

|| Be One with the downtrodden and the underprivileged ||

Shri Shivaji Education Society Karad, Board For Higher Education's

# YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

Vidyanagar, KARAD - 415 124 Dist. Satara ( Maharashtra)

Hon. Yashwantrao Chavansahab  
Founder

☎ 02164 - 271356, 271357 e-mail : prinyccsk@gmail.com website : www.yccskarad.com

Hon. P. D. Patilsahab  
President up to 17<sup>th</sup> September 2008



UDISE Code - 27310207715 Index No. - J 21.02.002

Reaccredited B\*\* Level by NAAC, Bangalore

AN ISO 9001-2015 CERTIFIED COLLEGE REG. NO. : RQ91/5237

**Dr. Suryakant Babu Kengar**

Principal

**Hon. Shamrao Alias Balasaheb Pandurang Patil**

President, MLA

Shri Shivaji Education Society's, Board for Higher Education, Karad

**Hon. Altafhusen Nasiruddin Mulla**

General Secretary,

Shri Shivaji Education Society's, Board for Higher Education, Karad

## CRITERION 5: STUDENTS SUPPORTS AND PROGRESSION

### 5.2. STUDENTS PROGRESSION

5.2.1. Number of placement of outgoing students placed or progressed to higher education during the year

#### Students Placement

Year-2018-19

Sr. No	Name of the student who have been placed	Program graduated from	Name of the employer with contact details	Pay package at appointment (In INR per annum)
1.	Ajija illahi Mujawar	B.Sc.	Progressive Infovision PVT. LTD	1.60 L
2.	Aishwarya Prakash Desai	B.Sc.	Progressive Infovision PVT. LTD	1.62 L
3.	Girish Vishal Kulkarni	B.Sc.	Progressive Infovision PVT. LTD	1.80 L
4.	Prajakta Arun Tikudave	B.Sc.	Progressive Infovision PVT. LTD	1.50 L
5.	Mrunali Ramesh Jadhav	B.Sc.	JMK Infosoft Solutions Ltd	NA
6.	Akshay Kumar Patil	B.Sc.	Progressive Infovision PVT. LTD	1.56 L
7.	Shreya Shrikant Shinde	B.Sc.	iPro	1.56 L
8.	Sanket Sanjay Paol	B.Sc.	Progressive Infovision PVT. LTD	1.62 L
9.	Nikita Milind Kamble	B.Sc.	IDC	1.66 L
10.	Amol Lakshaman More	B.Sc.	Dynacons	1.62 L
11.	Umar Jalal Mulla	B.Sc.	Allied IT	1.80 L
12.	Harshad Patil	B.Sc.	COMnet	1.61 L



*(Signature)*

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13.	Ajay Shamrao Jagtap	B.Sc.	Progressive Infovision PVT. LTD	1.56 L
14.	Samiksha Mahadev Devkar	B.Sc.	Progressive Infovision PVT. LTD	1.56 L
15.	Jagdale Sachin	B.Sc.	Aquatic Systems Pvt. Ltd.	NA
16.	Jadhav Pravin Dilip	B.Sc.	Rayat Shikshan Sanstha Satara	NA
17.	Pawar Nikita	B.Sc.	Kalyani English Medium	NA
18.	Patel Jeenat Mustafa	B.Sc.	SGM College Teacher	NA
19.	Mane Anosh N.	B.Sc.	Raptakos Brett & Company Ltd, Tasawade MIDC, Karad.	2.05 L
20.	Amruta Dhanpal Patil	M.Sc.	Hi Tech BioSciences, India Ltd., Pune	NA
21.	Namrata Gandhar Patil	M.Sc.	Hi Tech BioSciences, India Ltd., Pune	NA
22.	Narayan Vinayak Gilbile	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
23.	Prashant Babasaheb Thorat	M.Sc.	Vijaykant Dairy & Food Products Ltd.	NA
24.	Prashant Uttam Kamble	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
25.	Sandip Mahadev Kumbhar	M.Sc.	Cipla Ltd, Mumbai	NA
26.	Sarika Sadashiv Kumbhar	M.Sc.	Bharati Green Tech. Solution, Mumbai	NA
27.	Shekhar Tanaji Sawant	M.Sc.	Cipla Ltd, Mumbai	NA
28.	Snehalata Krishnat Desai	M.Sc.	Modern Dairy, Pune	NA
29.	Mumal Manaji Patil	M.Sc.	Hi-Tech BioSciences, India Ltd., Pune	NA
30.	Mosin Bashirahamad Pathan	M.Sc.	Chiron Behring Vaccines Pvt. Ltd.	NA
31.	Mohasin Aslam Tamboli	M.Sc.	Cipla Ltd, Mumbai	NA
32.	Charudatta Shashikant Sangar	M.Sc.	Intas Pharmaceuticals Ltd, Ahmedabad	NA
33.	Akash Vasant Ghawat	M.Sc.	Cipla Ltd, Mumbai	NA
34.	Deshmukh Rohan Dilip	B.Sc.	Owner of Goods Store, Masur	NA
35.	Salunkhe Rohit Ramchandra	B.Sc.	Working as MR	NA
36.	Salunkhe Rushikesh Shankar	B.Sc.	Working as MR	NA
37.	Bhosale Vikas Vasant	B.Sc.	Working as MR	NA
38.	Chavan Nikhil Kumar	B.Sc.	Working in Medical	NA



			Store	
39.	Chopdar Ajay Nivrutti	B.Sc.	Working in Agricultural Field-Farmer	NA
40.	Dabadge Sandip Sanjya	B.Sc.	Working in Agricultural Field-Farmer	NA
41.	Dandgule Anand Pandurang	B.Sc.	Working as MR	NA
42.	Desai Indrajeet Shankar	B.Sc.	Working in Private Classes, Karad	NA
43.	Desai Sanket Suresh	B.Sc.	Working as Manager in Petrol Pump, Pusesavali	NA
44.	Hogale Rohan Ananda	B.Sc.	Working in Agricultural Field-Farmer	NA
45.	Deshmukh Jeevan Anil	B.Sc.	Owner of Fruit Store	NA
46.	Jangam Shubham Sanjay	B.Sc.	Owner of Hotel in Karad	NA
47.	Jagtap Swapnali Ramesh	B.Sc.	Working in Medical Store	NA
48.	Gharge Rutuja Suresh	B.Sc.	Working in Agricultural Field-Farmer	NA
49.	Karande Aniket Hanmantrao	B.Sc.	Working in Medical Store	NA
50.	Hinukale Sagar Narayan	B.Sc.	Working in Agricultural Field-Farmer	NA
51.	Kadam Vikramsinh Dilip	B.Sc.	Working in Agricultural Field-Farmer	NA
52.	Jadhav Ganesh Ramesh	B.Sc.	Working in Agricultural Field-Farmer	NA
53.	Kadam Vishwajit Shahaji	B.Sc.	Working as MR	NA
54.	Kadam Akshay Tukaram	B.Sc.	Working in Medical Store	NA
55.	Madar Ramappa Hanamant	B.Sc.	Working in Agricultural Field-Farmer	NA
56.	Mahadar Rakesh Rajendra	B.Sc.	Owner of Stationary Shop, Karad	NA
57.	Mali Sagar Shantaram	B.Sc.	Owner of Clothes Shop, Karad	NA
58.	Katekar Vaibhav Pandurang	B.Sc.	Working in Medical Store	NA
59.	Katkar Tejswini Suresh	B.Sc.	Working in Agricultural Field-Farmer	NA
60.	Mane Shrikant Sanjay	B.Sc.	Working as Peon in Bank	NA
61.	Mokashi Sabina Mubarak	B.Sc.	Working in Agricultural Field-Farmer	NA



62.	Pawar Sagar Gorakhnath	B.Sc.	Working in Water Purification Plant, Banawadi Grampanchayat	NA
63.	Ravidhone Vaibhav Tanaji	B.Sc.	Working in Agricultural Field-Farmer	NA
64.	Pawar Pranav Banudas	B.Sc.	LIC Agent	NA
65.	Mane Pratik Baban	B.Sc.		NA
66.	Raut Akash Hindurao	B.Sc.	Working in Agricultural Field-Farmer	NA
67.	Raut Shubham Ashok	B.Sc.	Working as Clerk in Private School, Umbraj	NA
68.	Pawar Prathamesh Yuvraj	B.Sc.	Owner of Bag Shop	NA
69.	Pawar Rohan Dhanaji	B.Sc.	Owner of Book Store	NA
70.	Mandake Aniket Arjun	B.Sc.	LIC Agent	NA
71.	More Amol Suryakant	B.Sc.	Owner of Restaurant, Krishna Ghat, Karad	NA
72.	Pawar Vikas Prakash	B.Sc.	Working in Agricultural Field-Farmer	NA
73.	Mujawar Sajid Mubarak	B.Sc.	Owner of Gift Gallery, Islampur.	NA



**Principal**  
Yashwantrao Chavan College  
of Science, Karad



To,

Date: 09.08.2018

Ms. Aijia Iliahi Mujawar  
Employee ID:  
809 Banke, Javal, Vahagon, satara, Maharashtra, 415124

Appointment Letter

Dear Aijia,

With reference to your application for the post of "THDK" and subsequent interview / discussions held with you. The management takes great pleasure in informing you that you have been engaged as "THDK" w.e.f. "10<sup>th</sup> Aug'2018" and you will currently be posted at our client Wipro "RJIO, Mumbai". The terms and conditions of your employment are detailed in this Appointment Letter and any subsequent change/modification, applicable to employees that may come into effect from time to time shall form the part of this Appointment Letter as an addendum.

Your employment with the Company shall be governed by the terms and conditions set forth herein.

1. **Place of Posting:**

1.1 Your initial posting will be at **Mumbai**. However, during your employment with the company you may be liable to be transferred to any location of the company or its Branch / affiliates / group / subsidiary/ Associates and/or client companies in any part of India as may be desired by the Company, on the same terms and conditions.

1.2 As it has been clarified to you that the nature of business of our company is to provide office cadre services required by our clients at their office premises through the manpower deputed by us and as such your employment with us is against such a vacancy only.

1.3 It has also been clarified to you that due to nature of business of our company you will be deputed for performing of your duties whether temporarily or permanent to any of our client company and/or on rotation at our client's companies, you shall not be liable in any condition to claim direct employment/absorption with the said clients company where you have been deputed for performance of your duties.

2. **Compensation and other benefits.**

2.1 You will be paid an all-inclusive consolidated Gross salary of Rs. 11, 497/-per month. Your compensation in total Cost to Company (Rs. 13,281/-) basis, as mutually agreed, is detailed in Annexure-A attached to this Appointment Letter. The composition of CTC is comprises of Basic pay, HRA, Medical, Conveyance and other/Special allowances and also including PF, ESI, Professional Tax (PT) & Bonus (as per applicability). The limitation for the basic pay will be subject to the limitations as prescribed under applicable statute. Company shall as per the applicable state/central rules and regulations can withhold/deduct taxes, access and levies from your CTC. You are required to contribute towards statutory contributions as per applicable laws.

2.2 The details of Compensation and benefits are strictly confidential between company and yourself which shall be maintained by you at all times.

3. **Continuation & performance**

3.1 Your appointment and your continuation in employment are subject to our receiving satisfactory reports from the references provided by you. If any information or representation disclosed by you is found to be incorrect, or if any material information is detected by us to have been suppressed by you at any stage, or any action on your part is found to be in contravention of the conditions stated herein, the Company shall have the right to terminate your services at any point of time without serving any notice upon you.

3.2 Your performance shall be determined upon completion of one year of minimum employment in the company and shall depend upon your achieving KRA's, hard work, good conduct, accurateness, efficiency targets and performance deliverables and due compliance of company's internal regulations and policies.

4. **Probation & Confirmation**






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ANNEXURE - A

Name : Ms. Ajija Illahi Mujawar

Designation : THDK

Details of your salary Break up are as follows:

Name	Ajija Illahi Mujawar	
Components	Monthly	Annually
Basic	5800	69600
DA	3564	42768
<b>Gross ( MWA)</b>	<b>9364</b>	<b>112368</b>
HRA	468	5616
Conveyance	0	0
Medical Allowance	0	0
Bonus	780	9360
Add Allowance	885	10620
<b>Gross Salary</b>	<b>11497</b>	<b>137964</b>
<b>Earned Gross</b>	<b>11497</b>	<b>137964</b>
Employee PF deduction(12% of Basic)	1124	13488
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(1.75% on Earned gross)	201	2414
Group Term Insurance	40	480
Accidental Insurance	15	180
Employee Total Deduction	1582	18986
<b>Employee Net Take home</b>	<b>9915</b>	<b>118978</b>
Employer PF contribution(13.16% of Basic)	1232	14788
LWF(Employer Contribution per year)	6.00	72
Employer ESIC Contribution(4.75% on Earned gross)	546	6553
Employer Total Contribution	1784	21413
<b>Cost to Company</b>	<b>13281</b>	<b>159377</b>

I have carefully read the above details of my salary structure on total CTC basis and in token of accepting the same; I put my signature.

Signature:

Name:





To,

Name: **Aishwarya Prakash Desai.**

Date: 09.08.2018

**Offer Letter cum Appointment Letter**

Dear **Aishwarya Desai.**

With reference to your application for the post of "Desktop Support" and subsequent interview / discussions held with you. The management takes great pleasure in informing you that you have been engaged as "Desktop Support " w.e.f 10<sup>th</sup> August 2018" and you will be posted at "HDFC BANK "MUMBAI ". You will be paid Rs 13500/= CTC. The term and conditions of your employment are detailed in this Appointment Letter and any subsequent change/modification, applicable to employees that may come into effect from time to time shall form the part of this Appointment Letter as an addendum.

Your employment with us shall be purely on contract basis, notwithstanding this, in the event of project/work assignment with our client company, for which you are being employed, terminates before the specified period; this contract shall be co-terminus with the said project/work assignment unless extended. The salary is paid on the basis of approved Attendance received from your reporting Manager therefore you need to get the attendance approved from your reporting manager latest by 30th of every month.

All other terms and conditions of your employment shall be governed by company rules and policies which shall be handed over to you along with your appointment letter on the date of joining.

This offer of employment is subject to satisfactory verification of antecedents. Kindly sign and return the duplicate copy of this offer letter in token of your acceptance of the above.  
Wish you all the best.

For **PROGRESSIVE INFOVISION PVT. LTD.**

*Accepted & Agreed*



*(Authorized Signatory)*

*(Signature of candidate)*

**Aishwarya P. Desai.**

This is an electronically generated Offer Letter, hence signature is not required.



**ANNEXURE - 1**

Name : Miss. Aishwarya Prakash Desai

Designation : Desktop Support

Details of your salary break up are as follows:

Name	Aishwarya Desai	
	Monthly	Annually
<b>Components</b>		
Basic	5,800	69600
DA	3,564	42768
<b>Gross ( MWA)</b>	<b>9364</b>	<b>112368</b>
HRA	468.20	5618
Bonus	780.02	9360
Add Allowance	1094	13128
<b>Gross Salary</b>	<b>11706</b>	<b>140475</b>
<b>Earned Gross</b>	<b>11706</b>	<b>140475</b>
Employee PF deduction(12% of Basic)	1124	13488
LWF(Employee Deduction per year)	6	72
PT as application	150	1800
Employee ESIC Deduction(1.75% on Earned gross)	205	2458
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1545	18538
<b>Employee Net Take home</b>	<b>10161</b>	<b>121932</b>
Employer PF contribution(13.16% of Basic)	1232	14784
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(4.75% on Earned gross)	556	6673
Employer Total Contribution	1794	21529
<b>Cost to Company</b>	<b>13500</b>	<b>162000</b>

I have carefully read the above details of my salary structure on total CTC basis and in token of accepting the same, I put my signature.

Signature:

Name:





To,

**Sanket Sanjay Patil**  
Pune

Date: 17.10.2018

**Offer Letter cum Appointment Letter**

Dear Sanket Sanjay Patil

With reference to your application for the post of "Desktop Support Engineer" and subsequent interview / discussions held with you. The management takes great pleasure in informing you that you have been engaged as "Desktop Support Engineer" w.e.f. 15<sup>th</sup> October 2018 and you will be posted at "Microland, Pune". You will be paid Rs. 13,500/-CTC per month. The term and conditions of your employment are detailed in this Appointment Letter and any subsequent change/modification, applicable to employees that may come into effect from time to time shall form the part of this Appointment Letter as an addendum.

Your employment with us shall be purely on contract basis, notwithstanding this, in the event of project/work assignment with our client company, for which you are being employed, terminates before the specified period; this contract shall be co-terminus with the said project/work assignment unless extended. The salary is paid on the basis of approved Attendance received from your reporting Manager therefore you need to get the attendance approved from your reporting manager latest by 30th of every month.

All other terms and conditions of your employment shall be governed by company rules and policies which shall be handed over to you along with your appointment letter on the date of joining.

This offer of employment is subject to satisfactory verification of antecedents. Kindly sign and return the duplicate copy of this offer letter in token of your acceptance of the above.

Wish you all the best.

For **PROGRESSIVE INFOVISION PVT.LTD.**

**Accepted & Agreed**



**(Authorized Signatory)**

**(Signature of candidate)**

Sanket Sanjay Patil

This is an electronically generated Offer Letter, hence signature is not required.



## TERMS AND CONDITION OF EMPLOYMENT

### Place of Posting:

Your initial posting will be at Pune. However, during your employment with the company you may be liable to be transferred to any location of the company or its Branch / affiliates / group / subsidiary/ Associates and/or client companies in any part of India as may be desired by the Company, on the same terms and conditions.

It has also been clarified to you that due to nature of business of our company you will be deputed for performing of your duties whether temporarily or permanent to any of our client company and/or on rotation at our client's companies, you shall not be liable in any condition to claim direct employment/absorption with the said clients company where you have been deputed for performance of your duties. You will not join any of our client Wipro / Hcl or its associate directly or indirectly during your employment or after leaving us for two years without taking NOC from us.

### Compensation and other benefits.

You will be paid CTC is Rs. 13,500/- per month. The details of Compensation and benefits are strictly confidential between company and yourself which shall be maintained by you at all times, failing which company is liable to take stringent action against you.

### Conduct & performance

Your appointment and your conduct in employment are subject to our receiving satisfactory reports from the references provided by you. If any information or representation disclosed by you is found to be incorrect, or if any material information is detected by us to have been suppressed by you at any stage, or any action on your part is found to be in contravention of the conditions stated herein, the Company shall have the right to terminate your services at any point of time without serving any notice upon you.

Your performance shall be determined upon completion of one year of minimum employment in the company and shall depend upon your achieving KRA's, hard work, good conduct, accurateness, efficiency targets and performance deliverables and due compliance of company's internal regulations and policies.

### Probation & Confirmation

Your probation period will be of Twelve months w.e.f. your date of joining, the said period of twelve months can be extended for another period which company deems fit and proper based on your performance evaluation. Company shall have the right to terminate your services without assigning any reason or notice whatsoever on its sole discretion.

You will be required to produce all the documentary evidence and certificates / testimonials in original including your age, qualification and previous experience letter as stated by you in your job application / resume. Your appointment will become final on submission of all the required documents and on satisfactory completion of initial probation period of three months, you will be deemed to be confirmed in the services of the company unless otherwise intimated in writing to you by the company.

You shall be bound by the employment rules of the Company that may come in to force from time to time.

### Working Hours, leaves and holidays

Your hours of work shall be regulated to perform the duties assigned to you from time to time as required by the company or its client company where you are being deployed to perform your duties, and you will be required to work for 8 hours excluding lunch breaks in a day/shift. You would be required to work in rotational day and night shifts as per requirements and project guidelines. You would be allowed to avail holidays as per project / department guidelines.

You will be entitled to take leave as per policy of the company in consonance with our client company where you are presently deputed. You are entitled to take 1 casual leave per month.

You will be entitled to take holiday as per approved holiday's list of the company in consonance with our client company where you are presently deputed under intimation to us.



### Medical fitness

Your appointment and continuation in service of the company is subject to your being declared and remaining medically fit by a registered medical practitioner. The company has the right to get you medically examined by its specified/registered medical practitioner, and in case you are found medically unfit, company at its sole discretion shall terminate your services by giving you a one month's notice.

### Termination

This employment can be terminated by either side under the following circumstance:

You will be on Probation for 1 year. During your probation period including the extended period of probation, your services are liable to be terminated without assigning any reason and without giving any notice or notice pay in lieu thereof. However, in case you leave or resign your service, you shall have to give 30 days prior notice to the management of your resignation to give smooth handover of your responsibilities failing which management is bound to go for legal proceedings.

After continuation in writing your services will be liable to be terminated from either side by giving one month's prior notice or payment of one month's gross salary in lieu of prior notice to other party, except on disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.

By way of resignation: In case you decide to resign from the services of the Company, you shall be required to give one month's prior notice to the Company or one month's Gross salary in lieu thereof. However, in the event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of one month or any part thereof, without any pay in lieu thereof or part thereof. Similarly the company would have right not to relieve you prior to the stipulated notice period of one month until the job assigned to you need your requirement to be satisfactorily completed or handing over the same to the authorized person of the company. Further no earned leave, even due will be sanctioned during one month's notice period.

This letter of appointment has been issued to you on the understanding that there is nothing in your past record which should have prevented the company from offering you this appointment and that you have not willfully suppressed any facts and material to company. In case the company learns about you of anything contrary to its belief and knowledge, your employment will be liable to be terminated with immediate effect.

After completion of your probation period, in case if your work, conduct & performance not found satisfactory, the Company has the right to terminate your employment without assigning any reason.

In the opinion of the company, that shall be final in this matter, if you are adjudged insolvent or found guilty of dishonest or disobedient or of disorderly behavior or of long absence from your duty without prior permission or any other conduct considered by the company to be detrimental to its interest or violation of one or more terms of this appointment letter, your services may be terminated from the Company without giving any notice.

You shall not directly or indirectly, engage in any activity or perform any services for and or on behalf of any person who is involved in any activity, which are or likely to be in conflict with the interests of the Company. This is intended to avoid conflict between the personal interest of an employee and that of the Company and you should not undertake any other part time or full time business / work whether for honorarium or remuneration, without prior written permission of the company.

Continuous absence for three (3) days from the duties without prior permission in writing from your superior will tantamount to voluntary abandonment from your employment on your part and your services will be terminated by the company without assigning any reason thereof.

In case you intend to participate in any elections of any kind without obtaining prior written permission from the company, your services may be terminated from the Company without giving any notice.

You are not supposed to take any unplanned leave, 8 days prior approval is required to arrange backup failing which heavy penalty equivalent to amount Rs 1000/- Rs 2000/= per day can be imposed.

**Full and Final Settlement:-** from the last working day including notice period, your full and final settlement of all the dues will be paid within 45 days by an account payee cheque, subject to satisfactory handing over all the assets and properties belongs to company. If you do not opt to receive your full and final amount including relieving letter, it will be deemed that you have relinquished your rights and company shall not be liable to entertain your request thereafter.



**Address for Communication / Change**

Any communication/nocices under this Appointment Letter shall be sent to you at the address mentioned above and shall be deemed to have been delivered upon acknowledgement of its receipt.

In case of any change in your address you shall inform the same to the company in writing immediately failing which all communications sent to you at your given address shall be deemed to have been received by you.

**Confidentiality**

You will adhere to company code of conduct and abide by the relevant data protection laws as applicable in the respective states and cities in which our/our clients offices are situated in connection with the services rendered to our clients from time to time. During your service and thereafter you shall not make any use or disclosure of any knowledge or information of an unpublished confidential or proprietary nature. You will not divulge with any person and will use your best endeavors to prevent the publication or disclosure of any business/ trade secret or information concerning the business or finance of the company, its associate companies or client companies, or any of its dealings, transactions or affairs which may come in to your knowledge during or in the course of employment. If it is found that you have violated the same, then the company shall be at liberty to claim suitable damages at its sole discretion.

**Indemnity**

You shall always be liable to indemnify to the Company even after leaving your services from Company for any loss sustained by the Company due to any act, omission, misconduct, negligence or default in the course of discharging of your duties whilst in the service of the Company.

**Post-employment obligation**

In case you are leaving the company for whatsoever reason, you do hereby agree that you would not join any person, association of persons, firm or company directly or indirectly in any manner whatsoever which has a business links directly or indirectly in competition with the business of the company for a period of two years from the date of relieving from the company, you further agree and accept that company shall have full rights, remedies against you that may be available to the company under the prevailing laws, in the event if there is any breach or possibility of breach, infringement of this clause or any other clause in this appointment letter, company shall proceed against you to enforce such a right or remedy.

**General**

You shall not take any gifts, commission or any kind of gratification or benefit in cash or in any other form from any person, party, firm or company, having relations with the company. Your present designation is subject to change depending upon work assignment from time to time. You will not enter into any commitments or dealing on behalf of the company for which you have not express and/or written authority from the company. You will perform your duties with a high standard of ethical practices, efficiencies, initiative and in timely manner during your employment and shall observe the rules and regulations and order of your superiors issued to you from time to time. You will be responsible for safe custody and return in good condition all properies and documents etc. entrusted / handed over to you in the course of your employment.

**Jurisdiction**

Any dispute arising out of this appointment letter shall be subject to the jurisdiction of Delhi only. In case thereof & Conditions of this appointment letter are acceptable to you, kindly confirm the same by signing the duplicate copy of this letter in token of your having understood and acceptance of the same & return it to the undersigned.

We solicit your cooperation in following the conditions mentioned above and appreciate your decision for joining our company.

**M/s Progressive Infovision Pvt. Ltd.**



**Authorised Signatory**

**Declaration:**

I have read and understood the above term & Conditions. I hereby agree and undertake to abide by them. I acknowledge the receipt of my Appointment Letter.

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



**ANNEXURE - 1**

Name : Mr Sanket Sanjay Patil

Designation : Desktop Support Engineer

Details of your salary break up are as follows:

Name	Sanket Sanjay Patil	
Components	Monthly	Annually
Basic	5800	69600
DA	3564	42768
<b>Gross ( MWA)</b>	<b>9364</b>	<b>112368</b>
HRA	468.2	5618
Bonus	780.02	9360
Add Allowance	1108	13296
<b>Gross Salary</b>	<b>11720</b>	<b>140643</b>
<b>Earned Gross</b>	<b>11720</b>	<b>140643</b>
Employee PF deduction(12% of Basic)	1124	13488
LWF(Employee Deduction per year)	2.00	24
PT as application	150	1800
Employee ESIC Deduction(1.75% on Earned gross)	205	2461
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1541	18493
<b>Employee Net Take home</b>	<b>10179</b>	<b>122148</b>
Employer PF contribution(13% of Basic)	1217	14604
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(4.75% on Earned gross)	557	6681
Employer Total Contribution	1780	21357
<b>Cost to Company</b>	<b>13500</b>	<b>162000</b>

I have carefully read the above details of my salary structure on total CTC basis and in token of accepting the same, I put my signature.

Signature:

Name:

Ms. Aishwraya Prakash Desai  
Mumbai

Date: 24.10.2018

Offer Letter

Dear Aishwraya Prakash Desai,

Further to your application & subsequent interviews you had with us, we are pleased to give an offer letter with designation "**Service Desk**" on the following terms & Conditions:-

Your Date of joining in our organization is **26<sup>th</sup> October 2018** at Yes Bank for our Microland Client and you need to report at the address **Yes Bank Limited- Tower 1-2, India bulls Finance Center, Elphinstone Road, Mumbai -13**

During your employment with us you will be deputed on our client Microland project Yes Bank, in Chennai location for **One Month**.

- You will be Paid amount **Rs. 13 k CTC Per Month**.
- In case you want any leave kindly inform us on one day before, without information leave may give penalty for 500/- (P.D).

We Progressive would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging.

Wish you all the best.

For **PROGRESSIVE INFOVISION PVT.LTD.**

*Accepted & Agreed*

*(Authorized Signatory)*

Office: CC-27A, Hari Nagar, G-8 area, New Delhi-64.



*(Signature of candidate)*

**Aishwraya Prakash Desai**

To,

Mr. Girish Vitthal Kulkarni  
Goa

Date: 23.10.2018

**Offer Letter cum Appointment Letter**

Dear Girish Vitthal Kulkarni

With reference to your application for the post of "Desktop Support Engineer" and subsequent interview / discussions held with you. The management takes great pleasure in informing you that you will be engaged as "Desktop Support Engineer" w.e.f. 25<sup>th</sup> October 2018 and you will be posted at "Microland, Goa". You will be paid Rs. 15,000/- CTC per month. The term and conditions of your employment are detailed in this Appointment Letter and any subsequent change/modification, applicable to employees that may come into effect from time to time shall form the part of this Appointment Letter as an addendum.

Your employment with us shall be purely on contract basis, notwithstanding this, in the event of project/work assignment with our client company, for which you are being employed, terminates before the specified period; this contract shall be co-terminus with the said project/work assignment unless extended. The salary is paid on the basis of approved Allowance received from your reporting Manager therefore you need to get the allowance approved from your reporting manager latest by 30th of every month.

All other terms and conditions of your employment shall be governed by company rules and policies which shall be handed over to you along with your appointment letter on the date of joining.

This offer of employment is subject to satisfactory verification of antecedents. Kindly sign and return the duplicate copy of this offer letter in token of your acceptance of the above.

Wish you all the best.

For **PROGRESSIVE INFOVISION PVT.LTD.**

**Accepted & Agreed**



**(Authorized Signatory)**

**(Signature of candidate)**

**Girish Vitthal Kulkarni**

This is an electronically generated Offer Letter, hence signature is not required.





Dated: 03-Dec-18  
Ref. No IDC/OBHR/2018/019811

Mr./Ms. Nikita Milind Kamble,  
Yashwant Nagar, Kille Machhindra Gad,  
Kille Machhindragad, Sangli,  
Maharashtra, - 415302

**Letter of Intent**

Dear Nikita Milind Kamble,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a **Help Desk**. You may be deputed to **Client Site** as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before **03-Dec-18** at **Pune**. Your gross annual compensation, inclusive of all applicable taxes shall be **INR 166128/- (Details Attached in Annexure –"A")**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of intent.

Please submit following documents (**self-attested**) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-disclosure-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

If you wish to leave the services of the Company, a clear written notice of Sixty (60) days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice.

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

Thanking you.

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Nikita Milind Kamble



**UNDERTAKING**

I **Nikita Milind Kamble** hereby solemnly confirm that I have carefully read and considered the rules and regulations contained in the letter of intent and appointment letter and I will abide by them throughout my service. I also hereby confirm that the information I have filled in this form is correct to the best of my knowledge. In case any further information is required, I will be ready to furnish you with the same.

I further declare that I have not paid any fee (cash or kind) for any purpose (recruitment, training etc.) at any stage to **IDC Technologies Solutions India Pvt Ltd** and IDC Technologies shall not be held liable in any manner to pay compensation or otherwise.

I agree that, if found disregarding any of the conditions set forth in this documents, the company has the right to take any disciplinary action, including termination of my employment, without any notice and that I shall be solely responsible for the consequences thereof.

**Name:** Nikita Milind Kamble

**Date:**

**Signature:**



**"ANNEXURE-A"****Compensation Details w.e.f 03-12-2018**

Name :-	Nikita Milind Kamble
Designation :-	Help Desk
Location :-	Pune ( Maharashtra )

Salary Component		Amount in (INR)	Amount in (INR)
		Per Month	Per Annum
A.	Basic & DA	9445	113340
	Bonus	787	9444
	House Rent Allowance	472	5664
	LTA	0	0
	Medical Reimbursement	1250	15000
	Conveyance Allowance	0	0
	Special Allowance	90	1080
<b>GROSS SALARY ( Salary of Tax ) ( A )</b>		<b>12044</b>	<b>144528</b>
B.	Employers Contribution - Provident Fund	1228	14736
	Employers Contribution - ESIC	572	6864
<b>TOTAL ( B )</b>		<b>1800</b>	<b>21600</b>
C.	<b>Less Deduction</b>		
	Employee - Provident Fund	1133	13596
	Employee - ESIC	211	2532
	PT	200	2400
<b>TOTAL ( C )</b>		<b>1544</b>	<b>18528</b>
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>10500</b>	<b>126000</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>13844</b>	<b>166128</b>

Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms.

2 ) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2200/- of Group Mediclaim Policy (HDFC Ergo) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.

Nikita Milind Kamble

Signature



ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("**Agreement**") is made on this the [03] day of [Dec] year of [2018] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bangalore 560-035.

And

Mr/Ms. Nikita Milind Kamble (Name of the Contractor), S/o / D/o Milind Kamble Residing atyashwant nagar, kille machhindra gad, killemachhindragad, Sangli,, 0 Maharashtra, - 415302

(Hereinafter referred to as "**Contractor**" which expression shall mean and include his/her representatives in interest, assurers and guarantors)

**WHEREAS:**

The contractor has expressed his/her desire to be trained with Wipro for a period 03-Dec-18 to 30 Sep 2019 ("**Contact Period**").

Wipro has accepted the Contractor's application subject to the contract agreement adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time;

During the term of the contract, the contractor may have access to certain information which may be proprietary and/or of confidential nature ("**Confidential Information**", as more particularly described below).

**NOW THEREFORE** in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

- 1) For purposes of this Agreement, "**Confidential Information**" means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to contractor by Wipro or which contractor becomes aware of in the course of the contact agreement, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to the public (through no act or omission of contractor in violation of this Agreement); (ii) was known to contractor prior to its disclosure under this Agreement; or (iii) is required to be disclosed by governmental or judicial order, in which case contractor shall give Wipro prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.
- 2) Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on contractor any rights, license or authority in or to the Confidential information.
- 3) Contractor agrees and undertakes that he/she shall not disclose or make available to any person (including parent organization) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by contractor under any course. Contractor undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the parent organization, nor shall he/she use any of the Confidential information in his/her resumes or any application for prospective employment.



- 4) Contractor shall use and/or protect the Confidential information received by him/her with utmost degree of care and diligence.
- 5) Contractor agrees that upon (i) termination/expiry of contract period, or (ii) at any time during its currency, or (iii) on contractor ceasing to be in association contractor agreement with Wipro, contractor shall promptly deliver to Wipro the Confidential information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.
- 6) Contractor acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Contractor shall ensure that the use of such Confidential Information shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.
- 7) Contractor acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Contractor and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.
- 8) Contractor hereby acknowledges and agrees that in the event of a breach or threatened breach by the contractor of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by the contractor.
- 9) No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
- 10) This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bangalore. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
- 11) The obligations of confidentiality shall survive the expiry or termination of the agreement. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
- 12) If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

Wipro Limited

Contractor

Name:

Name: Nikita Milind Kamble

Designation:



### Offer Letter

**January 15th , 2019**

**Mr. Amol Lakshaman More,**

Address: : A/P-Karadwadi Tal-Bhudargad Dist-Kolhapur Pin code - 416209.

Mobile No: 7350661224

Email: moreamol@yahoo.com

**Dear Amol Lakshaman More,**

We are glad to inform you that you have been selected to work in our organization in **Managed Service Division**. Your date of joining will be on **January 16th, 2019**. You will be reporting to **Mr. Satya Pattnaik**.

Please submit the following documents at the earliest.

- Resignation Letter of Previous Company duly accepted.
- Last Salary Slip of the Previous Company.
- Xerox Copies of the Educational Certificates & Technical Certificates.
- 4 No's Passport Size Photograph.
- Residence Proof.
- Blood Group Report.
- Aadhar Card(2 copies) Pan card(2 copies)

Formal letter of Appointment will be issued on submission of above documents. Note: - This offer is valid up to maximum 2 days from date of release or the date of joining whichever falls earlier. Beyond this period / date this offer stands cancelled.

We once again welcome you to Dyna family.

With Regards,

**For Dynacons Systems & Solutions Ltd.**

  
Priya Kshirsagar  
Asst Manager - HR

**Dynacons Systems & Solutions Limited**

An ISO 9001:2008 Organization

78, Ratnajyot Industrial Estate, Irla lane, Vile Parle (W), Mumbai -400056. INDIA

• 91-22-66889900 / FAX +91-22-26716641 /   www.dynacons.com /  sales@dynacons.com / (Toll Free) 1800266-4444



<b>Particulars</b>	<b>Amt. Annually</b>
Basic	73,138
HRA	14,628
LTA	7,314
Medical Allowance	15,000
Mobile Allowance	3,000
Conveyance	19,200
CCA	13,996
Provident Fund Employer	8,777
ESIC/Mediclaim/Individual Insurance Reimbursement *	6,948
<b>Total CTC</b>	<b>162,001</b>

You will be entitled for benefits such as Group Medi-claim Insurance or ESI or Individual insurance wherever applicable, Personal Accident insurance & other benefits as may be introduced by the company time to time on terms stipulated in respective schemes of Company.

Kindly be informed that we follow a background verification policy, hence your appointment would be subject to positive background verification.

With Regards

**For Dynacons Systems & Solutions Ltd.**

**Accepted**

Priya Kshirsagar  
Asst Manager - HR

**(Amol Lakshaman More)**

## **Dynacons Systems & Solutions Limited**

An ISO 9001:2008 Organization

78, Ratnajyot Industrial Estate, Irla lane, Vile Parle (W), Mumbai 400056, INDIA

+ 91-22-66889900 / FAX +91-22-2676641 /



www.dynacons.com /



sales@dynacons.com/ (Toll Free) 1800266-4444



Offer Letter

Date: 04<sup>th</sup> March, 2019

To,  
Mr. Umar Jalal Mulla

Contact Details- +91 9156000143

We refer to your interview with us, we are pleased to offer you the position of a "Customer Support Engineer" and your compensation will be as mutually discussed.

A detail letter with the terms & conditions of appointment will be issued to you on the day of your joining subject to complying of the joining formalities.

We look forward to your joining. Your joining date would be on or before **11<sup>th</sup> March, 2019** you will be attached to **Kolhapur** office all your administrative & functional issues. Your work place will be determined by the Regional Head of your location.

You are requested to confirm the acceptance of your offer letter being issued to you within 3 working days of the date of this offer, else the offer made to you will stand automatically withdrawn.

You are requested to submit the copies of documents as mentioned in the list enclosed with the offer letter on your joining day along with originals for verification as the process of joining formalities.

Please understand that incase if any discrepancy is found in the documents submitted or under verification process, the offer of employment will be automatically revoked and your appointment with the organization cancelled.

The Following documents (Scanned Copy) to be submitted on the day of Joining:-

1. Scan Passport size photograph.
2. Educational Certificates, S.S.C, H.S.C & Graduation.
3. Post-Graduation Certificate (If you have done any certification like MCP, MCSE, CCNA, PMP, then pls. do get these certificates with candidate id or certificate id with validity)
4. Certificates of other professional courses (If Applicable).
5. Residential Proof (Ration card/electricity bill/ passport/driving license/ voter id).
6. I-Card Proof (Pan card/ voter id/passport/driving license). **(Pan Card Mandatory)**
7. All the past Experience certificates/Relieving letter/ Acceptance copy of the resignation from your previous employer. (if applicable).
8. 2 Post card size family photographs (If ESIC is applicable).

**Note: ORIGINAL documents for verification are a must at the time of joining.**

Documents (Hard Photocopy) required for Opening the Bank Salary Account

1. 2 Passport Size Photograph.
2. Ration Card & Electricity Bill / Passport Xerox / Pan Card Xerox

**Note: The submission of all the above mentioned documents is essential for payroll to process your monthly salary due. Kindly ensure that all the papers are submitted to meet the above mentioned criteria**







**DECLARATION:**

I have gone through all the Terms & Conditions specified in the Offer Letter and I have understood the same. I hereby accept the Terms & Conditions specified, and agree to abide by the policies laid out.

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

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

**Date of Acceptance:** \_\_\_\_\_

**ANNEXURE - 1**

Name : Mr Girish Vitthal Kulkarni

Designation : Desktop Support Engineer

Details of your salary break up are as follows:

Name	Girish Vitthal Kulkarni	
Components	Monthly	Annually
Basic	10998	131976
DA	416	4992
<b>Gross ( MWA)</b>	<b>11414</b>	<b>136968</b>
Bonus	950.7862	11409
Add Allowance	510	6120
<b>Gross Salary</b>	<b>12875</b>	<b>154497</b>
<b>Earned Gross</b>	<b>12875</b>	<b>154497</b>
Employee PF deduction(12% of Basic)	1370	16440
LWF(Employee Deduction per year)	10.00	120
Employee ESIC Deduction(1.75% on Earned gross)	225	2704
Group Term Insurance:	45	540
Accidental Insurance	15	180
Employee Total Deduction	1665	19984
<b>Employee Net Take home</b>	<b>11209</b>	<b>134508</b>
Employer PF contribution(13% of Basic)	1484	17808
LWF(Employer Contribution per year)	30	360
Employer ESIC Contribution(4.75% on Earned gross)	612	7339
Employer Total Contribution	2126	25507
<b>Cost to Company</b>	<b>15000</b>	<b>180000</b>

I have carefully read the above details of my salary structure on total CTC basis and in token of accepting the same, I put my signature.

Signature:

Name:



To,

Ms Prajakta Arun Tikudave  
Employee ID:

Address # Sarve N 48, Milind Nagar, Opp. Kalynai Steels, Pune City, Pune, Maharashtra - 411036

Date: 06.03.2019

**Appointment Letter**

Dear Sakate Anjali Madhukar,

With reference to your application for the post of "IT Service Desk" and subsequent interview / discussions held with you. The management takes great pleasure in informing you that you will be engage as "IT Service Desk" w.e.f. "07th March' 2019" and you will currently be posted at "HDFC Bank, Mumbai". The terms and conditions of your employment are detailed in this Appointment Letter and any subsequent change/modification, applicable to employees that may come into effect from time to time shall form the part of this Appointment Letter as an addendum.

Your employment with the Company shall be governed by the terms and conditions set forth herein.

1. **Place of Posting:**
  - 1.1 Your initial posting will be at Mumbai. However, during your employment with the company you may liable to be transferred to any location of the company or its Branch / affiliates / group / subsidiary/ Associates and/or client companies in any part of India as may be desired by the Company, on the same terms and conditions.
  - 1.2 As it has been clarified to you that the nature of business of our company is to provide office cadre services required by our clients at their office premises through the manpower deputed by us and as such your employment with us is against such a vacancy only.
  - 1.3 It has also been clarified to you that due to nature of business of our company you will be deputed for performing of your duties whether temporarily or permanent to any of our client company and/or on rotation at our client's companies, you shall not be liable in any condition to claim direct employment/absorption with the said clients company where you have been deputed for performance of your duties.
2. **Compensation and other benefits.**
  - 2.1 You will be paid an all-inclusive consolidated Gross salary of Rs. 10,710/-per month. Your compensation in total Cost to Company (Rs. 12,453/-) basis, as mutually agreed, is detailed in Annexure-1 attached to this Appointment Letter. The composition of CTC is comprises of Basic pay, HRA, Medical, Conveyance and other/Special allowances and also including PF, ESI, Professional Tax (PT) & Bonus (as per applicability). The limitation for the basic pay will be subject to the limitations as prescribed under applicable statute. Company shall as per the applicable state/central rules and regulations can withhold/deduct taxes, access and levies from your CTC. You are required to contribute towards statutory contributions as per applicable laws.
  - 2.2 The details of Compensation and benefits are strictly confidential between company and yourself which shall be maintained by you at all times.
3. **Continuation & performance**
  - 3.1 Your appointment and your continuation in employment are subject to our receiving satisfactory reports from the references provided by you. If any information or representation disclosed by you is found to be incorrect, or if any material information is detected by us to have been suppressed by you at any stage, or any action on your part is found to be in contravention of the conditions stated herein, the Company shall have the right to terminate your services at any point of time without serving any notice upon you.
  - 3.2 Your performance shall be determined upon completion of one year of minimum employment in the company and shall depend upon your achieving KRA's, hard work, good conduct, accurateness, efficiency targets and performance deliverables and due compliance of company's internal regulations and policies.
4. **Probation & Confirmation**



Address :

CC -27A, Hari Nagar,  
G-8 Area, New Delhi - 64Web. : [www.progressiveinfovision.com](http://www.progressiveinfovision.com)E-mail : [pkochar@piplindia.com](mailto:pkochar@piplindia.com), [info@piplindia.com](mailto:info@piplindia.com)

Contact :

011 - 47404740

**ANNEXURE - A**

Name : Ms Prajakta Arun Tikudave

Designation : IT Service Desk

Details of your salary Break up are as follows:

Name	Prajakta Arun Tikudave	
	Monthly	Annually
Basic	5800	69600
DA	3645	43740
<b>Gross ( MWA)</b>	<b>9445</b>	<b>113340</b>
HRA	472.25	5667
Bonus	786.77	9441
Add Allowance	6	72
<b>Gross Salary</b>	<b>10710</b>	<b>128520</b>
<b>Earned Gross</b>	<b>10710</b>	<b>128520</b>
Employee PF deduction(12% of Basic)	1133	13596
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(1.75% on Earned gross)	187	2249
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1582	18989
<b>Employee Net Take home</b>	<b>9128</b>	<b>109536</b>
Employer PF contribution(13% of Basic)	1228	14736
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(4.75% on Earned gross)	509	6105
Employer Total Contribution	1743	20913
<b>Cost to Company</b>	<b>12453</b>	<b>149436</b>

I have carefully read the above details of my salary structure on total CTC basis and in token of accepting the same; I put my signature.

Signature:

Name:

18th April 2019

To

**Harshad Patil**

Malwadi, At- Konawade

Post- Koor

Tal- Bhudaragad

Dist- Kolhapur, 416209.

**Sub: Offer Letter**

**Dear Mr. Patil,**

With reference to your application and subsequent interview with us, we are pleased to offer you the position of "Desktop Support Engineer L1 " with our organization.

A detailed letter of appointment shall be issued after you join our organization. You will be required to furnish the following documents at the time of your joining.

1. 4 Passport size photograph (with white background only).
2. Proof of residence ( ration card / electricity bill / telephone bill)
3. Photo of Identity proof ( Passport / Pan Card / Election Card / Driving License)
4. Proof of Age (Birth certificate / School Leaving certificate)
5. Proof of Educational Qualifications.
6. Details of your last employment (offer/ appointment letter and resignation / relieving / work –experience letter)
7. Proof of Compensation (salary slip / Form -16)
8. Copy of PAN Card
9. Aadhar Card
10. Cancelled Cheque

We invite you to join the services at **WNS Global Services (P) Ltd - Pune. Non-acceptance before the stipulated date shall make this offer redundant automatically.** Please return the enclosed copy duly signed as a token of your acceptance.

Regards,



**Nisha Behra**

**Assistant Manager - HR**



Annexure

Employee Name : Harshad Patil

Desktop Support Engineer L1			
Earnings	Amount (Rs)	Deductions	Amount (Rs)
Basic	9904	PF - Employee	1188
House Rent Allowance	495	PF - Employer	1288
Conveyance Allowance	367	ESIC - Employee	203
City Compensatory Allowance	0	ESIC - Employer	551
Bonus	825	PT	200
<b>Gross Earnings</b>	<b>11591</b>	<b>Gross Deductions</b>	<b>1591</b>
<b>Total Monthly CTC</b>	<b>13429</b>		
<b>Total Yearly CTC</b>	<b>161429</b>		
<b>Net Salary Payable</b>	<b>10000</b>		



\_\_\_\_\_  
Harshad Patil



TO,  
Ms. Mrunali Ramesh Jadhav,  
44, Shramik Housing Society,  
Kagal, Kolhapur(MH).

Dear Mrunali,

This has reference to your application and subsequent discussions you had with us, we are pleased to offer you the position of **Application Support Executive** in the organization at client's location in **Pune** on the following terms and conditions:

#### 1. Date of commencement

Your date of commencement of contractual employment in our Company shall be from the Date:

**06.05.2019**

#### 2. Employment Type

Your appointment as **Application Support Executive** will be on purely temporary project basis

which commence from the date of your joining and will expire within 2 month or (Considered as extended as per requirement) or until the termination (by the client or JMK) of the project for which you are being employed, **JMK reserve the right to terminated/discontinue your services immediately without any notice** and subject to the requirement of the Client or Project. You will need to serve 1 month notice period before leaving/resigning from your services & this notice entitles you to all the benefits accrued (If any). for notice less than 01 month the company reserves the right to forfeit your entire annual/monthly benefits & would also deduct salary equivalent to shortfall of notice period.

#### 3. Services

You will be responsible to discharge all the services as were assigned to you from time to time and have to discharge duties efficiently to the satisfaction of the management and will be responsible for the efficient functioning of your section/department. As a Application Support Executive, you will have to work under your senior and follow his instructions in any official concern. Your initial posting will be at our client's location at **Pune**, however you may be transferred to any location as per the requirement and management's decision.

#### 4. Remuneration/Salary

You will be paid remuneration as below.

- Your monthly salary will be **Rs. 13353/- (CTC)** which includes Basic Salary, PF, ESIC (as applicable), Medical Allowance, conveyance or/and any other allowances as applicable).
- After PF/ESIC deduction you will get approximate **Rs. 10627/-** per month in your account (Take Home Salary). As per guideline of Govt. for the PF contribution may it has been changed. PF/ESIC deduction will be done (as applicable).
- Your monthly salary is finalized based on approval received from client, you can't claim any additional amount from JMK Infsoft Solutions Ltd. For which you do not have any written approval from client.

#### 5. Hours of Work

- Your working days and shift timings will be indicated to you as per current operations of the client site. This would be equivalent to six working days per week. It will be necessary to work any time including in shifts, at the sole discretion of the management and if it so requires on all the days including Saturdays, Sundays and Holidays.
- Your attendance must be minimum 85% in a month to get full take home salary as mentioned above, if the attendance will be less than 85% (less than 27 days in a month) there will be penalty of 20% amount of CTC.



- At max you can take 1 day leave as PL (Paid Leave) with prior approval, except this any additional leave will be LWP (Leave without Pay).







### 6. Engagement in other business

You acknowledge that the Company wishes you to devote your whole time and attention to the service of the Company during the term of your employment with it. For this reason during the term of your employment, you must not (without the Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).

### 7. Confidentiality

You agree that the terms and conditions applying to your employment are strictly confidential. Any disclosure of these terms and conditions to third parties (including other employees of the Company or any other entity within the Group Companies) constitutes a breach of your employment.

You also acknowledge that the information you acquire about the Company and any of the Group Companies in the course of your employment by the Company is highly confidential. You agree during the term of your employment here under and thereafter not to use such information for any purpose other than for the sole benefit of the Group Companies (including the Company) and you agree not to disclose any such information to any third party without the prior consent of the Company.

Further you are required to sign an agreement with the Company on "Confidential Information and Intellectual Property Rights".

### 8. Security

You agree that you will adhere to security practices as per the security policy of the Client & organization applying to your employment

- You will refrain from carrying any Media/storage devices like floppies/C.D's/USB Drive/Cameras inside the premises
- You are authorized to use email Id provided to you by the organization only for internal communication and /or for communication with clients and/or customers we are dealing with on regular basis.

Any disclosure of information to third parties (including other employees of the Company or any other entity within the Group Companies) constitutes a breach of your employment.

In addition to the above T&C, JMK Infosoft Solutions Ltd. reserved all rights to make any modification, deletion, addition or termination in this regard of your employment.

### 9. Jurisdiction Clause

Disputes arising out of this letter shall be referred to the senior executive of JMK Infosoft solutions Ltd. For an amicable solution. If the dispute is not resolved within period of Sixty (60) days, The venue of arbitration shall be Aurangabad, Maharashtra. Subject to the above, this offer letter shall be subject to the above; this offer letter shall be subject to the jurisdiction of the courts of Aurangabad, Maharashtra, India.

### 10. Complete Documentation

Company is not liable to provide relieving letter after 2 months of being released. The employee has to ensure he/she collects the letter within stipulated time period.

We wish you the best of luck and invite you to our exciting team of the employees in the organization.

**For JMK Infosoft Solutions Ltd.**

*[Signature]*

**Authorized Signatory**

Operations Head

**I hereby voluntarily accept the above offer of employment along with the total terms and conditions of Service Agreement Enclosed.**

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

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



(Accepted all above T&C)

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

Kindly Sign & return the scanned copy of this offer letter as the acknowledgement of your acceptance of the



(011) 47404740

info@piplindia.com



Mr. Akshay Kumar Patil  
Pune.

Date: 07.06.2019

**Sub: Provisional Offer for Employment**

Dear Akshay,

This has reference to our mutual discussion in respect of your interest in our company, we are pleased to offer you the position of "DL-1" on the following terms & conditions:-

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be Rs. 1,56,683/- (Rupees One Lakh Fifty Six Thousand Six Hundred Eighty Three only) which comprises of basic pay, HRA, Conveyance, Medical allowance, PF and/or any other allowance/s as applicable).

Your employment with us shall be purely on contract basis, notwithstanding this, in the event of project/work assignment with our client company, for which you are being employed, terminates before the specified period; this contract shall be co-terminus with the said project/work assignment unless extended. This offer is a provisional offer subject to your joining at the site and will be confirmed after the creation of your synergy ID. The salary is paid on the basis of approved Attendance received from Wipro's Synergy portal therefore you need to get the attendance approved from your reporting manager latest by 03rd of every month. Your salary cycle will be from 01<sup>st</sup> day of every month to 31<sup>st</sup> day of next month.

**Place of Posting:** Your initial posting will be at customer site Mahindra & Mahindra, Pune, and your date of joining is 08<sup>th</sup> June 2019, However, during your employment, you may be transferred to any location of our said client or our other affiliates / groups / subsidiary and/or client companies in any part of India as may be desired by us.

Please submit the following documents at the time of joining:

1. Proof of age (copy of class 10<sup>th</sup> certificate/certificate issued by competent authority).
2. Certificates pertaining to your professional/educational qualifications.
3. Copies of previous appointment letters and relieving letters/experience certificates and last pay slip.
4. 6 Number passport size photographs...
5. Residence Proof/ID Proof.
6. Copy of PAN Card

All other terms and conditions of your employment shall be governed by company rules and policies which shall be handed over to you along with your appointment letter on the date of joining.

This offer of employment is subject to satisfactory verification of antecedents. Kindly sign and return the duplicate copy of this offer letter in token of your acceptance of the above.

Wish you all the best.

For **PROGRESSIVE INFOVISION PVT. LTD.**

**Accepted & Agreed**

(Authorized Signatory)

(Signature of candidate)

Office: Cc-27A, Hari Nagar, G-8 area, New Delhi



**ANNEXURE - A**

Name : Mr.Akshay Kumar Patil

Designation : DL-1

Details of your salary Break up are as follows:

Name	Akshay Kumar Patil	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
<b>Gross ( MWA)</b>	<b>9904</b>	<b>118848</b>
HRA	501	6012
Conveyance	0	0
Medical Allowance	0	0
Bonus	825	9900
Add Allowance	0	0
<b>Gross Salary</b>	<b>11230</b>	<b>134760</b>
<b>Earned Gross</b>	<b>11230</b>	<b>134760</b>
Employee PF deduction(12%)	1188	14262
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(1.75% on Earned gross)	197	2358
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1647	19764
<b>Employee Net Take home</b>	<b>9583</b>	<b>114996</b>
Employer PF contribution(13%)	1288	15450
LWF(Employer Contribution per year)	6.00	72
Employer ESIC Contribution(4.75% on Earned gross)	533	6401
Employer Total Contribution	1827	21923
<b>Cost to Company</b>	<b>13057</b>	<b>156683</b>

I have carefully read the above details of my salary structure on total CTC basis and in token of accepting the same; I put my signature.

Signature:

Name:





(011) 47404740

info@piplindia.com



To,

Date:08.06.2019

Mr. Ajay Shamrao Jagatap

Employee ID:

Address: Shastrinagar Kolhapur Road Islampur, Urun, Islampur Sangli, Maharashtra 415409,

Appointment Letter

Dear Ajay,

With reference to your application for the post of "IT Service Desk" and subsequent interview / discussions held with you. The management takes great pleasure in informing you that you will be engaged as "IT Service Desk" w.e.f. "10<sup>th</sup> June 2019" and you will currently be posted at "HDFC Bank, Mumbai. The terms and conditions of your employment are detailed in this Appointment Letter and any subsequent change/modification, applicable to employees that may come into effect from time to time shall form the part of this Appointment Letter as an addendum.

Your employment with the Company shall be governed by the terms and conditions set forth herein.

1. **Place of Posting:**

- 1.1 Your initial posting will be at **Mumbai**. However, during your employment with the company you may liable to be transferred to any location of the company or its Branch / affiliates / group / subsidiary/ Associates and/or client companies in any part of India as may be desired by the Company, on the same terms and conditions.
- 1.2 As it has been clarified to you that the nature of business of our company is to provide office cadre services required by our clients at their office premises through the manpower deputed by us and as such your employment with us is against such a vacancy only.
- 1.3 It has also been clarified to you that due to nature of business of our company you will be deputed for performing of your duties whether temporarily or permanent to any of our client company and/or on rotation at our client's companies, you shall not be liable in any condition to claim direct employment/absorption with the said clients company where you have been deputed for performance of your duties.

2. **Compensation and other benefits.**

- 2.1 You will be paid an all-inclusive consolidated Gross salary of **Rs.11,230/-** per month. Your compensation in total Cost to Company (**Rs. 13,057/-**) per month basis, as mutually agreed, is detailed in Annexure-1 attached to this Appointment Letter. The composition of CTC is comprises of Basic pay, HRA, Medical, Conveyance and other/Special allowances and also including PF, ESI, Professional Tax (PT) & Bonus (as per applicability). The limitation for the basic pay will be subject to the limitations as prescribed under applicable statute. Company shall as per the applicable state/central rules and regulations can withhold/deduct taxes, access and levies from your CTC. You are required to contribute towards statutory contributions as per applicable laws.
- 2.2 The details of Compensation and benefits are strictly confidential between company and yourself which shall be maintained by you at all times.

3. **Continuation & performance**

- 3.1 Your appointment and your continuation in employment are subject to our receiving satisfactory reports from the references provided by you. If any information or representation disclosed by you is found to be incorrect, or if any material information is detected by us to have been suppressed by you at any stage, or any action on your part is found to be in contravention of the conditions stated herein, the Company shall have the right to terminate your services at any point of time without serving any notice.



3.2 Your performance shall be determined upon completion of one year of minimum employment in the company and shall depend upon your achieving KRA's, hard work, good conduct, accurateness, efficiency targets and performance deliverables and due compliance of company's internal regulations and policies.

4. **Probation & Confirmation**

4.1 Your probation period will be of One (1) year w.e.f. your date of joining, the said period of One Year can be extended for another period which company deem fit and proper based on your performance evaluation. Company shall have the right to terminate your services without assigning any reason or notice whatsoever on its sole discretion.

4.2 You will be required to produce all the documentary evidence and certificates / testimonials in original including your age, qualification and previous experience letter as stated by you in your job application / resume. Your appointment will become final on submitting of all the required documents and on satisfactorily completion of initial probation period of three months, you will be deemed to be confirmed in the services of the company unless otherwise intimated in writing to you by the company.

4.3 You shall be bound by the employment rules of the Company that may come in to force from time to time.

5. **Working Hours, leaves and holidays**

5.1 Your hours of work shall be regulated to perform the duties assigned to you from time to time as required by the company or its client company where you are being deployed to perform your duties, and you will be required to work for 8 hours excluding lunch breaks in a day/shift. You would be required to work in rotational day and night shifts as per requirements and project guidelines. You would be allowed to avail holidays as per project / department guidelines.

5.2 You will be entitled to take leave as per policy of the company in consonance with our client company where you are presently deputed.

5.3 You will be entitled to take holiday as per approved holiday's list of the company in consonance with our client company where you are presently deputed under intimation to us.

6. **Medical fitness**

6.1 Your appointment and continuation in service of the company is subject to your being declared and remaining medically fit by a registered medical practitioner. The company has the right to get you medically examined by its specified/registered medical practitioner, and in case you are found medically unfit, company at its sole discretion shall terminate your services by giving you a one months' notice.

7. **Age of Superannuation**

7.1 You will retire from the services of the company on attaining the age of 58 years or at any time earlier if found medically unfit to render your normal duties.

8. **Termination**

This employment can be terminated by either side under the following circumstance:

8.1 During your probation period including the extended period of probation, your services are liable to be terminated from either side without assigning any reason and without giving any notice or notice pay in lieu thereof. However, in case you leave or resign your service within the initial three months of your joining, you shall have to give either 60 days prior notice to the management of your resignation or shall have to pay Notice Pay for the Notice period falls short of such Notice to compensate towards your recruitment/administrations expenses.

After confirmation in writing your services will be liable to be terminated from either side by giving two month's prior notice or payment of two month's gross salary in lieu of prior notice to other party, except on disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.

8.2 By way of resignation: in case you decide to resign from the services of the Company, you shall be required to give two month's prior notice to the Company or two month's Gross salary in lieu thereof. However, in the event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of two month or any part thereof, without any pay in lieu thereof or part thereof. Similarly the company would have right not to relieve you prior to the stipulated notice period of two month until the job assigned to you need your requirement to be satisfactorily completed or handing over the same to the authorized person of the company. Further no earned leave, even due will be sanctioned during two months' notice period.



- 8.3 This letter of appointment has been issued to you on the understanding that there is nothing in your past record which should have prevented the company from offering you this appointment and that you have not willfully suppressed any facts and material to company. In case the company learns about you of anything contrary to its belief and knowledge, your employment will be liable to be terminated with immediate effect.
- 8.4 After completion of your probation period, in case if your work, conduct & performance not found satisfactory, the Company has the right to terminate your employment without assigning any reason by giving one month's termination notice to you or one month salary in lieu of notice period.
- 8.5 In the opinion of the company, that shall be final in this matter, if you are adjudged insolvent or found guilty of dishonest or disobedient or of disorderly behavior or of long absence from your duty without prior permission or any other conduct considered by the company to be detrimental to its interest or violation of one or more terms of this appointment letter, your services may be terminated from the Company without giving any notice.
- 8.6 You shall not directly or indirectly, engage in any activity or perform any services for and or on behalf of any person who is involved in any activity, which are or likely to be in conflict with the interests of the Company. This is intended to avoid conflict between the personal interest of an employee and that of the Company and you should not undertake any other part time or full time business / work whether for honorarium or remuneration, without prior written permission of the company.
- 8.7 Continuous absence for three (3) days from the duties without prior permission in writing from your superior will tantamount to voluntary abandonment from your employment on your part and your services will be terminated by the company without serving any notice.
- 8.8 In case you intend to participate in any elections of any kind without obtaining prior written permission from the company, your services may be terminated from the Company without giving any notice.
- 8.9 You are not supposed to take any unplanned leave, 8 days prior approval is required to arrange backup failing which heavy penalty equivalent to amount Rs 1000- Rs 2000/= per day can be imposed.
- 9.0 Employee should comply with education requisite required for this project. He/ She should be at least a graduate, failing which company can discontinue services with immediate effect without any notice.
- 8.9 **Full and Final Settlement:-** from the last working day including notice period, your full and final settlement of all the dues will be paid within 45 days by an account payee cheque, subject to satisfactory handing over all the assets and properties belongs to company. If you do not opt to receive your full and final amount including relieving letter, which is to be obtained by you within 90 days otherwise it will be deemed that you have relinquished your rights and company shall not be liable to entertain your request thereafter and you will be issued only Absconding letter from us.
9. **Address for Communication / Change**
- 9.1 Any communication/notices under this Appointment Letter shall be sent to you at the address mentioned above and shall be deemed to have been delivered upon acknowledgement of its receipt.
- 9.2 In case of any change in your address you shall inform the same to the company in writing immediately failing which all communications sent to you at your given address shall be deemed to have been received by you.
10. **Confidentiality**
- 10.1 You will adhere to company code of conduct and abide by the relevant data protection laws as applicable in the respective states and cities in which our/our clients offices are situated in connection with the services rendered to our clients from time to time. During your service and thereafter you shall not to make any use or disclosure of any knowledge or information of an unpublished confidential or proprietary nature. You will not divulge with any person and will use your best endeavors to prevent the publication or disclosure of any business/ trade secret or information concerning the business or finance of the company, its associate companies or client companies, or any of its dealings, transactions or affairs which may come in to your knowledge during or in the course of employment. If it is found that you have violated the same, then the company shall be at liberty to claim suitable damages at its sole discretion.



11. **Indemnity**

11.1 You shall always be liable to indemnify to the Company even after leaving your services from Company for any loss sustained by the Company due to any act, omission, misconduct, negligence or default in the course of discharging of your duties whilst in the service of the Company.

12. **Post-employment obligation**

12.1 In case you are leaving the company for whatsoever reason, you do hereby agree that you would not join any person, association of persons, firm or company directly or indirectly in any manner whatsoever which has a business links directly or indirectly in competition with the business of the company for a period of two years from the date of relieving from the company, you further agree and accept that company shall have full rights, remedies against you that may be available to the company under the prevailing laws, in the event if there is any breach or possibility of breach, infringement of this clause or any other clause in this appointment letter, company shall proceed against you to enforce such a right or remedy.

13. **General**

13.1 You shall not take any gifts, commission or any kind of gratification or benefit in cash or in any other form from any person, party, firm or company, having relations with the company.

13.2 Your present designation is subject to change depending upon work assignment from time to time.

13.3 You will not enter into any commitments or dealing on behalf of the company for which you have not express and/or written authority from the company.

13.4 You will perform your duties with a high standard of ethical practices, efficiencies, initiative and in timely manner during your employment and shall observe the rules and regulations and order of your superiors issued to you from time to time.

13.5 You will be responsible for safe custody and return in good condition all properties and documents etc. entrusted / handed over to you in the course of your employment.

14. **Jurisdiction**

14.1 Any dispute arising out of this appointment letter shall be subject to the jurisdiction of Delhi only.

In case thereof & Conditions of this appointment letter are acceptable to you, kindly confirm the same by signing the duplicate copy of this letter in token of your having understood and acceptance of the same & return it to the undersigned. In case you accept the offer and for whatsoever reason you do not join the company, company is liable to recover Rs.5000/- as recruitment expenses from you.

We solicit your cooperation in following the conditions mentioned above and appreciate your decision for joining our company.

M/s Progressive Infovisist Pvt. Ltd.



HR Manager

**Declaration:**

I have read and understood the aboveterm & Conditions. I hereby agree and undertake to abide by them. I acknowledge the receipt of my Appointment Letter

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

Name:

Date:



ANNEXURE - A

Name : Mr Ajay Shamrao Jagatap

Designation : IT Service Desk

Details of your salary Break up are as follows:

Name	Ajay Shamrao Jagatap	
	Monthly	Annually
Basic	5800	696000
DA	4104	492480
<b>Gross ( MWA)</b>	<b>9904</b>	<b>1188480</b>
HRA	501.2	60144
Conveyance	0	0
Medical Allowance	0	0
Bonus	825	99000
Add Allowance	0	0
<b>Gross Salary</b>	<b>11230</b>	<b>1347624</b>
<b>Earned Gross</b>	<b>11230</b>	<b>1347624</b>
Employee PF deduction(12% )	1188	142560
LWF(Employee Deduction per year)	2.00	240
PT as application	200	24000
Employee ESIC Deduction(1.75% on Earned gross)	197	23583
Group Term Insurance	45	5400
Accidental Insurance	15	1800
Employee Total Deduction	1647	197583
<b>Employee Net Take home</b>	<b>9584</b>	<b>1150041</b>
Employer PF contribution(13%)	1288	154560
LWF(Employer Contribution per year)	6.00	720
Employer ESIC Contribution(4.75% on Earned gross)	533	64012
Employer Total Contribution	1827	219292
<b>Cost to Company</b>	<b>13057</b>	<b>1566796</b>

I have carefully read the above details of my salary structure on total CTC basis and in token of accepting the same; I put my signature.

Signature:

Name:







(011) 47404740

info@piplindia.com



To,

Date: 10.06.2019

**Ms. Samiksha Mahadev Devkar**

Employee ID:

Address: Devkar Vada, At Bhatwadi Taluka, Walwa, Bhatwadi, Kalamwadi, Sangli, Maharashtra 415406.

### Appointment Letter

Dear Ms. Samiksha

With reference to your application for the post of "IT Service Desk" and subsequent interview / discussions held with you. The management takes great pleasure in informing you that you will be engaged as "IT Service Desk" w.e.f. "11<sup>th</sup> June' 2019" and you will currently be posted at "HDFC, Mumbai. The terms and conditions of your employment are detailed in this Appointment Letter and any subsequent change/modification, applicable to employees that may come into effect from time to time shall form the part of this Appointment Letter as an addendum.

Your employment with the Company shall be governed by the terms and conditions set forth herein.

#### 1. Place of Posting:

- 1.1 Your initial posting will be at Mumbai. However, during your employment with the company you may liable to be transferred to any location of the company or its Branch / affiliates / group / subsidiary/ Associates and/or client companies in any part of India as may be desired by the Company, on the same terms and conditions.
- 1.2 As it has been clarified to you that the nature of business of our company is to provide office cadre services required by our clients at their office premises through the manpower deputed by us and as such your employment with us is against such a vacancy only.
- 1.3 It has also been clarified to you that due to nature of business of our company you will be deputed for performing of your duties whether temporarily or permanent to any of our client company and/or on rotation at our client's companies, you shall not be liable in any condition to claim direct employment/absorption with the said clients company where you have been deputed for performance of your duties.

#### 2. Compensation and other benefits.

- 2.1 You will be paid an all-inclusive consolidated Gross salary of Rs. 11,230/-per month. Your compensation in total Cost to Company (Rs. 13,057/-) per month basis, as mutually agreed, is detailed in Annexure-1 attached to this Appointment Letter. The composition of CTC is comprises of Basic pay, HRA, Medical, Conveyance and other/Special allowances and also including PF, ESI, Professional Tax (PT) & Bonus (as per applicability). The limitation for the basic pay will be subject to the limitations as prescribed under applicable statute. Company shall as per the applicable state/central rules and regulations can withhold/deduct taxes, access and levies from your CTC. You are required to contribute towards statutory contributions as per applicable laws.
- 2.2 The details of Compensation and benefits are strictly confidential between company and yourself which shall be maintained by you at all times.

#### 3. Continuation & performance

- 3.1 Your appointment and your continuation in employment are subject to our receiving satisfactory reports from the references provided by you. If any information or representation disclosed by you is found to be incorrect, or if any material information is detected by us to have been suppressed by you at any stage, or any action on your part is found to be in contravention of the conditions stated herein, the Company shall have the right to terminate your services at any point of time without serving any notice upon you.

{ 1 }



3.2 Your performance shall be determined upon completion of one year of minimum employment in the company and shall depend upon your achieving KRA's, hard work, good conduct, accurateness, efficiency targets and performance deliverables and due compliance of company's internal regulations and policies.

4. **Probation & Confirmation**

4.1 Your probation period will be of One (1) year w.e.f. your date of joining, the said period of One Year can be extended for another period which company deem fit and proper based on your performance evaluation. Company shall have the right to terminate your services without assigning any reason or notice whatsoever on its sole discretion.

4.2 You will be required to produce all the documentary evidence and certificates / testimonials in original including your age, qualification and previous experience letter as stated by you in your job application / resume. Your appointment will become final on submitting of all the required documents and on satisfactorily completion of initial probation period of three months, you will be deemed to be confirmed in the services of the company unless otherwise intimated in writing to you by the company.

4.3 You shall be bound by the employment rules of the Company that may come in to force from time to time.

5. **Working Hours, leaves and holidays**

5.1 Your hours of work shall be regulated to perform the duties assigned to you from time to time as required by the company or its client company where you are being deployed to perform your duties, and you will be required to work for 8 hours excluding lunch breaks in a day/shift. You would be required to work in rotational day and night shifts as per requirements and project guidelines. You would be allowed to avail holidays as per project / department guidelines.

5.2 You will be entitled to take leave as per policy of the company in consonance with our client company where you are presently deputed.

5.3 You will be entitled to take holiday as per approved holiday's list of the company in consonance with our client company where you are presently deputed under intimation to us.

6. **Medical fitness**

6.1 Your appointment and continuation in service of the company is subject to your being declared and remaining medically fit by a registered medical practitioner. The company has the right to get you medically examined by its specified/registered medical practitioner, and in case you are found medically unfit, company at its sole discretion shall terminate your services by giving you a one months' notice.

7. **Age of Superannuation**

7.1 You will retire from the services of the company on attaining the age of 58 years or at any time earlier if found medically unfit to render your normal duties.

8. **Termination**

This employment can be terminated by either side under the following circumstance:

8.1 During your probation period including the extended period of probation, your services are liable to be terminated from either side without assigning any reason and without giving any notice or notice pay in lieu thereof. However, in case you leave or resign your service within the initial three months of your joining, you shall have to give either 60 days prior notice to the management of your resignation or shall have to pay Notice Pay for the Notice period falls short of such Notice to compensate towards your recruitment/administrations expenses.

After confirmation in writing your services will be liable to be terminated from either side by giving two month's prior notice or payment of two month's gross salary in lieu of prior notice to other party, except on disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.

8.2 By way of resignation: In case you decide to resign from the services of the Company, you shall be required to give two month's prior notice to the Company or two month's Gross salary in lieu thereof. However, in the event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of two month or any part thereof, without any pay in lieu thereof or part thereof. Similarly the company would have right not to relieve you prior to the stipulated notice period of two month until the job assigned to you need your requirement to be satisfactorily completed or handing over the same to the authorized person of the company. Further no earned leave dues will be sanctioned during two months' notice period.



- 8.3 This letter of appointment has been issued to you on the understanding that there is nothing in your past record which should have prevented the company from offering you this appointment and that you have not willfully suppressed any facts and material to company. In case the company learns about you of anything contrary to its belief and knowledge, your employment will be liable to be terminated with immediate effect.
- 8.4 After completion of your probation period, in case if your work, conduct & performance not found satisfactory, the Company has the right to terminate your employment without assigning any reason by giving one month's termination notice to you or one month salary in lieu of notice period.
- 8.5 In the opinion of the company, that shall be final in this matter, if you are adjudged insolvent or found guilty of dishonest or disobedient or of disorderly behavior or of long absence from your duty without prior permission or any other conduct considered by the company to be detrimental to its interest or violation of one or more terms of this appointment letter, your services may be terminated from the Company without giving any notice.
- 8.6 You shall not directly or indirectly, engage in any activity or perform any services for and or on behalf of any person who is involved in any activity, which are or likely to be in conflict with the interests of the Company. This is intended to avoid conflict between the personal interest of an employee and that of the Company and you should not undertake any other part time or full time business / work whether for honorarium or remuneration, without prior written permission of the company.
- 8.7 Continuous absence for three (3) days from the duties without prior permission in writing from your superior will tantamount to voluntary abandonment from your employment on your part and your services will be terminated by the company without serving any notice.
- 8.8 In case you intend to participate in any elections of any kind without obtaining prior written permission from the company, your services may be terminated from the Company without giving any notice.
- 8.9 You are not supposed to take any unplanned leave, 8 days prior approval is required to arrange backup failing which heavy penalty equivalent to amount Rs 1000- Rs 2000/- per day can be imposed.
- 9.0 Employee should comply with education requisite required for this project. He/ She should be at least a graduate, failing which company can discontinue services with immediate effect without any notice.
- 8.9 **Full and Final Settlement:-** from the last working day including notice period, your full and final settlement of all the dues will be paid within 45 days by an account payee cheque, subject to satisfactory handing over all the assets and properties belongs to company. If you do not opt to receive your full and final amount including relieving letter, which is to be obtained by you within 90 days otherwise it will be deemed that you have relinquished your rights and company shall not be liable to entertain your request thereafter and you will be issued only Absconding letter from us.
9. **Address for Communication / Change**
- 9.1 Any communication/notices under this Appointment Letter shall be sent to you at the address mentioned above and shall be deemed to have been delivered upon acknowledgement of its receipt.
- 9.2 In case of any change in your address you shall inform the same to the company in writing immediately failing which all communications sent to you at your given address shall be deemed to have been received by you.
10. **Confidentiality**
- 10.1 You will adhere to company code of conduct and abide by the relevant data protection laws as applicable in the respective states and cities in which our/our clients offices are situated in connection with the services rendered to our clients from time to time. During your service and thereafter you shall not to make any use or disclosure of any knowledge or information of an unpublished confidential or proprietary nature. You will not divulge with any person and will use your best endeavors to prevent the publication or disclosure of any business/ trade secret or information concerning the business or finance of the company, its associate companies or client companies, or any of its dealings, transactions or affairs which may come in to your knowledge during or in the course of employment. If it is found that you have violated the same, then the company shall be at liberty to claim suitable damages at its sole discretion.



11. **Indemnity**

11.1 You shall always be liable to indemnify to the Company even after leaving your services from Company for any loss sustained by the Company due to any act, omission, misconduct, negligence or default in the course of discharging of your duties whilst in the service of the Company.

12. **Post-employment obligation**

12.1 In case you are leaving the company for whatsoever reason, you do hereby agree that you would not join any person, association of persons, firm or company directly or indirectly in any manner whatsoever which has a business links directly or indirectly in competition with the business of the company for a period of two years from the date of relieving from the company, you further agree and accept that company shall have full rights, remedies against you that may be available to the company under the prevailing laws, in the event if there is any breach or possibility of breach, infringement of this clause or any other clause in this appointment letter, company shall proceed against you to enforce such a right or remedy.

13. **General**

13.1 You shall not take any gifts, commission or any kind of gratification or benefit in cash or in any other form from any person, party, firm or company, having relations with the company.

13.2 Your present designation is subject to change depending upon work assignment from time to time.

13.3 You will not enter into any commitments or dealing on behalf of the company for which you have not express and/or written authority from the company.

13.4 You will perform your duties with a high standard of ethical practices, efficiencies, initiative and in timely manner during your employment and shall observe the rules and regulations and order of your superiors issued to you from time to time.

13.5 You will be responsible for safe custody and return in good condition all properties and documents etc. entrusted / handed over to you in the course of your employment.

14. **Jurisdiction**

14.1 Any dispute arising out of this appointment letter shall be subject to the jurisdiction of Delhi only.

In case thereof & Conditions of this appointment letter are acceptable to you, kindly confirm the same by signing the duplicate copy of this letter in token of your having understood and acceptance of the same & return it to the undersigned. In case you accept the offer and for whatsoever reason you do not join the company, company is liable to recover Rs.5000/- as recruitment expenses from you.

We solicit your cooperation in following the conditions mentioned above and appreciate your decision for joining our company.

M/s Progressive Invision Pvt. Ltd.

HR Manager



**Declaration:**

I have read and understood the above term & Conditions. I hereby agree and undertake to abide by them. I acknowledge the receipt of my Appointment Letter

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

Name:

Date:



ANNEXURE - A

Name : Ms Samiksha Mahadev Devkar

Designation : IT Service Desk

Details of your salary Break up are as follows:

Name	Samiksha Mahadev Devkar	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
<b>Gross ( MWA)</b>	<b>9904</b>	<b>118848</b>
HRA	501.2	6014
Conveyance	0	0
Medical Allowance	0	0
Bonus	825	9900
Add Allowance	0	0
<b>Gross Salary</b>	<b>11230</b>	<b>134762</b>
<b>Earned Gross</b>	<b>11230</b>	<b>134762</b>
Employee PF deduction (12%)	1188	14262
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(1.75% on Earned gross)	197	2358
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1647	19764
<b>Employee Net Take home</b>	<b>9583</b>	<b>114998</b>
Employer PF contribution (13%)	1288	15450
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(4.75% on Earned gross)	533	6401
Employer Total Contribution	1827	21923
<b>Cost to Company</b>	<b>13057</b>	<b>156686</b>

I have carefully read the above details of my salary structure on total CTC basis and in token of accepting the same; I put my signature.

Signature:

Name:



☎ 9130531212

✉ info@iprotech.in

📍 632/1, Safalya Apt, F-8,  
Near Vaman Guest house,  
1st lane Shahapur,  
Kolhapur - 416 001.

To,

Miss. Shreya Shrikant Shinde

Behind Holl Family School,

Vidyanagar, Saidapur,

Karad,

Subjects: Offer of Employment

Dear Shreya,

This has reference to the discussion we have has with you.

It is our pleasure to offer you a position at **I-Pro Service, Kolhapur** as **Corporate Trainer** on the below mention terms you are requested to join us on before **Date of Joining 18<sup>th</sup> March 2022**.

Your employee code is **202205** and this will remain your unique identification number for the duration of your tenure with **I-Pro Service, Kolhapur**.

Your annual cost of the company (CTC) will be as mentioned in the table below. This is the some of your gross salary and the employee related expenses directly incurred by the company for statutory compliances, insurance and other employee benefits. Evolve has the right to restructure the components of your salary; however your CTC would be protected.

An appointment letter will be issued to you have accepted the offer and completed all the joining formalities along with submission of all the requested documents. Your appointment is conditional to a positive background verification report and a medical certificate verifying your fitness.

You may be shifted from your base location to any other place depending upon the project requirement. When placed at client sites, all existing norms of the client site with regard to work timings and holidays etc. will be applicable to you.

You can be absorbed into the Client's organization as per their internal requirements and approval process. On mutual consent of the Client and **I-Pro Service, Kolhapur** and as per the business agreement, **I-Pro Service, Kolhapur** will not defer your movement into the Client organization any way.

Please confirm your acceptance and date of the joining by a return mail. Should you have any questions regarding your offer letter, please feel free to contract the undersigned.

I TRAINING

I DEVELOPMENT

I RECRUITMENT

I SERVICE

BRANCH : ☐ Kolhapur ☐ Istampur ☐ Karad ☐ Sangli ☐ Satara ☐ Pitani





☎ 9130531212

✉ info@iprotech.in

📍 632/1 Safalya Apt, F-8,  
Near Vaman Guest house,  
1st lane Shahapur,  
Kolhapur - 416 001

Please note that irrespective of whether you join I-Pro Service, Kolhapur or not, you need to keep all the details contained in this letter confidential

Particulars	Amount Per month	Amount Per Annum
Basic Salary	10000	120000
HRA	3000	36000
Conveyance Allowance	0	0
Education Allowance	0	0
Medical Allowance	0	0
LTA	0	0
Misc.	0	0
<b>Gross Salary</b>	<b>13000</b>	<b>156000</b>
(-)professional Tax	200	2400
ESI	0	0
PF/EPF	0	0
Insurance	100	1200
Income Tax	0	0
<b>Total Deduction</b>	<b>300</b>	<b>3600</b>
<b>Take Home</b>	<b>13300</b>	<b>169600</b>

Please Note : Statutory Deduction or any other taxes like Income Tax levied by the government from time to time will be deducted as per the Government as per the Government Policy in force, from the Gross Salary. In addition to the above depending upon your Assets Applicability, the take Home Salary may change accordingly.

We look forward to your joining and a long association.

Warm Regards,

For, I-Pro Service, Kolhapur

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



- | TRAINING
- | DEVELOPMENT
- | RECRUITMENT
- | SERVICE

BRANCH : 📍 Kolhapur 📍 Islampur 📍 Karad 📍 Soligali 📍 Satara 📍 Patan



**2. APPLICATION DETAILS** (Temporary Affiliation/Continuation/Extension/New Course/New College)

Sr. No	Particulars	Details
2.1	<b>Temporary Affiliation</b>	
	New Affiliation	Yes
	Extension of Affiliation	No
	Increase in Intake	No
	Closure of Course / Reduction in Intake	No
	Change of name of the Institute	Yes
	Conversion of Women's Institution into Co-Ed Institution	Options (Y/N)
	Introduction of Second Shift	Options (Y/N)
2.2	<b>Continuation/ Extension</b>	
	Continuation of Affiliation	Options (Y/N)
	Extension of Affiliation	Options (Y/N)
	Increase in Intake	Options (Y/N)
	Closure of Course / Reduction in Intake	Options (Y/N)
	Change of name of the Institute	Options (Y/N)
	Conversion of Women's Institution into Co-Ed Institution	Options (Y/N)
	Introduction of Second Shift	Options (Y/N)
2.3	<b>Permanent Affiliation</b>	
	Increase in Intake	Options (Y/N)
	Closure of Course / Reduction in Intake	Options (Y/N)
	Change of name of the Institute	Options (Y/N)
	Conversion of Women's Institution into Co-Ed Institution	Options (Y/N)
	Introduction of Second Shift	Options (Y/N)
2.4	<b>New Course</b>	UG/PG Options (Y/N)
2.5	<b>New College</b>	Options (Y/N)





Ref:- ASA/HR/FTC/2019

Date :- 14-May-19

Mr. Sachin Jagdale,

A/P - Ambak,

Tal - Kadegaon

Dist - Sangli

Dear Sachin,

**Sub:- Engagement for a fixed period**

This has reference to your application and subsequent interview thereafter. Considering your special skills, you are hereby appointed by the company to work at various company sites – currently at Serum you will be designated as **Site Incharge.** (E.S.M)

The company requires your services for the said role for a period of one year starting 3-Jun-19. The company may in its sole discretion extend the term of your engagement by issuing separate written orders. Please note that you shall be relieved from the engagement w.e.f 30-May-19.

Survey No. 244/2  
Rajiv Gandhi Infotech Park,  
Hinjawadi, Pune - 411 057, India  
T + 91 20 6654 7000  
F + 91 20 6654 7070  
www.aquotech.com  
CIN - U29197PN1906FTC015151





# Aquatech



**SACHIN JAGDALE**

O & M

Emp ID: 2923

Blood Gp.: A +ve

Aquatech Systems ( Asia ) Pvt. Ltd.

Survey No. 244 / 2, Rajiv Gandhi Infotech Park

Hinjawadi, Pune - 411 057

Phone: +91 20 6654 7000

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



HR/PWS/VR/2023

Date: 24<sup>th</sup> April, 2023

Name: Sachin Jagdale

T. No. - 2923

CIN: U29197PN1966PTC013151

Dear Sachin,

We had a very successful year, with healthy increase in our turnover and improved operating efficacy in tune with the demands of the market. All this was possible due to the spirit and passion of all, across the organisation. The imagination, creativity, and resourcefulness of our core team have been the hallmarks of our growth and performance over the last year.

I take this opportunity to congratulate you and reiterate my confidence in you as a member of our core team in our mission of "Plus 50" to grow continuously and strive to be among the best performing and admired Corporations.

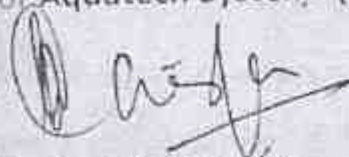
In due recognition of your contributions, your compensation package has been revised effective **1st January 2023**

Your new salary breakup is shown in the Annexure - A

Looking forward to your continued support in jointly meeting the challenges ahead.

Best Wishes!

Yours sincerely,  
For Aquatech Systems (Asia) Pvt. Ltd



Dhrubojoti Banerjee  
Director



2. During the term of this assignment the employee undertakes:-

- Good experience in MBR process
- Responsible for plant operation activities
- Following work order KPI.
- Daily/Monthly MIS reporting.
- Taking initiatives based on plant operating parameters.
- Daily water analysis of the plant.
- Monthly/Quarterly/Yearly maintenance activities
- Dosing chemical monitoring.
- Maintaining stock of Spares, materials and chemicals.

Any other work as and when assigned to you by your superiors Management reserves the right to vary the deliverables of your work and / or your posting during your engagement with the company for the period mentioned above, based on business exigencies.

3. Terms

- a) **Shift** : You shall be required to work in different shifts and at different timings as fixed by the management from time to time. The Management has the right to make changes in timing as well as hours of work without any prior notice to you.
- b) **Weekly Off** : You will be given weekly off one per week – as per site requirement , however the management reserves the right to make changes in weekly off day as well as start or discontinue staggering off work without any prior notice to you.
- c) **Deployment** : The Management has the right to deploy you from one job to another during your period of engagement after considering your skills.
- d) **Travel** : Whenever you are required to undertake travel on account of company work, you shall be entitled to claim reimbursement as per company rules.
- e) **Provident Fund** : You will participate in the provident fund scheme as applicable under the Provident Fund Act.
- f) **Intellectual Property Rights** : During the tenure of your engagement with the company, you shall have exposure and access to various novel and proprietary designs and technologies related to the company's business and existing and futuristic product range. All such information forms a vital part of the intellectual and technological property of the company. It is therefore obligatory for you to make sure that during your future professional career either in any other organization or as an individual, you shall neither divulge and/or disclose such information, nor make use of any information related to company's products and technologies for whatsoever reasons.



In connection with all the product patents that have been effective and in force prior to the date of you leaving this company and the designs and technologies of the products that you have access to, it is obligatory for you to make sure that, during your future professional career you do not involve your self in design, development, manufacture of any other activity related to the products covered by the patents and/or product technology, as mentioned above in a manner that can lead to infringement of the rights of the aforesaid by your prospective employer or by yourself as an individual.

Kindly be advised that the infringement of patents rights is an offence under Patents Act, 1970 and the company has lawful rights to initiate suitable legal action against any person or entity involved in the infringement of the patents rights and/or Intellectual Property Rights of the company.

g) **Loss or damage to property / low productivity** : The company has the right to suspend you, pending enquiry without any wages, compensation or allowances, if any of your actions lead to loss or damage to company property or you fail to deliver/perform as agreed.

h) **Notice Period** : Your engagement may be terminated by the company by giving you 2 months notice in writing or wages in lieu thereof without assigning any reason, and on expiry of such notice or on making such payment, your engagement shall stand terminated. For the purpose of notice pay, the company shall consider two month's wages as value of notice pay per month. However notwithstanding anything contained elsewhere, if the said termination is due to your actions involving moral turpitude or dishonesty in connection with the company's business and/or due to causing breach of any of the terms & conditions mentioned in your letter of engagement, the management reserves the right to terminate your services forthwith, without any notice and /or pay in lieu thereof.

If you wish to terminate the contract of engagement, you must give 2 calendar months notice and serve the company until the expiry of the said notice.

i) **Non Compete** : In consideration of the terms and conditions agreed between the company and you, you shall hereby undertake that during the terms of this engagement not to be associated with or in service of or be consultant, retainer or be in any advisory contractual or non-contractual firm associated with any organization, company or firm or Industry Association or individual whether or not in combination with each other in the same business or businesses as the ones Aquatech is in or otherwise.

This forms an integral part of terms and condition of your engagement with Aquatech for the period mentioned earlier.

j) **Confidentiality** : You shall maintain at all times, absolute secrecy and confidentiality about all matters whatsoever relating to the business of the Company that you may acquire virtue of your engagement, and undertake not to disclose any such information or part with any documents including but not limited to drawings, designs, know how and/ or such Proprietary information

and / or Intellectual Property Rights of the company to any third party whilst in the engagement of the company or thereafter.

k) **Leave :** You will be entitled to 1.75 days leave for each completed month after the first three months with prior written approval of the company. The leave will be given by the company wholly at its discretion so as not to affect the project site activities..

l) **General :**

i) You shall maintain discipline in the company and shall be governed by the rules and regulations formed by the company and changes made therein from time to time.

ii) Your engagement is based on your special skills and special requirement and hence it is expected that you shall give maximum deliverable, failing which the management has the right to terminate your services.

iii) You are required to submit your permanent address to the company immediately on joining. Any changes made therein should be communicated in writing. Any communication made on the address furnished by you is binding by you and shall be deemed to be proper service.

iv) Any information furnished by you, if found to be incorrect / false or inadequate , shall result in termination of this contract of engagement automatically.

4. **Reporting :**

You will work under the general supervision of the site incharge of Aquatech

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

Thanking you,

For Aquatech Systems (Asia) Pvt Ltd.



**Veerdhaval Shirole**  
Vice President – HR & Admin (Eastern)



Received & Accepted

Sachin Jagdale

रयत शिक्षण संस्था, सातारा  
जा.क्र.कमधि/4367  
दि.18/06/2018

प्रति,

श्री./श्रीमती:- JADHAV PRAVIN DILIP, M.Sc.B.Ed

पत्ता:- NEAR SAMINDRA TEMPLE, GOPALNAGAR City: KARVE, Tehsil: Karad, Dist: Satara, Pin:  
415124 State: Maharashtra मोबा.नं.9665530630

आपण रयत शिक्षण संस्थेच्या, Sadguru Gadage Mahara] College, Karad या उच्च माध्यमिक / कनिष्ठ महाविद्यालयामध्ये विना अनुदानित विभागाकडे हंगामी शिक्षक म्हणून BIOLOGY या विषयासाठी चासिका तत्वावर (CHB) संस्थेच्या नियमानुसार दि.18/06/2018 ते प्रथम सत्र अखेर कार्यालय अटी व शर्तीवर काम करायचे आहे.

1. तुम्हास दिलेले सदरचे काम केवळ हंगामी व तात्पुरत्या स्वरूपाचे आहे, याची प्रथम नोंद घ्यावी, तसेच परीस कालावधी संपल्यानंतर तुमची नेमणूक अपोआप संपुष्टात घेईल त्यासाठी वेगळ्या नोटीसची गरज असणार नाही.
2. तुमच्या विषयासाठी शाखेतील उपलब्ध कार्यभारानुसार दरमहा हंगामी पध्दतीच्या अध्यापनासाठी संस्थेच्या नियमानुसार मानधन अदा केले जाईल.
3. तुमची नियमित शिक्षक म्हणून नियुक्ती नसल्याने, तुम्हास नियमित शिक्षकांना मिळणा-या भ्रामकीय सेवा सुविधा अगर इतर फायदे मिळणार नाहीत.
4. तुम्ही हे काम स्वीकारल्यावर तुम्हास कामावर किमान सलग तीन दिवसांपेक्षा जास्त कालावधीसाठी विनापरवानगी गैरहजर राहता येणार नाही. तसे झाल्यास तुमचे काम अपोआप संपुष्टात आले असे समजण्यात येईल.
5. सदरच्या पदावर बहिष्कार तुमचा हक्क राहणार नाही. या कामाचा कालावधी संपल्यानंतर पुन्हा तुम्हास काम देण्याचे बंधन संस्थेवर राहणार नाही. तसेच संस्थेस तुमच्या कामाची आवश्यकता नसल्यास तुम्हास विना नोटीस कामी करण्यात येईल.
6. सदरच्या कामाच्या कालावधीत तुमचेकडून कोणतेही गैरवर्तन पडल्यास कोणतेही पूर्व सूचना न देता, तुमचे काम संपुष्टात आणले जाईल.
7. तुम्हास आघाप्रमुखांच्या सूचनेनुसार काम करावे लागेल.
8. तुम्ही दि.22/06/2018 पर्यंत कामावर हजर राहता नाही तर तुम्हास कामाची गरज नाही असे समजून सदरचा आदेश रद्द झाल्यास समजण्यात येईल.
9. तुमच्या कडून वरील अटी व शर्तीना अगर आघाप्रमुखांनी दिलेल्या सूचनांचा भंग झाल्यास तुमचे काम ताबडतोब संपुष्टात आणण्यात येईल.
10. तुमची नियुक्ती ही नियमित शिक्षक भरती प्रक्रीयेद्वारे करण्यात आलेली नाही, त्यामुळे तुम्हास महाराष्ट्र याजगी शाळांतील कर्मचारी (संस्थेच्या शर्ती) नियमावली १९८१ किंवा इतर कोणत्याही प्रकारचा लाभ मिळणार नाही, याची नोंद घ्यावी.
11. वरील नेमणूक आदेशाप्रमाणे तुम्हास संस्थेकडून कोणतेही इतर अधिक लाभ, सेवा भत्ता व फायदे संस्थेचे लाभ मिळणार नाहीत, याची नोंद घ्यावी.



सहसचिव, (उ.शि.)  
रयत शिक्षण संस्था, सातारा

प्रत माहितीसाठी व योग्य त्या कार्यवाहीसाठी

1. आघाप्रमुख, Sadguru Gadage Mahara] College, Karad संबंधित उमेदवारांच्या शैक्षणिक जर्नेची मूळ कागदपत्रे तपासावीत. तसेच हजर झाल्या संबंधीचा अहवाल वेळीच पाठवावा.
2. इन्स्पेक्टर, रयत शिक्षण संस्था, मध्य विभाग, सातारा

S.G.M. College, Karad  
Inward No.- 544  
Date- 6/7/18



श्री. जयराज जी. शि  
या  
शिक्षण 6/7/18

# Joining Report

(For the employee who is newly appointed)

S.G.M.College, Karad Dist.Satara.

Ref.No.144/2018-19

Date 13/7/2018

To  
The Joint Secretary,(H.Edn)  
Rayat Shikshan Sanstha,  
Satara.

Respected Sir,

With reference to your appointment order No कर्मचि./4367 dated 16/06/2018. I have report Shri. Jadhav Pravin Dilip Qualification M.Sc., B.Ed. Has joined his/her duties as CHB Non-grant Jr. College teacher in Biology institution on dt. 18/06/2018.



Yours faithfully,

Principal  
S.G.M.College,Karad

## Copy for information

- 1)The Inspector,Rayat Shikshan Sanstha, Central Region,Satara
- 2) Shri. Jadhav Pravin Dilip
- 3) Est . Table





रघत शिक्षण संस्था, सावारा  
जा.क.नमवि 16996  
दि.20/11/2018

प्रति,

श्री./श्रीमती:- JADHAV PRAVIN DILIP, M.Sc,B.Ed

पता:- NEAR SAMINDRA TEMPLE, GOPALNAGAR City: KARVE, Tehsil: Karad, Dist: Satara, Pin:  
415124 State: Maharashtra पो.नं.9605530630

आपण रघत शिक्षण संस्थेच्या, Sadguru Gadage Maharaj College, Karad चा उच्च माध्यमिक / कनिष्ठ महाविद्यालयामध्ये विना अनुदानित विभागातले हंगामी शिक्षक म्हणून BIOLOGY चा विषयासाठी तात्पुरत क्लाब (CHB) मध्येच्या नियमानुसार दि.27/11/2018 ते दि.30/04/2019 अखेर मार्गीत अटी व शर्तीवर काम करावयाचे आहे.

1. तुम्हास दिलेले सदरले काम केवळ हंगामी व तात्पुरत्या स्वरूपाचे आहे, याची प्रथम नोंद घ्यावी. तसेच परीत काळावधी संकल्पानंतर तुमची नेमणूक अपोआप संयुक्त वेईत त्यासाठी वेगळ्या कोर्टीतची गरज असणार नाही.
2. तुमच्या विषयासाठी भाष्येतील उपलब्ध कार्यभारानुसार दरमहा हौणा-चा घड्याळी लागण्या अद्ययावतताती संस्थेच्या नियमानुसार मानधन अदा केले जाईल.
3. तुमची नियमित शिक्षक म्हणून नियुक्ती नसल्याने, तुम्हास नियमित मिळणारा मिळणा-चा मासालीक सेवा सुविधा अन्तर इतर कार्ये मिळणार नाहीत.
4. तुम्ही हे काम स्वीकारल्यावर तुम्हास कामावर किनात मरग रीत दिवसातेशा जाला काळावधीसाठी विनापरवानगी गैरहजर राहता येणार नाही. तसे शाळ्यात तुमचे काम अपोआप संयुक्त असे असे समजण्यात येईल.
5. सदरच्या पदावर भविष्यात तुमचा हक्क राहणार नाही. या कामाचा काळावधी संकल्पानंतर पुन्हा तुम्हास काम देण्याचे बंधन संस्थेवर राहणार नाही. तसेच संस्थेक तुमच्या कामाची आवश्यकता नसल्यास तुम्हास विना कोर्टीत कमी करण्यात येईल.
6. सदरच्या कामाच्या काळावधीत तुमचेकडून कोणतेही गैरवर्तन घडल्यास कोणतीही पूर्व सूचना न देता, तुमचे काम संयुक्त आपणे आईल.
7. तुम्हास शाय्याप्रमुखांच्या सूचनेनुसार काम करावे लागेल.
8. तुम्ही दि.03/12/2018 पर्यंत कामावर हजर शाला नाही तर तुम्हास कामाची गरज नाही असे समजून मरगचा आदेश रद्द झाल्याचे समजण्यात येईल.
9. तुमच्या कडून परीत अटी व शर्तीचा अन्तर शाय्याप्रमुखांनी दिलेल्या सूचनांचा भंग झाल्यास तुमचे काम ताबडतोब संयुक्त आपण्यात येईल.
10. तुमची नियुक्ती ही नियमित शिक्षक भरती प्रतीवेदारे करण्यात आलेली नाही. त्यामुळे तुम्हास महाराष्ट्र शासकी भाष्येतील कर्मचारी (सेवेच्या शर्ती) मिळवावनी १९८१ चिना इतर कोणत्याही प्रकारचा लाभ मिळणार नाही, याची नोंद घ्यावी.
11. बरीत नेमणूक आदेशाप्रमाणे तुम्हास संस्थेकडून कोणतीही इतर आर्थिक लाभ, सेवा मानगता व कायम तसेच लाभ मिळणार नाहीत, याची नोंद घ्यावी.

रघत शिक्षण संस्था, सावारा

प्रत नाहितीसाठी व योग्य त्या कार्यवाहीसाठी

1. शाय्याप्रमुख, Sadguru Gadage Maharaj College, Karad संस्थेकडे उमेदवाराच्या शैक्षणिक अर्जाची मूळ मानगपत्रे तपासावीत, तसेच हजर झाल्या संबंधीचा अद्ययावत वेळीत पाठवावा.
2. इन्स्पेक्टर, रघत शिक्षण संस्था, मध्य विभाग, सावारा

*Q. A. S.*

146

S.G.M. College, Karad  
Inward No.- 9695/195-9E  
Date- 9/11/19

श्री. डी. डी. जाधव  
श्री. डी. डी. मर्दिम  
श्री. डी. डी. गुजरा  
17/11/2019



# Joining Report

(For the employee who is newly appointed)  
S.G.M.College, Karad Dist.Satara.

Ref.No. 2154/18-19

Date 27/11/18

To  
The Joint Secretary,(H.Edn)  
Rayat Shikshan Sanstha,  
Satara.

Respected Sir,

With reference to your appointment order No क्रमांक/16996 dated 26/11/2018. I have report Shri. Jadhav Pravin Dilip Qualification M.Sc., B.Ed. Has joined his/her duties as CHB Non-grant Jr. College teacher in Biology institution on dt. 27/11/2018.

Yours faithfully,



*Pravin Dilip*

Principal

S.G.M.College,Karad

Copy for information

1)The Inspector,Rayat Shikshan Sanstha, Central Region,Satara

2) Shri. Jadhav Pravin Dilip

3) Est. Table



॥ विद्यालय च मेधा का आधार है ॥

VISHWANATH CHAVAN TRUST'S, GOLESHWAR-KARAD



# Kalyani English Medium School

Chachegaon-Take, Agashivnagar, Karad.  
Dist.- Satara.

## IDENTITY CARD



Mrs. Sawant Nikita A.

Asst. Teacher

8975538289



Sawant.  
Principal

Rajyal Shikshan Samithi's

# SADGURU GADAGE MAHARAJ COLLEGE, KARAD (An Autonomous College)

Accreditation by NAAC with 3.63 CGPA  
Karad-415124 (Maharashtra-India) Tel (0) (02164)271346  
ISO 9001:2015



Principal

**PATEL JEENAT MUSTAFA**

**D.O.B 02/02/1998**

**Address : AP-KADEGAON TAL-  
KADEGAON DIST-SANGLI**



**Principal**  
Yashwantrao Chavan College  
of Science, Karad

INTAS

CIN-U24231GJ1985PLC007866

**INTAS PHARMACEUTICALS LIMITED**

Corporate House, Near Sola Bridge, S.G. Highway, Thaltej, Ahmedabad - 380054, Gujarat, INDIA.  
Ph. No. : 079-39837000, Website : www.intaspharma.com

Biopharma Division : Plot No. 423/P/A, Sarkhej - Bavla Highway, Moraiya, Tal. : Sanand, Ahmedabad - 382 213.

INBT/APPT/00021721/2019  
July 23, 2019

Tel. : 02717 - 660100-01

To  
Mr CHARUDATTA SANAGAR  
1168/A/1  
PLOT NO. 16, 5TH BUS SHOP A WARD  
SANAGAR GALLI, PHULEWADI, KOLHAPUR  
MAHARASHTRA 416010

Dear Mr SANAGAR,

Welcome to Intas!

It is a great pleasure to have you join our team as TRAINEE EXECUTIVE - QC (Micro) w.e.f. 22.07.2019. The detailed terms and conditions of your appointment are enclosed.

At Intas, we are committed to achieve "unparalleled growth" by continuing to put our people first. Our association is a unique opportunity to learn from one another and "make the best better". We shall collectively create new knowledge, compete with new technology and contribute to a healthier society.

As a team of like minded professionals, let us create a knowledge-based organisation that fosters a culture of innovation and provides opportunities to all our team members to develop their potentials.

We look forward to your valuable contribution to the Intas saga of success.

With warm regards,

For Intas Pharmaceuticals Ltd.

  
SACHIN YADAV  
GENERAL MANAGER - HR

Encl. : 1. Appointment Letter  
2. Salary Annexure



Our thinking  
achieves  
people's smile

# Hi Tech BioSciences India Ltd.

Corporate Office : C-2 / 102 - 103, Survey No. 101/1, Saudamini Complex,  
Bhusari Colony, Paud Road, Kothrud, Pune - 411 038 Maharashtra India.  
Tel: (+91 20) 2525 5025 Fax: (+91 20) 2525 5426  
Works : Survey No.297+298, 304, 306 Plot No. 6,8 &10,  
Ambadvel Industrial Estate, Sutarwadi, Behind Datta Mandir,  
Post Paud, Tal. Mulshi, Dist. Pune - 412 108 Maharashtra India.  
Tel: (+91 20) 67903000 Fax: (+ 91 20) 67903001.  
U24232PN2007PLC130033

HTBS/AL/19/37

September 26, 2019

To,

Ms. Amruta Dhanpal Patil,  
A/P Bhose, Tal. Miraj,  
Dist. Sangli - 416 422.

Dear Ms. Amruta Patil,

Further to our letter of offer dated September 20, 2019 we are pleased to inform you that you are hereby appointed as **Junior Officer -IPQC** to be based at **HTBS Works, Pune** as per terms and conditions discussed and agreed upon as under:

1. This appointment is effective from September 26, 2019 the date of your joining the Organization.
2. Your salary and other allowances shall be as per enclosed annexure A.
3. Your job functions and responsibilities as **Junior Officer- IPQC** will be as defined broadly in the enclosed Annexure B or as conveyed to you from time to time.
4. Your place of work, unless otherwise intimated, would be **HTBS Works, Gaddavane Road, Sutarwadi, Post Paud, Tal Mulashi, Pune - 412108**

5. **Training Period:**

- 5.1. After joining the Organization you shall work on a training period of **Three (3) months**.
- 5.2. You will not be entitled to any leave during your training period
- 5.3. During training period the management reserves the right to terminate your services with 24 hours notice, without assigning any reasons whatsoever.
- 5.4. In case you wish to leave the organization during this period, you may do so by giving one (1) month's notice.
- 5.5. During the duration of your training period, the management may, depending upon your performance, increase the training period by another **Six (6) months**.
- 5.6. On satisfactory completion of your training period, you would continue to work in the employment of the organization as a probationer.

6. **Probation Period:**

- 6.1 After successful completion of training period, you will work on probation for a period of **Nine (9) months**.
- 6.2 During probation period the management reserves the right to terminate your services with 24 hours notice, without assigning any reasons whatsoever.
- 6.3 In case you wish to leave the organization during this period, you may do so by giving **45**

# Cipla

05/08/2019

Mr. Akash V Ghawat  
VP - Nigadi  
Tal- Karad  
Dist- Satara Maharashtra - 415108

Dear Akash,

Welcome to Cipla!

Over the last eight decades, Cipla has been built on the foundation of care. With our pioneering work in the Indian Pharmaceutical industry, we have become the preferred choice of doctors, patients and employees. We have a strong legacy and we are all set for a stronger future. We welcome you in our journey as we progressively transcend into an integrated, forward looking and agile organisation with "Caring for Life" at its core.

We look forward to working with you and wish you a rewarding career with us.

Warm regards,



(11)

Abhay Kumar Srivastava  
Senior Vice President

Cipla Ltd. Regd. Office Cipla House, Peninsula Business Park, Ganpatra Kadam Marg, Lower Parel, Mumbai-400 013  
Phone +91 22 24826000 Fax +91 22 24826120 E-mail [contactus@cipa.com](mailto:contactus@cipa.com) Website [www.cipla.com](http://www.cipla.com)  
Corporate Identity Number L24239MH1935PLC002380



# SERUM INSTITUTE OF INDIA PVT. LTD.

(FORMERLY KNOWN AS SERUM INSTITUTE OF INDIA LTD. )

Cyrus Poonawalla Group

Ref.: HR/OFFER/2018/2908

8 May 2018

To

Mr Lahu Jaysing Hajare  
At:Varade, Post:Umbraj Tal:Karad,  
Satara, Maharashtra, 415109

Dear Mr Hajare,

Congratulations on your Offer! We welcome you to Serum Institute of India Ltd. and wish you a long and meaningful career with us.

1. **COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to your grade is enclosed.
2. **DESIGNATION & GRADE:** You will be designated as Trainee.
3. **LOCATION & DATE OF JOINING:** Your initial place of posting will be at Hadapsar, Pune. You will be required to join on 17<sup>th</sup> May 2018. If you do not join your duty on the said date, this Offer Letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
4. **MEDICALLY FIT:** Your employment will be subject to your being declared medically fit.
5. **EDUCATIONAL QUALIFICATION:** Your offer is provisional & subject to your clearance of the final year/semester degree/diploma without any backlog.
6. **TRAINEE PERIOD:** You will be the trainee for a period of One Year from the date of your appointment. If in the opinion of the Company you are found suitable for the post in which you are appointed, you will be considered in the Regular Employment.
7. **PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining. Please sign the duplicate copy of offer letter and return to us as a token of your acceptance of the offer.

At the time of joining you are requested to bring along with you following documents with originals and two Attested copies:

- o Certificate of Qualifications, Date of Birth, Experience Certificate
- o Relieving Letter from the current employer
- o Six Passport size colour photographs
- o PAN card copy
- o Original Permanent Address Proof for Bank Account Purpose

We once again welcome you to Serum Institute of India Ltd. and wish you a long fulfilling career with us.

Yours truly,  
For SERUM INSTITUTE OF INDIA LIMITED.

  
MAHENDRA INGE  
DEPUTY DIRECTOR - HR

Page 1 of 2



04



# SERUM INSTITUTE OF INDIA PVT. LTD.

(FORMERLY KNOWN AS SERUM INSTITUTE OF INDIA LTD.)

Cytus Padnawalla Group

Ref: HR/OFFER/2018/2910

8 May 2018

To  
Mr Nishant Shivaji Patil  
A/P Sajra Tal Hatkanagle,  
Kolhapur, Maharashtra, 416116

Dear Mr Patil

Congratulations on your Offer! We welcome you to Serum Institute of India Ltd. and wish you a long and meaningful career with us

1. **COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to your grade is enclosed.
2. **DESIGNATION & GRADE:** You will be designated as Trainee.
3. **LOCATION & DATE OF JOINING:** Your initial place of posting will be at Hadapsar, Pune. You will be required to join on 17<sup>th</sup> May 2018. If you do not join your duty on the said date, this Offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
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5. **EDUCATIONAL QUALIFICATION:** Your offer is provisional & subject to your clearance of the final year/semester degree/diploma without any backlog.
6. **TRAINEE PERIOD:** You will be the trainee for a period of One Year from the date of your appointment. If in the opinion of the Company you are found suitable for the post in which you are appointed, you will be considered in the Regular Employment.
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This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining. Please sign the duplicate copy of offer letter and return to us as a token of your acceptance of the offer.

At the time of joining you are requested to bring along with you following documents with originals and two Attested copies:

- Certificate of Qualifications, Date of Birth, Experience Certificate
- Relieving Letter from the current employer
- Six Passport size colour photographs
- PAN card copy
- Original Permanent Address Proof for Bank Account Purpose

We once again welcome you to Serum Institute of India Ltd. and wish you a long fulfilling career with us.

Yours truly,  
For SERUM INSTITUTE OF INDIA LIMITED

MAHENDRA INGE  
DEPUTY DIRECTOR - HR

24



**Modern DAIRY**  
 1942, DR. SALDHANA STREET, PUNE - 411 001  
 Wholesaler of Milk & Milk Products  
 email.:mdstarsky@gmail.com

Mob.: 9545012864  
 Tel.:(020) 26340726  
 26340734  
 26340751  
 Fax.: 26340754

Date 17.10.2019

Name - Snehalata Krishnat Desai.

**Re: Appointment to the position of QC Microbiologist.**

Dear Miss Snehalata,

I am pleased to be able to advise you of your appointment to the position of a micro biologist for our factory Santosh Milk & Milk Products Pvt Ltd located in karadon 14<sup>th</sup> October 2019, Monday . In that position you will report to *MrManojBhagtanl*.


During the period of your Contract you will be based at karad, but you may be required to travel out station at the company expense.

The appointment is a permanent, full time position subject to the satisfactory completion of a *three-month* probationary period. Your salary will be 15000/- per month. You will be granted 3 days off per month.

The employer providing 4 weeks notice or payment made in lieu thereof may terminate your employment. You may terminate your employment by providing 4 weeks notice.

We look forward to a mutually beneficial association.

If you have any queries regarding any aspects of your appointment please feel free to ask.

Yours faithfully  
  
 Sunil Bhagtan  
 Modern Dairy  
 Partner  
*Sunil Bhagtan*



05/08/2019

Mr. Shekhar T Sawant  
B-2  
Lahoti Houses Near Rukamininagar  
Dist-Karad Maharashtra - 415110

Dear Shekhar,

Welcome to Cipla!

Over the last eight decades, Cipla has been built on the foundation of care. With our pioneering work in the Indian Pharmaceutical industry, we have become the preferred choice of doctors, patients and employees. We have a strong legacy and we are all set for a stronger future. We welcome you in our journey as we progressively transcend into an integrated, forward looking and agile organisation with "Caring for Life" at its core.

We look forward to working with you and wish you a rewarding career with us.

Warm regards,

Abhay Kumar Srivastava  
Senior Vice President

Cipla Ltd. Regd. Office Cipla House, Peninsula Business Park, Ganpatra Kadam Marg, Lower Parel, Mumbai-400 013  
Phone +91 22 24826000 Fax +91 22 24826120 E-mail [contactus@cipla.com](mailto:contactus@cipla.com) Website [www.cipla.com](http://www.cipla.com)  
Corporate Identity Number L24230MH1935PLC002380



Prakash resi. Block No.702,  
Sector 10E, Road Pali,  
Email : [info@bharatigreen.com](mailto:info@bharatigreen.com)  
Bharatigreen.com  
Navi Mumbai- 410218  
Mob: 9049747555

Date 01/07/2019

Name : Miss. Sarika Sadashiv Kumbhar.

**Subject : Appointment to the post of R & D and QC microbiologist.**

Dear Miss Sarika,

I am pleased to be able to advise you of your appointment to the position of an R & D and QC microbiologist for our factory Bharati Green Tech located in dahiwadi, dist-Satara.


The appointment is permanent , full time position subject to the satisfactory completion of a 3 month probation period . Your salary will be 15000/- per month.

Your contribution is important to ensure our sustained success growth .We hope that your career here will be gratifying one .You would get maximum support from the whole of our team and we look forward to having the best relation with you.

I wish you all very best for a rewarding career with Bharati Green Tech.

Yours Faithfully.

Mr. Sanjay Chavan



Bharati Green Tech Dahiwadi

21

# Cipla

03/06/2019

Mr. Sandip M Kumbhar  
A/P- Senapati Kapshi,  
Dist- Kolhapur .  
Tal- Kagal, Maharashtra - 416218

Dear Sandip,

Welcome to Cipla!

Over the last eight decades, Cipla has been built on the foundation of care. With our pioneering work in the Indian Pharmaceutical industry, we have become the preferred choice of doctors, patients and employees. We have a strong legacy and we are all set for a stronger future. We welcome you in our journey as we progressively transcend into an integrated, forward looking and agile organisation with "Caring for Life" at its core.

We look forward to working with you and wish you a rewarding career with us.

Warm regards,



Abhay Kumar Srivastava  
Senior Vice President



# SERUM INSTITUTE OF INDIA PVT. LTD.

(FORMERLY KNOWN AS SERUM INSTITUTE OF INDIA LTD.)

Cyrus Poonawalla Group

20  
39  
June 17, 2019

Prashant Uttam Kamble

Department: QC

Dear Mr Kamble

Warm Welcome!!!

We are very delighted to inform you that you are joining India's No.1 biotechnology company. We welcome you on board to join the determined & ambitious team.

Our most valuable assets are our people. As a member of our family, you will play a multi-faceted role - that of a primary contributor to the business, a team member and most prominently, an ambassador of the Company.

Your contribution is important to ensure our sustained success and growth. We hope that your career here will be a gratifying one. You would get maximum support from the whole of our team and we look forward to having the best relations with you

As a prominent organization, we have the responsibility of delivering the best quality offering to our customers and consumers. In a challenging environment, we trust you to act out your part with persistence, responsibility and unflinching integrity.

I wish you all the very best for a rewarding career with Serum.

Best regards,

Mahendra Inge  
Deputy Director - HR

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# VIJAYKANT DAIRY AND FOOD PRODUCTS LTD

Reg. office: LIG - 159, M.M. Extension, Mahantesh Nagar, Belagavi-590016  
Dairy: Neginhal, Tq: Bailhongal, Dist: Belagavi. Ph:08288-252516

www.adityaamilk.com  
Email: adityaamilk@vijaykantdairy.com

CIN: U51201KA2004PLC034702

Ref. No.:

Date :

15<sup>th</sup> July 2019.

To,  
Mr. PRASHANT B THORAT.  
At Post : SAVADE,  
Taluka : KARAD,  
District : SATARA.  
Pin Code : 415111.  
Maharashtra State.

## LETTER OF APPOINTMENT

Dear Prashant,

It is my privilege to welcome you to Vijaykant Dairy & Food Products Ltd fold and we are pleased to appoint you in the position of Quality Control Executive in our Milk & Ice Cream Production Wing.

Your monthly salary will be Rs. 12,000/- (Rupees Twelve Thousand Hundred Only), As Quality Control Executive you are responsible for sampling of products, testing of products, traceability of products, maintenance of personnel hygiene. You shall be present incase of emergencies. Your daily activity is to be reported to the QC Manager.

This offer comes to you as the culmination of a rigorous selection process and you are sure to find a challenging peer group at Vijaykant Dairy & Food Products Ltd. You will be governed by the rules and regulations of the Company.

Welcome to the family of Vijaykant Dairy & Food Products Ltd. Wishing you all the best and hope to have a long term association with you. You may join us as early as possible, on or before 01.08.2019.

H R MANAGER  
A N PATHAN



# SERUM INSTITUTE OF INDIA PVT. LTD.

(FORMERLY KNOWN AS SERUM INSTITUTE OF INDIA LTD.)

Cyrus Poonawalla Group

June 17, 2019

Narayan Vinayak Gilbile

Department: QC

Dear Mr Gilbile

Warm Welcome!!!

We are very delighted to inform you that you are joining India's No.1 biotechnology company. We welcome you on board to join the determined & ambitious team.

Our most valuable assets are our people. As a member of our family, you will play a multi-faceted role - that of a primary contributor to the business, a team member and most prominently, an ambassador of the Company.

Your contribution is important to ensure our sustained success and growth. We hope that your career here will be a gratifying one. You would get maximum support from the whole of our team and we look forward to having the best relations with you

As a prominent organization, we have the responsibility of delivering the best quality offering to our customers and consumers. In a challenging environment, we trust you to act out your part with persistence, responsibility and unflinching integrity.

I wish you all the very best for a rewarding career with Serum.

Best regards,

**Mahendra Inge**  
Deputy Director - HR



# Hi Tech BioSciences India Ltd.

Corporate Office : C-2 / 102 - 103, Survey No. 10111, Saudamini Complex,  
Bhusari Colony, Paud Road, Kothrud, Pune - 411 038 Maharashtra India  
Tel: (+91 20) 2528 5026 Fax: (+91 20) 2528 5426  
Works : Survey No.297+298, 304, 306 Plot No. 6, 8 & 10,  
Ambadvel Industrial Estate, Sutarwadi, Behind Datta Mandir,  
Post Paud, Tal. Mulshi, Dist. Pune - 412 108, Maharashtra India  
Tel: (+91 20) 67903000, Fax: (+91 20) 67903001  
U24232PN2007PLC130033



HTBS/A1/19/40

September 27, 2019

To,

Ms. Namrata Gundhar Patil,  
At Post Bhose, Tal. Miraj,  
Dist. Sangli - 416 422.

Dear Ms. Namrata Patil,

Further to our letter of offer dated September 20, 2019 we are pleased to inform you that you are hereby appointed as **Junior Officer R & D** to be based at **HTBS Works, Pune** as per terms and conditions discussed and agreed upon as under:

1. This appointment is effective from September 27, 2019 the date of your joining the Organization.
2. Your salary and other allowances shall be as per enclosed annexure A
3. Your job functions and responsibilities as **Junior Officer R & D** will be as defined broadly in the enclosed Annexure B or as conveyed to you from time to time.
4. Your place of work, unless otherwise intimated, would be HTBS Works, Gaddavane Road, Sutarwadi, Post Paud, Tal Mulashi, Pune - 412108
5. **Training Period:**
  - 5.1. After joining the Organization you shall work on a training period of **Three (3) months**.
  - 5.2. You will not be entitled to any leave during your training period
  - 5.3. During training period the management reserves the right to terminate your services with 24 hours notice, without assigning any reasons whatsoever.
  - 5.4. In case you wish to leave the organization during this period, you may do so by giving **one (1) month's** notice.
  - 5.5. During the duration of your training period, the management may, depending upon your performance, increase the training period by another **Six (6) months**.
  - 5.6. On satisfactory completion of your training period, you would continue to work in the employment of the organization as a probationer.
6. **Probation Period:**
  - 6.1. After successful completion of training period, you will work on probation for a period of **Nine (9) months**.
  - 6.2. During probation period the management reserves the right to terminate your services with 24 hours notice, without assigning any reasons whatsoever.
  - 6.3. In case you wish to leave the organization during this period, you may do so by giving 45

16

95



# Hi Tech BioSciences India Ltd.

Corporate Office : C-2 / 102 - 103, Survey No. 101/1, Saudamini Complex, Bhusari Colony, Paud Road, Kothrud, Pune - 411 038 Maharashtra India.  
Tel: (+91 20) 2528 5026 Fax: (+91 20) 2528 5426  
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Tel: (+91 20) 67903000. Fax: (+ 91 20) 67903001.  
**U24232PN2007PLC130033**

HTBS/AL/19/39

September 27, 2019

To,

Ms. Mumal Manaji Patil,  
Near ZP School, At Post Morale (Rajapur),  
Tal. Palus, Dist. Sangli - 416 310.

Dear Ms. Mumal Patil,

Further to our letter of offer dated September 20, 2019 we are pleased to inform you that you are hereby appointed as **Junior Officer QA** to be based at **HTBS Works, Pune** as per terms and conditions discussed and agreed upon as under:

1. This appointment is effective from September 27, 2019 the date of your joining the Organization.
2. Your salary and other allowances shall be as per enclosed annexure A
3. Your job functions and responsibilities as **Junior Officer QA** will be as defined broadly in the enclosed Annexure B or as conveyed to you from time to time.
4. Your place of work, unless otherwise intimated, would be HTBS Works, Gaddavane Road, Sutarwadi, Post Paud, Tal Mulashi, Pune - 412108
5. **Training Period:**
  - 5.1. After joining the Organization you shall work on a training period of **Three (3) months**.
  - 5.2. You will not be entitled to any leave during your training period
  - 5.3. During training period the management reserves the right to terminate your services with 24 hours notice, without assigning any reasons whatsoever.
  - 5.4. in case you wish to leave the organization during this period, you may do so by giving one (1) month's notice.
  - 5.5. During the duration of your training period, the management may, depending upon your performance, increase the training period by another **Six (6) months**.
  - 5.6. On satisfactory completion of your training period, you would continue to work in the employment of the organization as a probationer.
6. **Probation Period:**
  - 6.1. After successful completion of training period, you will work on probation for a period of **Nine (9) months**.
  - 6.2. During probation period the management reserves the right to terminate your services with 24 hours notice, without assigning any reasons whatsoever.
  - 6.3. In case you wish to leave the organization during this period, you may do so by giving 45

# CHIRON BEHRING

Date: July 25, 2019

To,  
Mohasin Pathan  
A/P, Mahagaon  
Tal -Gandhigaj  
Dist - Kolhapur 416503  
Maharashtra

Dear **Mohasin,**

We are pleased to appoint you as **"Trainee Officer - Quality Assurance"** in our Quality department on contractual basis for a fixed period of July 25, 2019 to June 19, 2020 on a following terms and conditions.

During the above period, your salary and allowances w.e.f. July 25, 2019 will be as per Annexure – 1 (Refer Page No 04)

1. Be it clearly understood and agreed that the vacancy for fixed period on contractual basis. Your contractual appointment will automatically come to an end on the expiry of the specified period and no notice pay or retrenchment compensation will be payable to you by the management. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you.

Also you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one month's notice no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the aforesaid specified and fixed period of your service.

# CHIRON BEHRING

2. Your duties will *include* for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As an employee of this Company, you will maintain a high standard of loyalty, efficiency, integrity and will liaison with employees / workers in the factory.
3. The management will be with its rights to transfer you for work or loan your services to any other unit / division / department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
4. You will devote your whole time and attention to the interest of the Company and will not engage yourself in any other work either paid or in honorary capacity.
5. Your appointment is being made on the basis of your particulars such as qualifications etc. as given by you in your application for employment and in case any information as given you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.
6. Your address as indicated in your application for appointment shall be deemed 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.
7. You will be bound by the model standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which form part of your terms of employment.
8. In case there is any change in your residential address, you will intimate the same in writing to the personnel Department/Manager within three days from the date of such change and get such change of address recorded.

end

# CHIRON BEHRING

If the above terms and conditions are acceptable to you, please sign the copy of this letter copy in token of its acceptance and return the same for our record.

Yours faithfully,

Chiron Behring Vaccines Pvt. Ltd.

*PM Patel*

Pradip Patel  
COO & Site Director

*Umesh Chauhan*

Umesh Chauhan  
Asst. Manager – HR

Declaration by the Employee

I accept the offer and the terms and conditions mentioned in the aforesaid letter.

*[Handwritten Signature]*

Signature of Employee

Date: 25/07/19

19/14



03/06/2019

Appointment Letter

Mr. Mosin A Tamboli  
At / P - leet  
Tal- Bhoom,  
Dist- Osmanabad, Maharashtra - 413534

Dear Mosin,  
Welcome aboard!

We are delighted to offer you the position of Trainee - AI in our Formulation team at Cipla based in Unit -5. You will be assigned a role of "Trainee". Your scheduled date of employment with us will be 03/06/2019.

Here are the terms and conditions of our offer.

1. Your Total Salary will be Rs 16,860/- per month. The details of the salary are provided in Annexure A.
2. You will undergo training for a period of one year from 03/06/2019 to 03/06/2020. On completion of this period, your training will automatically come to an end. In case a suitable vacancy exists then, we may consider your candidature for the same, depending upon your performance during the training.
3. In case you are awaiting the results of the final examination of any of your education degree/diploma then your selection is subject to your passing the said examination successfully, in case you are unsuccessful, we reserve the right to discontinue your training.
4. You will be eligible for various benefits like Leave and Group Life Insurance etc. of the Company, as per Policy. You can know more about the same on the trainee self-service portal.
5. You will be eligible for further review of the emoluments as per the Company Policy.
6. During your training you may be transferred to any of the existing establishments / location of the Company as well as to any new establishments / locations that may be set up by the Company in future at the discretion of the Company without any extra remuneration. You are also liable to be transferred from one department to another department at the discretion of the Company.
7. You will be governed by all the rules and regulations of the Company including for employment, hours of work, holidays, discipline and general work practices applicable to the establishment / Location where you are posted for work and as amended from time to time. For details of the rules, please visit the Cipla HR site or seek assistance of the Human Resource department.

Cipla Ltd, Regd. Office Cipla House, Peninsula Business Park, Ganpatra Kadam Marg, Lower Parel, Mumbai-400 013  
Phone +91 22 24826000 Fax +91 22 24826120 E-mail [contactus@cipla.com](mailto:contactus@cipla.com) Website [www.cipla.com](http://www.cipla.com)  
Corporate Identity Number L24239MH1935PLC002360