:00 AM                                                   | 9:15        | 6:15 PM  | 0     |
| 9:30 AM                                                   | 9:15        | 6:45 PM  | 0     |
| 10:00 AM                                                  | 9:15        | 7:15 PM  | 0     |
| 10:30 AM                                                  | 9:15        | 7:45 PM  | 0     |
| 11:00 AM                                                  | 9:15        | 8:15 PM  | 0     |
| 11:30 AM                                                  | 9:15        | 8:45 PM  | 0     |
| 12:00 PM                                                  | 9:15        | 9:15 PM  | 0     |
| 12:29 PM                                                  | 9:15        | 9:44 PM  | 0     |



**Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1<sup>st</sup> - 30<sup>th</sup> /31<sup>st</sup> of the previous month)

**Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

**Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

**Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

**Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

**Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

APPENDIX 4

ADDENDUM TO EMPLOYMENT LETTER

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with InfosysBPM for any reason, I will not:

- a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;
- b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

# KALYANI TRANSMISSION TECHNOLOGIES PRIVATE LIMITED

Reference : KTTPL/HR/70072/2021  
Name : Ms. Harshada Pawar  
Department : QMS  
Designation : Sr Officer  
Emp.No. : 70072  
Location : Baramati

Date : 01-Apr-2021

## Subject : Salary Revision

Dear Ms. Harshada Pawar

The Corona virus COVID-19 global pandemic is affecting every aspect of our lives & we are all experiencing truly uncertain situation. Our focus is on keeping our employees safe and maintaining our business continuity during this challenging situation.

Despite of this uncertainty in business situation, Management has reviewed the overall Company and individual Performance for the FY 2020-21. Accordingly your revised Compensation as mentioned below w.e.f. 01st April, 2021.

The year ahead is going to pose several challenges & we are confident that you will rise to this challenge and pool in your energies, competencies and commitment to achieve our Vision & Mission 2025.

| Components                 | Salary as on<br>31/3/2021<br>(PM) | Revised Salary w.e.f.<br>01/04/2021<br>(PM) |
|----------------------------|-----------------------------------|---------------------------------------------|
| Basic Salary               | 9,500                             | 12,000                                      |
| HRA                        | 4,000                             | 4,000                                       |
| Education Allowance        | 200                               | 200                                         |
| Washing Allowance          | 1,500                             | 1,500                                       |
| Additional Allowance       | 5,900                             | 8,916                                       |
| <b>Total A (Gross PM)</b>  | <b>21,100</b>                     | <b>26,616</b>                               |
| Provident Fund             | 1,800                             | 1,800                                       |
| ESIC                       | 637                               | 0                                           |
| Gratuity                   | 457                               | 578                                         |
| Bonus                      | 910                               | 993                                         |
| <b>Total B</b>             | <b>3,804</b>                      | <b>3,371</b>                                |
| <b>CTC/MTH (Total A+B)</b> | <b>24,904</b>                     | <b>29,987</b>                               |
| <b>CTC/PA</b>              | <b>2,98,848</b>                   | <b>3,59,844</b>                             |

\*\*\*Above compensation structure will be replaced/modified as per the applicability of new labour codes without affecting your CTC.

For Kalyani Transmission Technologies Pvt Ltd.,



Anant Chincholkar  
Head - HR



KALYANI



Commitment | Honesty | Reliability

## 360 REALTORS LLP

201A-201C, Global Foyer,  
Golf Course Road, Sector-43,  
Gurugram - 122002,  
Haryana, India

T: +91-124-4260360

E: info@360realtors.com

W: www.360realtors.com

### OFFER LETTER

24<sup>th</sup> June 2021

Dear Shantanu Jagannath Kumbhar,

Further to our discussion with you, we are pleased to invite you to work with us as **Associate -Sales** on the mutually agreed compensation. Please refer to Annexure-A for your compensation & benefits (shall be read as part and parcel of this offer letter).

Your base location will be our **Pune** office; however, the company shall have the right, at its sole discretion, to transfer at any time, your services to any of its affiliates/associate companies or to post you at any other place in India or international.

Validity of this offer is subject to your joining us on **25<sup>th</sup> June 2021**.

Please send us your acceptance by **24<sup>th</sup> June 2021**. Non acceptance till the stipulated date shall make this offer redundant automatically.

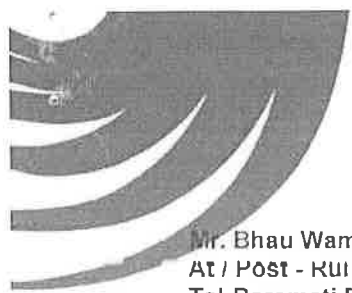
This offer and employment is subject to successful verification of your documents and employment records any time before and after your joining.

We look forward to having you as part of our team!

From 360 Realtors LLP

Sanjay Kumar

Global Head – Human Resources



Mr. Bhau Waman Kamble  
At / Post - Rui  
Tal-Baramati Dist- Pune

Appointment Letter

Dear Mr. Bhau Waman Kamble,

Further to your application for employment with us, and the subsequent selection process, we are pleased to appoint you in our organization as **"Executive - Operations"**. You have joined your duties on 01/12/2020 at Baramati location of our business.

**Reporting To:** Your reporting and responsibilities will be advised to you by your Warehouse In-charge.

As discussed, & agreed, your terms of appointment with the Company are set out and appended in the subsequent paragraphs.

**A. COMPENSATION & BENEFITS**

**1. REMUNERATION**

Your compensation on a cost to company basis will be 2.39 Lacs per annum. A detailed break up of your monthly and annual compensation will be as per Annexure "A" attached herewith.

**2. INCREMENTS**

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

**3. STATUTORY AND OTHER BENEFITS**

You will be eligible for various benefits such as leave, provident fund, gratuity etc. as per the policies of the Company as amended from time to time. As per policy, you will be covered under Group Personal Accident insurance and Group Mediclaim schemes.

**4. ACCOMMODATION**

You will be responsible for your own accommodation unless otherwise agreed by Company in writing in Annexure - A.

**5. STATUTORY AND ANY OTHER DEDUCTIONS**

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be in effect from the monthly salary payable to you.

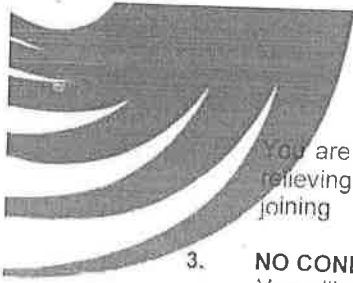
**B. ADDITIONAL TERMS**

**1. REFERENCE & BACKGROUND VERIFICATION**

This appointment is subject to acceptable feedback from references, which you have given at the time of interview and data provided to the company as qualification of this job.

**2. FORMAL RELIEVING FROM THE PREVIOUS EMPLOYER**





You are requested to submit relieving letter at the time of joining. Please note that, the relieving letter is a mandatory requirement and is an essential pre-condition for your joining

3. **NO CONFLICT**

You will devote full time to the work of the company and shall not undertake any direct / indirect business or work, honorary or remunerative, except with the permission of the Management

4. **WORK LOCATION**

You are liable to be transferred to another department, post or place whether in 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 be transferred to any station and in any company in which **Company's Name** 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.

5. **RULES, REGULATIONS & GOVERNANCE**

During the employment, you will be bound by company's rules and regulations, 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 regulations in terms of your employment.

6. **LOYALTY AND COMPANY INTEREST**

You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount.

7. **CONFIDENTIALITY**

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone. 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.

8. **INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP**

You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the company. If and when required to do so by the company, you shall at the Company's expense, take out or apply for latter's Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

9. **COMPANY REPRESENTATION**

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

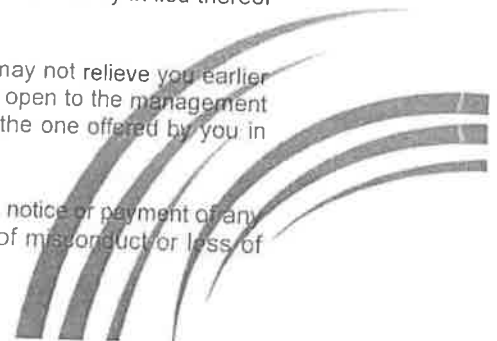
10. **SEPARATION:**

- i. Your services can be terminated by giving two months' notice or basic salary in lieu thereof from either side.
- ii. However, if the exigencies of work so require, the management may not relieve you earlier than the expiry of the entire period of notice. It shall however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.

OPTLOG SUPPLY CHAIN PRIVATE LIMITED reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct or loss of

3D3, D wing, Gundecha Onclave, Kherani Road,  
Sakinaka, Andheri East, Mumbai 400072.

www.optlogin.com | T 022 42630644



confidence, irregularity in finance, continued ill health including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against the woman which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

a. **HANDOVER OF CHARGE**

You will hand over the charge of Letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company

b. **NO DUES CLEARANCE**

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any dues remain outstanding, the company shall have the right and your standing /consent/authority to deduct the same from amounts due and payable to you.

11. **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 based on the requirement of the company.

12. **ABSENCE ON WORK WITHOUT NOTICE**

Should you remain absent from work without reasonable explanation, including absence when leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in working for the company and have abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and statutory compensation.

13. **MAINTAIN AND SAFE CUSTODY OF ITEMS**

You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of failure to account for such material or property to its satisfaction.

14. **INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES**

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars given by you in the application form.

15. **SAFETY**

The health, safety and well-being of our employees is important and the Company is committed to minimize workplace injuries and influence employee behaviour so that safety becomes a way of life both on and off the job. Occupational health and safety is a core value that drives performance and the Company holds each employee accountable for a superior level of occupational health and safety performance at their workplace.

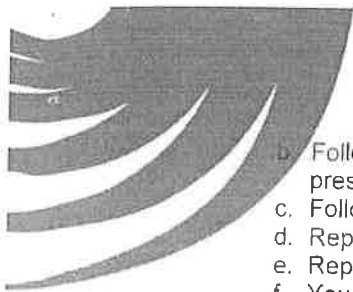
We expect every employee to strive for zero workplace injuries and occupational illnesses. We also encourage each employee to be a role model and champion of safety for co-workers, his family and the community.

"The Company will take a serious view of an employee who does not comply with the requirements of this safety clause."

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. You must:

a. Read, understand and the Company's Safety and Environment Policies and other Company policies.





- b. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working.
- c. Follow safe work practices for your job, as directed by your superior.
- d. Report any job-related injury or illness to your supervisor, superior or safety committee.
- e. Report hazardous conditions to your supervisor, superior or safety committee.
- f. You **are accountable** for your **safety performance**.
- g. You are obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

**16. SMOKING**

- a. Smoking is discouraged and prohibited in all open areas and buildings of the Power Business Sites / Locations except in areas those are specifically designated as smoking areas.
- b. Any contravention of the smoking rules will result in strict disciplinary action.

**17. SUBSTANCE ABUSE**

- a. The unauthorized possession/use, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited.
- b. Employees violating this policy will be subject to strict disciplinary action up to and including **dispensing with the employment**.

**18. POSSESSION OF DANGEROUS WEAPONS**

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only Authorised personnel are permitted to carry the Weapons within the company premises.

**19. MEDICAL CHECK UP AND FITNESS**

- a. Your employment is subject to your having been found medically fit at the time of your appointment and remaining fit thereafter.
- b. During your work you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of the individuals and their co-workers. They are designed to complement safe working practices.
- c. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your own health and safety, the health and safety of other employees, or the proper functioning of the workplace.
- d. In such cases before **discharge** of service, a reasonable period of time will be allowed to seek other employment.

**20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES**

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Mumbai.

**21. DOCUMENTS TO CARRY AT THE TIME OF JOINING**

While reporting for the duty, kindly submit copies of your certificates/testimonials as stated in 'Annexure-B'.

**C. JURISDICTION**

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

**D. ACCEPTANCE**

Please signify and return the duplicate copy of the appointment letter as a token of your acceptance of all the terms & conditions of employment.

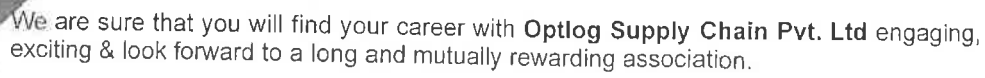
3D3, D wing, Gundecha Onclave, Kherani Road,

Sakinaka, Andheri East, Mumbai 400072.

www.optlogin.com | T 022 42630644







Authorised Signatory



OPTLOG SUPPLY CHAIN PRIVATE LIMITED  
3D3, D wing, Gundecha Onclave, Kherani Road,  
Sakinaka, Andheri East, Mumbai 400072  
www.optlogin.com | T 022 42630644

## **MAG Multistate Co-Operative Credit Society Ltd Phaltan.**

Reg.No-MSCS/CR/724/2013

Registered office- opp.Mudhoji Highschool Gate No-3, Near Bank of India, Laxminagar, Phaltan-415523

Phone-(01266)224811 Mob: 9579221328 Email: magmultistatephaltan2013@gmail.com

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Outward No. 22/2020-21

Date.24.08.2020

**Mr.Bhosale Suraj Ajit**

Near Bhoite Hospital, Shahunagar, Indapure Road,  
Baramati Dis-Pune Maharashtra.

**Subject – Appointment Letter.**

**Dear,**

**Mr.Suraj Sir.**

With Reference To Your Application and Subsequent Interview with Us We Are Pleased To Appoint You as Recovery Officer in Our Societies Baramati Branch on the Following Terms and Conditions.

**Date of Joining 31.08.2020**

**Salary:** Your Monthly Gross Salary Would Be Rs. **12000/-** (Rs. Twelve Thousand)

**Place/Transfer:** Your Present Place Of Work Will Be At Baramati But During The Course Of The Service, You Shall Be Liable To Be Posted / Transferred Anywhere To Serve Any Of The Society's Branch Or Any Other Establishment In India Or Outside At The Sole Discretion of The Management.

**Probation / Confirmation:** You Will Be On A Probation Period For The Six Months Based On Your Performance Your Services Will Be Confirmed With The Society In Written After Six Months.

During The Probation Period Your Services Can Be Terminated With Seven Days' Notice On Either Side And Without Any Reasons Whatsoever. If Your Services Are Found Satisfactory During The Probation Period, You Will Be Confirmed In The Present Position And Thereafter Your Services Can Be Terminated On One Month's Notice On Either Side.

Absence For A Continuous Period Of Ten Days Without Prior Approval Of Your Superior, (Including Overstay On Leave/ Training) Would Result In Your In Your Losing Your Lien On The Service And The Same Shall Automatically Come To An End Without Any Notice Or Intimation.

**Leave:** You Will Be Eligible To the Benefits of the Society's Leave Rules on Your Confirmation in the Society's Service.

During The Period Of Your Employment With The Society, You Will Devote Full Time To The Work Of The Society. Further, Your 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 Society.

1. Your Will Not (Except In The Normal Course Of The Society's Business) Publish Any Article Or Statement, Deliver Any Lecture Or Broadcast Make Any Communication To The Press, Including Magazine Publication Relation To The Society's Products Or To Any Matter With Which The Society May Be Concerned Unless You Have Previously Applied To And Obtained The Written Permission From The Society.
2. 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 Patterns & Trade Mark And Society's Human Assets Profile.
3. You Will Be Required To Comply With All Such Rules And Regulations As The Society May Frame From Time To Time.
4. Any Of Our Technical Or Other Important Information Which Might Come Into Your Possession During The Continuance Of Your Service With Us Shall But Be Disclosed, Divulged R Made Public By You Even Thereafter.
5. 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:

6. You Will Not Accept Any Present, Commission Or Any Sort Of Gratification In Cash Or Kind From Any Person Party Or Firm Or Society Having Dealing With The Society And If You Are Offered Any You Should Immediately Report The Management.

7. 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 Discussion. 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 In Its Sole Discretion, Including Termination Of Your Employment.

8. You Will Be Responsible For Safekeeping And Return In Good Condition And Order Of All Society Property. This 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 MAG Multistate Co-Op Credit Society Ltd. Family And Look Forward To A Fruitful Collaboration.

With Best Wishes,

For MAG Multistate Co. Op. Credit Society Ltd

*N. Stambh*  
Authorized Signatory

HR

MAG Multi-State Co-Op Credit  
Society Ltd. Phaltan, Dist. Satara



Signature of Employee



## Genius Consultants Ltd.

### Office:

504, Top Floor, Renaissance Business Centre,  
14/A, Wellesley Road Camp, PUNE - 411001  
CIN No: U74140WB1993PLC059586  
Ph.: 020-6640 1306  
Email :enquiry@geniusconsultant.com  
Web. : www.geniusconsultant.com

Date: 25.02.2020

Mr. Parasram Thombare  
BARAMATI,

### SUB: OFFER LETTER

Dear Parasram,

This is in reference to your application and subsequent interview with the authorized personnel at our client organization **Piaggio Vechiles Pvt Ltd.**

We are pleased to offer you the position of **Store Assistant** at **Piaggio Vechiles Pvt Ltd.**, in the site office of our client as named earlier from the date **11.03.2020** and compensation, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of our client organization, then this offer will be treated as invalid.

You are also requested to submit the following documents to **Genius Office** on or before joining the company:

1. Resume (Updated) \*\*2 copies
2. ID Proof (Pan Card) \*\*2 copies mandatory
3. Address Proof (Aadhar Card) \*\*2 copies mandatory
4. Education Certificates (10<sup>th</sup>, 12<sup>th</sup>, ITI, Diploma, UG, PG) \*\*2 copies each
5. Self-Photos (Stamp size) \*\*4 pieces
6. Bank Account Proof, (front Bank Passbook/Cancelled Cheque/Bank Statement) \*\*2 copies
7. Previous Company Resignation, Reliving or Experience letter copy.

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Also please find the attached Salary Annexure for your reference. Kindly provide your acceptance on same.

Thanks & Regards

For Genius Consultants Limited



Authorized Signatory

RECEIVED & ACCEPTED



## Genius Consultants Ltd.

### Office:

504, Top Floor, Renaissance Business Centre,  
14/A, Wellesley Road Camp, PUNE - 411001

CIN No: U74140WB1993PLC059586

Ph.: 020-6640 1306

Email :enquiry@geniusconsultant.com

Web. : www.geniusconsultant.com

| ANNEXURE                              |                           |
|---------------------------------------|---------------------------|
| Deputed at: Piaggio Vehicles Pvt Ltd. |                           |
| NAME                                  | Parasram Thombare         |
| DATE OF JOINING                       | 11 <sup>th</sup> March'20 |
| DESIGNATION                           | Store Assistant           |
| LOCATION                              | Baramati                  |
| COMPONENTS                            | MONTHLY                   |
| BASIC                                 | 11744                     |
| HRA                                   | 587                       |
| DEPUTATION ALLOWANCE                  | 0                         |
| CONVEYANCE                            | 0                         |
| MONTHLY BONUS                         | 978                       |
| GROSS SALARY                          | 13309                     |
| EMP PF (12%)                          | 1409                      |
| EMP ESIC (0.75%)                      | 100                       |
| PT                                    | 200                       |
| TOTAL DEDUCTIONS                      | 1709                      |
| NET SALARY                            | 11600                     |
| OTHER BENEFITS                        |                           |
| EMPR PF (13%)                         | 1527                      |
| EMPR ESIC (3.25%)                     | 433                       |
| INSURANCE (PA) -1L                    | 60                        |
| MEDICALIM -50K                        | 100                       |
| TOTAL CTC                             | 15429                     |
| ANNUAL CTC                            | 185143                    |

For Genius Consultants Limited



Authorized Signatory

# Schreiber Dynamix Dairies Pvt. Ltd.

SDDL-BAR/HR/APP/2020-2021/1970  
2<sup>nd</sup> January 2020

Mr. Rishikesh K. Thorave  
A/P – Pragatinagar, Near T. C college  
Tal – Baramati, Dist – Pune  
Pin - 413102

**Subject : Appointment Letter**

Dear Mr. Rishikesh,

With reference to your application for employment in our Company and the subsequent discussion you had with us on 2<sup>nd</sup> December 2020, we have pleasure in appointing you as "Associate - Utility & Maintenance" in the grade "Support II" in "Utility & Maintenance Department", in our Company's Management Cadre, with effect from 03<sup>rd</sup> December 2020 on the following terms & conditions, and subject to such rules as are in force and amended from time to time:

1. **Increment:**

- Assessment Cycle will be from September to August
- As per the assessment cycle you will be eligible for the next salary revision on 1<sup>st</sup> Jan 2022 subject to completion of 9 months in assessment period or on prorata basis based on your actual date of joining as per the company policy

2. **Cost to Company:** You will receive the remuneration & other benefits per month subject to Income Tax & other deductions, as per the attached Annexure

3. **Leave Travel Assistance:** LTA will accrue during the period of probation; these can be availed of only on you are being confirmed in the permanent cadre of the company. You will be entitled on prorata basis to this in case your services are terminated, by either party, during probation period.

LTA Will be as per the attached CTC statement for a full calendar year. LTA can be claimed for the period from date of joining to the end of the year in the next calendar year after completion of initial one year of service or may be carried forward as per the Rules applicable of the Company, and will be used for 'Family' as defined in the Income Tax Act.

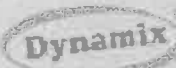
**Annual Leave:** You will be eligible for 20 days' annual leave for each completed year of continuous service. All leaves will be subject to exigencies of work. Annual Leave may be accumulated in accordance with the Leave Rules of the Company.

Contd...2

  
**Schreiber®**

Factory : E-34, MIDC, Bhigwan Road, Baramati - 413 133, Dist. Pune, Maharashtra  
Tel: (+91) 2112 - 662700 Fax: (+91) 2112 243710  
Regd. Off: 215, Atrium Building, 10th Floor, C Wing, Opp. Big Cinema, Andheri Kurla Road,  
(Next to Courtyard Marriott Hotel), Andheri East, Mumbai - 400 093, India.  
Tel: (+91) 226771 1900 / 01 • Fax: (+91) 22 6771 1910 / 11

Website : [www.schreiberdynamixdairy.com](http://www.schreiberdynamixdairy.com) • Email : [Dynamix@schreiberfeeds.com](mailto:Dynamix@schreiberfeeds.com) • CIN No. : U99999MH1992PTC066700

  
**Dynamix**



**PIAGGIO**  
VEHICLES PVT. LTD.

Ref: PVPL/GET/November  
Date: 25, 2019

Mr. Harshad Sunil Doshi,  
Nimblak, Satara,  
Maharashtra- 415523

Sub: Extension Letter

Dear Harshad,

With reference to the letter of training dated **November 23<sup>rd</sup>, 2018**, we are pleased to continue you as a **"Graduate Engineer Trainee"** in our organization, for a period of one year w.e.f. **November 25<sup>th</sup>, 2019** to **November 24<sup>th</sup>, 2020** on the following terms and conditions:

- 1) During your traineeship, you will be paid Gross Stipend of Rs. 18434/- (Eighteen Thousand Four Hundred Thirty Four) per month. Following is the breakup of the stipend structure.

|   | Components                    | Amount PM (In Rs) | Amount PA (In Rs) |
|---|-------------------------------|-------------------|-------------------|
| A | Baia                          | 15,000            | 1,80,000          |
| B | Performance Allowance         | 3,434             | 41,211            |
| C | <b>Pay Slip Gross</b>         | <b>18,434</b>     | <b>2,21,211</b>   |
| D | Provident fund (12% of Basic) | 1800              | 21,600            |
| E | ESIC (3.25% OF Payslip)       | 599               | 7,189             |
| F | Total Statutory               | 2,399             | 28,789            |
|   | <b>Grand Total (C+E+F)</b>    | <b>20,833</b>     | <b>2,50,000</b>   |
|   | <b>Cost to Company</b>        |                   | <b>2,50,000</b>   |

Provident fund as applicable on Basic pay will be deducted per month from Gross Salary paid.

You shall abide by and observe the rules and regulations as may be applicable to you and such other rules and regulations that are and/or may become applicable to you from time to time.

During your traineeship being a full time one, you are not permitted to engage yourself elsewhere, for any work either honorary or for remuneration, any part-time job or any trade of business which the Company considers to be detrimental to its interests.

You shall not at any time without the consent of the Company in writing, disclose, divulge or make public any information under legal obligations, any of the policies, processes, accounts, transactions and dealings of the Company where the same may be confided or become known to you in the course of your traineeship or otherwise.

Your training in the Organization is subject to your being found medically fit. Further, the Company reserves the right to have you medically examined at any time during the period of your traineeship by a qualified Medical Practitioner's nominated by the Company and her/his opinion shall be final and binding on you. In case you contract any contagious or communicable disease you will inform the Company immediately and take all the required medical treatment and precautions, in your own interest and in the interest of other employees and public in general.

**PIAGGIO VEHICLES PRIVATE LIMITED**

Regd. Office: 13608

Plot No. 13608, Sector 13, MIDC Area, Baramati 413 133, Dist Pune, INDIA. | Tel.: (91-20) 67492900

Plot No. 13608, Sector 13, MIDC Area, Baramati 413 133, Dist Pune, INDIA. | Tel.: (+91-2112)3042 200

Web : www.piaggio.co.in





**Venco Research And  
Breeding Farm Pvt. Ltd.**

Regd. & Corporate Office : 'Venkateshwara House', S. No. 114/A/2,  
Pune - Sinhagad Road, Pune - 411 030, India.  
Phone : 24251530 to 24251541  
Fax : 020 - 24251077, 24251060  
CIN No. : U07222PN1980PTC017423

VENCO/PER/19/ 3535

November 28, 2019

Mr. Vishal Dilip Malave  
Technical Officer  
Venco Research and Breeding Farm Pvt.Ltd.  
Jawale.

Dear Sir,

With reference to our Letter of Appointment No. VENCO/PER/19/1957 dtd. 04/07/2019 the management is pleased to inform you that your services have been confirmed as **TECHNICAL OFFICER** in **GRADE VI** w.e.f. 01/12/2019. The other terms and conditions as stipulated vide your appointment letter remain unaltered.

1. With effect from 01/12/2019, you will be paid salary and allowance as under: -

|                             |   |                   |
|-----------------------------|---|-------------------|
| Basic Salary                | : | Rs. 11,200/- p.m. |
| House Rent Allowance        | : | Rs. 1,120/- p.m.  |
| L. T. Allowance             | : | Rs. 417/- p.m.    |
| Medical Allowance           | : | Rs. 958/- p.m.    |
| YSBPM                       | : | Rs. 1,400/- p.m.  |
| Fixed Allowance             | : | Rs. 1,300/- p.m.  |
| Research Allowance          | : | Rs. 3,000/- p.m.  |
| Incidental Duties Allowance | : | Rs. 900/- p.m.    |

2. You will be eligible for leave and other service benefits as are admissible to similar and/or like category of personnel, which benefits may be varied from time to time.
  3. You will retire on attaining the age of 58 years for which one month's notice prior to your retirement will be issued to you.
  4. Your services are liable for termination by giving one month's notice or pay in lieu of notice and in case you wish to resign, you are required to give one month's notice.
  5. You are liable to be transferred from one department/unit to another department /unit or on deputation from one Company of our group to another situated in any part of India at the discretion of the Management depending upon the exigencies of work or the needs of our Company and you shall abide by such transfer orders. Normally, on such a transfer, there will be no change in remuneration and service benefits.
- We look forward to your long and fruitful association with us for mutual benefit.

for VENCO RESEARCH AND BREEDING FARM  
PVT. LTD.

  
C. G. SHAHANE,  
AUTHORISED SIGNATORY

I accept the above  
terms and conditions

VISHAL MALAVE



**ISMT LIMITED**  
Solutions You Can Trust

REF:KD:HRD:ISMT  
June 30, 2012

**CONFIDENTIAL**

Mr Nikhil Chandrakant Choure  
Plot No. 9, Sambhajinagar  
Bhigwan Road  
Baramati

Dear Mr Choure,

**Subject: Appointment as 'Executive (Quality Assurance)'**

With reference to your application and the subsequent offer made to you, we are pleased to appoint you as 'Executive (Quality Assurance)' in Level 5.3 at our Works in Baramati. This appointment will be with effect from 2<sup>nd</sup> July 2012.

The terms and conditions of your employment are as follows:

1. The break-up of your CTC is as below:

| Salary Head           | Amount Rs.    |
|-----------------------|---------------|
| Basic                 | 10724         |
| HRA                   | 5362          |
| Rating Allowance      | 536           |
| Performance Allowance | 1072          |
| Conveyance Allowance  | 1072          |
| LTA                   | 894           |
| Medical Allowance     | 894           |
| Provident Fund        | 1287          |
| Superannuation        | 1609          |
| <b>Total Gross PM</b> | <b>23450</b>  |
| <b>Annualized CTC</b> | <b>281400</b> |

2. You will be on probation for an initial period of 12 months from the date of appointment. At the end of this period you will be confirmed, if your services are found to be satisfactory and up to the standard required by the Company, in the permanent cadre of the Company. The Company reserves the right of being the sole judge of this evaluation.
3. Your services are transferable anywhere in the Indian Union and/or to any of the Associates or Subsidiaries of the Company. As a result of this transfer, your service conditions will not be affected.



SCT-0135, SL-0192  
SCT-0195, SL-0236 ISO/TS 16949 - 2009

Corporate & Registered Office  
Linkad Towers, Viman Nagar, Pune - 411 014, India.  
Phone: +91 20 41434100 / 66024901 - 04 | Fax: +91 20 26630779  
www.ismt.com



BSI OHSAS 18001:2007  
ISO 14001:2004

GBS 260518  
EMS 260513

महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८

नमुना "ग"  
(नियम ९ प्रमाणे)

सूचना दिल्याबाबत पावती



अर्जदाराने नमुना फ द्वारा व्यवसाय सुरु केल्याबाबतची सूचना खाली नमूद केलेल्या तपशीलासह या कार्यालयास दिलेली आहे. त्याचा तपशील पुढीलप्रमाणे:

| १.    | पावती क्रमांक                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | :   | २०३१०००३१४२९८४५०                                                                                                                     |       |        |     |      |   |   |   |   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------|-------|--------|-----|------|---|---|---|---|
| २.    | अर्जाचा (सूचनापत्राचा) आयडी क्रमांक                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | :   | १०६४०४४९२००३                                                                                                                         |       |        |     |      |   |   |   |   |
| ३.    | आस्थापनेचे नाव                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | :   | जगदंबा एन्टरप्रायजेस<br>JAGDAMBA ENTERPRISES                                                                                         |       |        |     |      |   |   |   |   |
| ४.    | कामगारांची एकूण संख्या                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | :   | ०                                                                                                                                    |       |        |     |      |   |   |   |   |
|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     | <table> <tr> <th>पुरुष</th><th>स्त्री</th><th>इतर</th><th>एकूण</th></tr> <tr> <td>०</td><td>०</td><td>०</td><td>०</td></tr> </table> | पुरुष | स्त्री | इतर | एकूण | ० | ० | ० | ० |
| पुरुष | स्त्री                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | इतर | एकूण                                                                                                                                 |       |        |     |      |   |   |   |   |
| ०     | ०                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ०   | ०                                                                                                                                    |       |        |     |      |   |   |   |   |
| ५.    | अ) मालकाचे नाव                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | :   | श्री. ऑंकार बाळासो वायसे<br>SHRI ONKAR BALASO WAYASE                                                                                 |       |        |     |      |   |   |   |   |
|       | ब) आस्थापनेचा पत्ता                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | :   | घर नं. २४८, अंजनगाव, ,, , बरामती, पुणे, ४१३१०२                                                                                       |       |        |     |      |   |   |   |   |
| ६.    | सदरची पावती ही केवळ अर्जदाराने त्याचा व्यवसाय सुरु केल्याबद्दल कार्यालयास पाठविलेल्या सूचना पत्राची पोच पावती असून व्यवसाय अथवा व्यवसायाची जागा अस्तित्वात असल्याबद्दलचा पुरावा नाही. व्यवसायासाठी व व्यवसायाच्या जागेसाठी आवश्यक असणारी संबंधित सक्षम प्राधिकारी यांच्याकडील पूर्व / पश्चात परवानगी, अनुज्ञप्ती, परवाना धारण करण्याची सर्वस्वी जबाबदारी मालकाची राहिल.<br>ही पोच पावती व्यवसायाच्या जागेचा मालकी हक्क किंवा मालमत्तेचा मालकी हक्क किंवा ताबा या प्रयोजनार्थ कोणत्याही कायद्यांतर्गत ग्राह्य धरता येणार नाही. |     |                                                                                                                                      |       |        |     |      |   |   |   |   |
| ७.    | व्यवसायाचे स्वरूप                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | :   | हार्डवेअर, पेंट, केमिकल व अँडीसिड्ज खरेदी - विक्री                                                                                   |       |        |     |      |   |   |   |   |
| ८.    | पूर्वीचा नोंदणी प्रमाणपत्राचा क्रमांक व दिनांक, लागू असल्यास                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | :   |                                                                                                                                      |       |        |     |      |   |   |   |   |

टीप : सदरची पोच पावती संगणकीय प्रणालीद्वारे तयार करण्यात आलेली असल्याने त्यावर स्वाक्षरीची आवश्यकता नाही. सदरची पोच पावती ही अर्जदाराने सादर केलेल्या स्वयंघोषणापत्र आणि स्वयंसाक्षात्कीत अभिलेखाद्वारे पडताळणी न करता देण्यात आलेले आहे.  
सादर पोचपावती ही १० पेक्षा कमी कामगार असलेल्या आस्थापनांना नोंदणी दाखल्या ऐवजी देण्यात येते. त्यांना नमुना - ब मध्ये नोंदणी प्रमाणपत्र अनुज्ञेय होत नाही.

दिनांक : २०-०८-२०२०

ठिकाण : Pune

कार्यालयाचा पत्ता : Shop Inspector Office, Baramati, Address- Baramati Municipal Council Building, Baramati, District- Pune

| अर्जाचा आय.डी. क्रमांक | प्रदान केलेले सेवा मूल्य (रुपये) |
|------------------------|----------------------------------|
| १०६४०४४९२००३           | २३.६०                            |

महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८

नमुना "ग"  
(नियम ९ पहा)

सूचना दिल्याबाबत पावती



अर्जदाराने नमुना फ द्वारा व्यवसाय सुरु केल्याबाबतची सूचना खाली नमूद केलेल्या तपशीलासह या कार्यालयास दिलेली आहे. त्याचा तपशील पुढीलप्रमाणे:

| १.    | पावती क्रमांक                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | :   | २०३१०००३१४२९८४५०                                                                                                                     |       |        |     |      |   |   |   |   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------|-------|--------|-----|------|---|---|---|---|
| २.    | अर्जाचा (सूचनापत्राचा) आयडी क्रमांक                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | :   | १०६४०४४९२००३                                                                                                                         |       |        |     |      |   |   |   |   |
| ३.    | आस्थापनेचे नाव                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | :   | जगदंबा एन्टरप्रायजेस<br>JAGDAMBA ENTERPRISES                                                                                         |       |        |     |      |   |   |   |   |
| ४.    | कामगारांची एकूण संख्या                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | :   | ०                                                                                                                                    |       |        |     |      |   |   |   |   |
|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     | <table> <tr> <th>पुरुष</th><th>स्त्री</th><th>इतर</th><th>एकूण</th></tr> <tr> <td>०</td><td>०</td><td>०</td><td>०</td></tr> </table> | पुरुष | स्त्री | इतर | एकूण | ० | ० | ० | ० |
| पुरुष | स्त्री                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | इतर | एकूण                                                                                                                                 |       |        |     |      |   |   |   |   |
| ०     | ०                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ०   | ०                                                                                                                                    |       |        |     |      |   |   |   |   |
| ५.    | अ) मालकाचे नाव                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | :   | श्री. ओंकार बाळासो वायसे<br>SHRI ONKAR BALASO WAYASE                                                                                 |       |        |     |      |   |   |   |   |
|       | ब) आस्थापनेचा पत्ता                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | :   | घर नं. २४८, अंजनगाव, ,, , बारामती, पुणे, ४१३१०२                                                                                      |       |        |     |      |   |   |   |   |
| ६.    | सदरची पावती ही केवळ अर्जदाराने त्याचा व्यवसाय सुरु केल्याबद्दल कार्यालयास पाठविलेल्या सूचना पत्राची पोच पावती असून व्यवसाय अथवा व्यवसायाची जागा अस्तित्वात असल्याबद्दलचा पुरावा नाही. व्यवसायासाठी व व्यवसायाच्या जागेसाठी आवश्यक असणारी संबंधित सक्षम प्राधिकारी यांच्याकडील पूर्व / पश्चात परवानगी, अनुज्ञप्ती, परवाना धारण करण्याची सर्वस्वी जबाबदारी मालकाची राहिल.<br>ही पोच पावती व्यवसायाच्या जागेचा मालकी हक्क किंवा मालमत्तेचा मालकी हक्क किंवा ताबा या प्रयोजनार्थ कोणत्याही कायद्यांतर्गत ग्राह्य धरता येणार नाही. |     |                                                                                                                                      |       |        |     |      |   |   |   |   |
| ७.    | व्यवसायाचे स्वरूप                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | :   | हार्डवेअर, पेंट, केमिकल व अ‍ॅडिसिव्हज खरेदी - विक्री                                                                                 |       |        |     |      |   |   |   |   |
| ८.    | पूर्वीचा नोंदणी प्रमाणपत्राचा क्रमांक व दिनांक, लागू असल्यास                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | :   |                                                                                                                                      |       |        |     |      |   |   |   |   |

टीप : सदरची पोच पावती संगणकीय प्रणालीद्वारे तयार करण्यात आलेली असल्याने त्यावर स्वाक्षरीची आवश्यकता नाही. सदरची पोच पावती ही अर्जदाराने सादर केलेल्या स्वयंघोषणापत्र आणि स्वयंसाक्षात्कीत अभिलेखाद्वारे पडताळणी न करता देण्यात आलेले आहे.  
सादर पोचपावती ही १० पेक्षा कमी कामगार असलेल्या आस्थापनांना नोंदणी दाखल्या ऐवजी देण्यात येते. त्यांना नमुना - ब मध्ये नोंदणी प्रमाणपत्र अनुज्ञेय होत नाही.

दिनांक : २०-०८-२०२०

ठिकाण : Pune

कार्यालयाचा पत्ता : Shop Inspector Office, Baramati, Address- Baramati Municipal Council Building, Baramati, District- Pune

| अर्जाचा आय.डी. क्रमांक | प्रदान केलेले सेवा मूल्य (रुपये) |
|------------------------|----------------------------------|
| १०६४०४४९२००३           | २३.६०                            |

# महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८

Form - 'F'

[See Rule 8]

## APPLICATION FOR INTIMATION

|                                                                                                                        |                                                                                                         |       |                                                     |                                                                                     |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------|-----------------------------------------------------|-------------------------------------------------------------------------------------|
| Application ID                                                                                                         | 106404492003                                                                                            |       |                                                     |  |
| Registration Certificate / Intimation Receipt No. नोंदणी क्रमांक / पावती क्रमांक                                       | 2031000314298450                                                                                        |       |                                                     |                                                                                     |
| Division / विभाग                                                                                                       | Pune                                                                                                    |       |                                                     |                                                                                     |
| District / जिल्हा:                                                                                                     | Pune                                                                                                    |       |                                                     |                                                                                     |
| Office Name                                                                                                            | Shop Inspector Office, Baramati, Address- Baramati Municipal Council Building, Baramati, District- Pune |       |                                                     |                                                                                     |
| Name of the establishment / आस्थापनेचे नाव                                                                             | JAGDAMBA ENTERPRISES<br>जगदंबा एन्टरप्रायजेस                                                            |       |                                                     |                                                                                     |
| Previous details of establishment / आस्थापनेची पूर्वीची सविस्तर माहिती                                                 | New Registration                                                                                        |       |                                                     |                                                                                     |
| Postal address and situation of the Establishment / ( आस्थापनेचा पत्ता )                                               | GHAR NO. 248, ANJANGAON, ,, , BARAMATI, PUNE, 413102                                                    |       | घर नं. 248, अंजनगाव, , , बारामती, पुणे, 413102      |                                                                                     |
| Mobile / भ्रमणधनी क्र.                                                                                                 | 9960595892                                                                                              |       |                                                     |                                                                                     |
| Email-id / ई - मेल आय डी                                                                                               | jagadambaenterises55@gmail.com                                                                          |       |                                                     |                                                                                     |
| Date of commencement of business / व्यवसाय सुरु केल्याचा दिनांक                                                        | 12/06/2020                                                                                              |       |                                                     |                                                                                     |
| Nature of Business / व्यवसायाचे स्वरूप                                                                                 | PURCHASE AND SALE OF HARDWARE, PAINTS, CHEMICALS, AND ADISIVES                                          |       | हार्डवेअर, पेंट, केमिकल व अॅडीसिव्हज खरेदी - विक्री |                                                                                     |
| Whether establishment falls under public or private sector / आस्थापना सार्वजनिक क्षेत्रात येते की खाजगी क्षेत्रात येते | Private                                                                                                 |       |                                                     |                                                                                     |
| Total No. of Employees                                                                                                 | Men                                                                                                     | Women | Transgender                                         | Total                                                                               |
|                                                                                                                        | 0                                                                                                       | 0     | 0                                                   | 0                                                                                   |
| Name of the Employer / मालकाचे नाव                                                                                     | SHRI ONKAR BALASO WAYASE                                                                                |       | श्री. ऑंकार बाळासो वायसे                            |                                                                                     |
| Residential Address of the employer / मालकाच्या निवासस्थानाचा पत्ता                                                    | GAVATHAN, ANAJANGAON, , , BARAMATI, PUNE, 413102                                                        |       | गावठाण, अनजंगाव, , , बारामती, पुणे, 413102          |                                                                                     |
| Resident Since / वास्तव्य                                                                                              | 1997                                                                                                    |       |                                                     |                                                                                     |
| Status / Designation                                                                                                   | OWNER                                                                                                   |       |                                                     |                                                                                     |
| Mobile No                                                                                                              | 9960595892                                                                                              |       |                                                     |                                                                                     |
| E-mail ID                                                                                                              | jagadambaenterprises55@gmail.com                                                                        |       |                                                     |                                                                                     |
| Aadhar No                                                                                                              | 831862585745                                                                                            |       |                                                     |                                                                                     |
| Name of Manager / व्यवस्थापकाचे नाव                                                                                    |                                                                                                         |       |                                                     |                                                                                     |
| Residential address of Manager / व्यवस्थापकाच्या निवासस्थानाचा पत्ता                                                   |                                                                                                         |       |                                                     |                                                                                     |
| Contact No                                                                                                             |                                                                                                         |       |                                                     |                                                                                     |
| Fax No                                                                                                                 |                                                                                                         |       |                                                     |                                                                                     |
| Email-ID / ई - मेल आय डी                                                                                               |                                                                                                         |       |                                                     |                                                                                     |
| Aadhar No                                                                                                              |                                                                                                         |       |                                                     |                                                                                     |





**Chaitanya Zende**

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**shreeinteriors0440@gmail.com**

**A/P- Mauli Banglo, Suryanagari, M.I.D.C., Tal-Baramati, Dist-Pune, 413102.**