

|| 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)

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

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Reaccredited B⁺⁺ Level by NAAC, Bangalore

AN ISO 9001:2015 CERTIFIED COLLEGE. REG. NO. : RQ915237

Dr. Suryakant Bapu 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-2019-20

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.	Nilam Jadhav	B.Sc.	Impact	1.90 L.
2.	Aishwarya Prakash Desai	B.Sc.	Progressive Infovision PVT. LTD	6.22 L.
3.	Prem Balaso Shinde	B.Sc.	Ace Computer Services	1.56 L.
4.	Rohit Rajendra Chavan	B.Sc.	Impact	1.56 L.
5.	Tejaswini Ramchandra Nakil	B.Sc.	ITSource	5.66 L.
6.	Aditya Pandit Patil	B.Sc.	Progressive Infovision PVT. LTD	1.56 L.
7.	Ayesha D. Inadar	B.Sc.	Impact	1.56 L.
8.	Amol Harishchandra	B.Sc.	Progressive Infovision PVT. LTD	1.68 L.
9.	Swapnil Anil Kadalge	B.Sc.	Impact	1.82 L.
10.	Kudrat Rajiyak Sayyud	B.Sc.	Progressive Infovision PVT. LTD	1.66 L.
11.	Jeevan Anil Deshmukh	B.Sc.	ACE Computer Sciences	1.66 L.
12.	Abhinandan Bhagwan Patil	B.Sc.	Progressive Infovision PVT. LTD	2.04 L.
13.	Suchita Jitendra Dabade	B.Sc.	ACE Computer Sciences	1.66 L.



(Signature)

Principal

Yashwantrao Chavan College of Science, Karad

14.	Sajid Mubarak Mujawar	B.Sc.	ACE Computer Sciences	1.66 L
15.	Omkar Dattatray Chavan	B.Sc.	IDC	1.66 L
16.	Revati Sanjay Jadhav	B.Sc.	Progressive Infovision PVT. LTD	1.54 L
17.	Dnyaneshwar Mahavir Gore	B.Sc.	IDC	NA
18.	Chetana Suresh Lohar	B.Sc.	ACE Computer Sciences	1.54 L
19.	Sushant Popat Koli	B.Sc.	Globtier	1.76 L
20.	Mahesh Chandrakant Sutar	B.Sc.	Impact	1.96 L
21.	Shahbag Altar Watore	B.Sc.	SYSNCT	1.96 L
22.	Ramesh Hanmant Sutar	B.Sc.	Ace	NA
23.	Ashwini	B.Sc.	Primeconnect	1.62 L
24.	Pradnya	B.Sc.	Primeconnect	1.62 L
25.	Amruta Ashok Patil	B.Sc.	Progressive Infovision PVT. LTD	1.56 L
26.	Akanksha Jaywant Kumbhar	B.Sc.	Precision	3.36 L
27.	Anjali Ramesh Ingale	B.Sc.	Progressive Infovision PVT, LTD	1.56 L
28.	Nayan Uttam More	B.Sc.	Impact	2.00 L
29.	Ariket Gaikwad	B.Sc.	Allied	2.17 L
30.	Akshay Babasaheb Mane	B.Sc.	Impact	NA
31.	Chand Dastagir Kukmur	B.Sc.	Progressive Infovision PVT. LTD	1.61 L
32.	Sushant Tanaji Deshmukh	B.Sc.	Wipro	1.97 L
33.	Shweta Sanjay Garud	B.Sc.	Progressive Infovision PVT. LTD	1.87 L
34.	Amit Shankar Mane	B.Sc.	Progressive Infovision PVT. LTD	1.86 L
35.	Omkar Suryawanshi	B.Sc.	Impact	1.56 L
36.	Pratik Shinde	B.Sc.	Impact	1.56 L
37.	Ganesh Shinde	B.Sc.	Impact	1.56 L
38.	Madhuri Kachare	B.Sc.	Impact	1.54 L
39.	Nisarg Hanmantrao Patil	B.Sc.	VH Pvt. Ltd.	1.50 L
40.	Dhumal Shivani Dipak	B.Sc.	Dadasaheb Mokashi College	1.50 L
41.	Pooja Prakash More	B.Sc.	Dadasaheb Mokashi College	1.50 L
42.	Kumbhar Shrivardhan J.	M.Sc.	Analytical Solutions, B-22, MIDC, TTC Ind Area, Navi Mumbai. +91 22 61970000	1.2 L
43.	Jadhav Akshay Ramchandra	B.Sc.	Supriya Lifescience Ltd, Chiplun, MH. +91 22 40332727	1.8 L
44.	Mohite Akshay Suresh	B.Sc.	Centaur Pharmaceuticals Pvt Ltd, Santacruz, Mumbai. 022 6649 9100	2.2 L
45.	Amir Dilavar Mulla	M.Sc.	Quality and Food Safety, Pune	NA
46.	Amol Vishwas Kavarr	M.Sc.	Hi-Tech Biosciences, Pune.	NA
47.	Anjali Anil Sodage	M.Sc.	Agio Pharmaceuticals Pvt. Ltd. Bhosari, Pune	NA



48.	Aruna Prakash Lokare	M.Sc.	Genesis College Of Radhanagari	NA
49.	Mahendra Shashikant Katkar	M.Sc.	Curteq Biologies Hyderabad	NA
50.	Mustakeem Ilahi Shaikh	M.Sc.	Vijaykant Dairy Pvt. Ltd Belgaum.	NA
51.	Pournima Pandurang Jadhav	M.Sc.	Areen Clinical Laboratory And Nihira Diagnostic Laboratory, Karad	NA
52.	Priyanka kant Buva	M.Sc.	Episource India Private Limited	NA
53.	Priyanka Rang Kumbhar	M.Sc.	Lab Technician	NA
54.	Rohit Balaso Jadhav	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
55.	Sachin Arun Shinde	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
56.	Sanket Shirish Bhedasgaonkar	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
57.	Shailesh Sarjerao Haladkar	M.Sc.	Serum Institute of India Pvt. Ltd, Pune.	NA
58.	Sneha Satish Shetye	M.Sc.	Goa Antibiotics & Pharmaceuticals Tuem Goa.	NA
59.	Suraj Mahadev Jadhav	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
60.	Fanvi Mahavir Narule	M.Sc.	Optum Healthcare Pvt Ltd.	NA
61.	Tushar R. Dakare	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
62.	Vinayak Jaysing Bamane	M.Sc.	Senior Officer Upstream Processing	NA
63.	Vishal Babaso Pujari	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
64.	Akash Pandurang Shinde	M.Sc.	Gennova Biopharmaceutical Ltd. Pune	NA
65.	Kasar Kishiore Tanaji	B.Sc.	Shipa Medicare Limited, Hyderabad	NA
66.	Bagal Akshada Sunil	B.Sc.	Owner of Tuition, Shirawade	NA
67.	Bakale Snehal Bajeerno	B.Sc.	Tutor in Private Classes	NA
68.	Bansode Rupesh Bapu	B.Sc.	Working as	NA
69.	Barge Digambar Anandrao	B.Sc.	Owner of Goods Store, Karad	NA
70.	Chavan Akshay Sunil	B.Sc.	Owner of Steel, Cement Shop	NA
71.	Chavan Somnath Baban	B.Sc.	Working in Agricultural Field- Farmer	NA
72.	Dhavale Omkar Umesh	B.Sc.	Owner of Travel Agency, Karad	NA
73.	Firane Somesh Ashok	B.Sc.	Working as MR	NA
74.	Hinukale Vijay Hindurao	B.Sc.	Working in Agricultural Field- Farmer	NA



75.	Hobale Naeem Shakil	B.Sc.	Owner of Gardening Nursery	NA
76.	Hogale Chetan Akaram	B.Sc.	Working as MR	NA
77.	Jadhav Shivraj Bhaskar	B.Sc.	Working in Agricultural Field-Farmer	NA
78.	Jadhav Shubham Dipak	B.Sc.	Working in Patsanstha, Umbraj	NA
79.	Jagdale Prajval Bajirao	B.Sc.	Runs a Army Training Center, Palus	NA
80.	Jagdale Snehankita Sunil	B.Sc.	Owner of Bike Servicing Center	NA
81.	Kadam Jaydip Dadaso	B.Sc.	Working in Agricultural Field-Farmer	NA
82.	Kamble Vikrant Jaywant	B.Sc.	Working in Private Classes, Karad	NA
83.	Kokare Adinath Babu	B.Sc.	Owner of Stationary Shop, Satara	NA
84.	Kolekar Mallikarjun Basappa	B.Sc.	Owner of Stationary Shop	NA
85.	Kumbhar Vinayak Hanamant	B.Sc.	Working as Insurance Advisor	NA
86.	Lad Aditya Sandeep	B.Sc.	Working as MR	NA
87.	Mohite Ajinkya Arvind	B.Sc.	Owner of Fruit Store	NA
88.	Mulla Mohin Majamuddin	B.Sc.	Working as Manager in Petrol Pump, Karad	NA
89.	Namavare Rana Shashikant	B.Sc.	Working as MR	NA
90.	Pathan Nihal Aslam	B.Sc.	Working in Agricultural Field-Farmer	NA
91.	Patil Ajinkya Vijaykumar	B.Sc.	Working as Share Market Advisor	NA
92.	Patil Poonam Tanaji	B.Sc.	Working in Medical Store, Kadegaon	NA
93.	Patil Prashant Dinkar	B.Sc.	Owner of Tuiton, Shenoli.	NA
94.	Sawant Sanket Sanjay	B.Sc.	Owner of Fabrication Shop, Ogalewadi	NA
95.	Sawant Tejashri Tanaji	B.Sc.	Working as MR	NA
96.	Shinde Bipin Sanjay	B.Sc.	Working in Agricultural Field-Farmer	NA
97.	Suryawanshi Sngam Manikrao	B.Sc.	Owner of Restaurant in Takari.	NA
98.	Tomake Sany Bhanaji	B.Sc.	Working as MR	NA




Principal
 Yashwantrao Chavan College
 of Science, Karad

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 10th 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



Principal

Yashwantrao Chavan College
of Science, Karad

TERMS AND CONDITION OF EMPLOYMENT

Place of Postings:

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 term 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 in CTC is Rs. 13500/- 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.

Continuation & performance

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.

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 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.

You will be required to produce all the documentary evidence and certificates / testimonials in original including your III 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.

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 3 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 medically fit by a registered medical practitioner. The company has the right to get you medically examined by a specified/registered medical practitioner, and in case you are found medically unfit, company shall terminate your services by giving you a one months' notice.



Termination

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

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 confirmation 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 meet 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 you 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 detriment 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/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.

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 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 it's 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 properties 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 : Miss. Aishwarya Prakash Desai

Designation : Desktop Support

Details of your salary break up are as follows:

Name	Aishwarya Desai	
	Monthly	Annually
Components		
Basic	5,800	69600
DA	3,564	42768
Gross (MWA)	9364	112368
HRA	468.20	5618
Bonus	780.02	9360
Add Allowance	1094	13128
Gross Salary	11706	140475
Earned Gross	11706	140475
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
Employee Net Take home	10161	121932
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
Cost to Company	13500	162000

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:



Reference: ACS/HRD/OFFER/2019

Date: 11th June 2019

To,
MR. PREM BALASO SHINDE,

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of **Desktop Support L1 Engineer** in our organization.

DOJ – 11th June, 2019

You will be paid monthly CTC of **Rs. 13,057/- (Rupees Thirteen Thousand Fifty Seven Only)**.

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address.....

ACE Computer Services
101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (**Mandatory**)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (All **Documents Mandatory**)
3. PAN Card / Driving License / Election ID as photo id proof (**Any one**)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (**Any One**)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents

Please note that this is a provisional offer letter with validity till the date mentioned above and it will become null & void if you fail to join on mention date.

This is a confidential document & the information regarding the position offered & remuneration should not be disclosed, the offer will be revoked in case of breach of confidentiality.

We welcome you to our organization, looking forward towards a long & fruitful association.



Annexure "A" for the Remuneration Per Month

	Amount
Basic	5800
DA	4104
HRA	495
Medical Allowance	0
Additional Allowance	6
Bonus	825
Monthly Gross	11,230
Employer ESIC	533
Employer PF	1,288
Employer MLWF	6
Employer Insurance	0
Monthly CTC	13,057
Annual CTC	1,56,684
(-) PF	1,188
(-) ESIC	197
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1587
NET SALARY	9,643

Additional Benefits & Coverage's:

- For Employees covered under ESIC :

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs. 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

- For Employees not covered under ESIC :

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediclaim Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Ace Computer Services

**Datta
Andre**

Digitally signed
by Datta Andre
Date: 2019.06.11
10:27:42 +05'30'

HR- Executive



I ACCEPT

MR. PREM BALASO SHINDE

Note – This Document is System generated & Digitally Signed hence do not require manual signature.

OFFER LETTER

Date: 20/06/2019

To,
Mr. Rohit Rajendra Chavan,

Mumbai,

Dear Rohit Rajendra Chavan,

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Desktop Engineer** in the permanent position in our organization at **Mumbai Location**, at **MIT Division** in **FMS Department** with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **21/07/2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before **31st** December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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reviews and re-fitments will always be subject to schedules as may be implemented by the company from time to time.

- a) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformed leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial graife for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserves the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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record, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

1) Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

2) Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give one month notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of **60 working Days** from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client, administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo 'Exit interview' which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

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- a) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.
- 3) **Medical Fitness:**
This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.
- 4) **Deputation:**
- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
- b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc; given by any assigned person(s).
- c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.
- 5) **Transfer :**
You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.
- 6) **No simultaneous employment :**
While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

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6) Non disclosure :

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes,

Account are required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

7) Assignment of Intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

8) Indemnify :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

9) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

10) Terms and condition of employment :

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- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy

association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Hitesh Hatkar
HR Manager
Recruiter :Sweety Shirke
Date: 20/06/2019

Rohit Rajendra Chavan

IMPACT Infotech Pvt. Ltd.

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Salary Structure – I

	Salary Structure	Monthly	Yearly
	Basic	5800	69600
	DA	4104	
	Total Basic	9904	
	HRA	501	
	Bonus	825	
A	Gross Salary	11230	134760
B	Take Home	9643	115716
	Employee Deduction		
	PF	1188	
	ESIC	197	
	LWF	2	
	PT	200	
C	Total	1587	19044
	Employer Contribution		
	PF	1288	
	ESIC	533	
	LWF	6	
D	Total	1827	21924
	CTC(A+D)	13057	156684

Note :-

- Your total salary emoluments would be approx. **Rs. 9643.00/-** Gross per month.
- Taxes such as Income tax, P.f., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Accepted By

Hitesh Hatkar
 HR Manager
 Recruiter : Sweety Shirke

Rohit Rajendra Chavan



IMPACT Infotech Pvt. Ltd.

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Ref.: - IT/HR/001620

Dated : 25/06/2019

Ms. Tejaswini Ramchandra Nakil
Natoli Road, Mu Po Sagaon Ta Shirala Sagaon, Sangli,
Maharashtra 415408

Tel.no.: 9067234840

Subject: - Offer Letter.

Dear Tejaswini Ramchandra Nakil,

This refers to your interview with us; we are pleased to offer you the position as *Desktop Engineer LI*, with effect from 24/06/2019.

Your compensation package is mentioned in Gross Emoluments Sheet.

You will be under probation period for **One Year**.

We welcome you to the ITSOURCE family and hope for a long and happy association with you in the future.

Thanking you.

Yours sincerely,

For ITSOURCE TECHNOLOGIES LIMITED.



Authorized Signatory



Note: This offer is valid based on BGV report is clear. As a part of company's joining formalities, a complete verification of your identity / Document verification and your background screening would be done. On successful submission and verification of your documents, background check, you shall be issued Letter of Appointment from the company. In case if any of the verification turns out to be negative at any point of time, your appointment with the organization shall be terminated on immediate basis. If you wish to resign the notice period will be of **30 days (1month)**.

TERMS AND CONDITIONS: -

1. You have been appointed and you will be posted at the location discussed during your interview. However, your services will be liable to be transferred from one place /section /department / establishment / branch / site/ office to another either existing today or to be set up in future, anywhere in India or abroad, purely at the discretion of the Management on account of exigencies of work or in the interest of company business, or as per the requirement of the principals etc.
 2. Your Gross emoluments shall be as per the annexure to this offer letter. The component insurance is a group insurance policy applicable to the employee only.
 3. The Company will expect you to work with a high standard of initiative, discipline, integrity efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- You will devote your entire time to the work of the Company and will not undertake any direct indirect business or work honorary or with remuneration except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
 - You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
 - You shall neither divulge nor give out information to any un-authorized person during the period of your service or even afterwards by word of mouth, electronic form, files notes, print-outs, drawings or otherwise, particulars or details of the Company or client/Principal business processes, technical know, security arrangements, clientele, administrative and or organizational matters of a confidential/secret nature, may be your privilege to know by virtue of your being the employee of the Company.
 - You shall keep confidential all the information and material provided to you by the Company or by its clients/principals concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.



- You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered or created by you while in our service, and such discovery, invention, creation, process or improvement shall belong absolutely to and be the sole and absolute property of the Company, including any computer programs. If and when required to do so by the Company, you shall at the Company expense, take out or apply for the latter Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, creation, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person persons, firms or companies, as the company may direct as the sole Beneficiary thereof.
- You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- You will be responsible for the safe keeping and return in good condition and order of all the properties & documents of the company its client/principal that may be in your use, custody, care or charge. For the loss of any such property or documents in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- 4. You shall perform all the duties and services as directed by your immediate superior and/or the Company Management. You shall abide by the terms of this employment contract, and the Company Service rules/Standing Orders and bye-laws whilst you are in the employment of the Company.
- 5. In case any of the particulars mentioned in your application or certificates are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- 6. Your service in the Company will be confirmed on receipt of written confirmation from the Company after completion of the probation. Period or such extended period thereof. Such confirmation shall be subject to satisfactory performance and conduct during the probation period, to the satisfaction of the Company Management.



7. In case if you wish to resign from the services, you are supposed to give Sixty (60) days' notice & complete handover of your responsibilities. You will not be relieved from the company till the final clearance from the reporting person. Company reserves the right to hold you responsible if the handover is not complete and can take actions against you as per Company Policy.
- During probation, your service is terminable by the Management without giving any Reason, advance notice or payment in lieu thereof.
 - After confirmation, your service is terminable either by the management or by yourself by giving one month notice or payment in lieu thereof.
 - On your resignation from the services of the Company you will be relieved only after proper handing over of your charges and the properties/documents of the company or its principal/client, lying with you.
 - Your services are liable to be terminated without any notice or salary in lieu thereof for any misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct* in the case of reasonable suspicion of misconduct disloyalty, dishonesty, disobedience, incivility, intemperance or commission of an act involving moral turpitude or any act in-discipline or inefficiency.
 - Your services also can be terminated without any notice or notice pay in lieu thereof, in the event of you become medically unfit to perform your duties or on completion/termination of the contract with the principal/client, in which you have been engaged by the Company.
 - After the termination of your services/resignation from the employment from the Company:
 - You shall not directly or indirectly, either on your own or in conjunction or with the aid of any other person anytime after such termination/resignation;
 - Divulge to any person or entity, by any word of mouth or otherwise, particulars or details of any business or other matters pertaining to ITSource Technologies Limited., which information you may have acquired as an employee of the organization.
 - Canvass or solicit or attempt to canvass or solicit business from any of the customers or clients of ITSource Technologies Limited.
 - Induce or attempt to induce any person employed by ITSource Technologies Limited, to leave the employment of the Company.

You shall be liable for any loss or damage caused to the Company due to any infringement or violation of the above terms. ITSource Technologies Limited., reserved the right to initiate Appropriate action, for any violation of the above terms, against you and any other person aiding or abetting such violation.



8. Grant of earned leave will depend upon the exigencies of work and shall be at the discretion of the management. For availing leave, you will have to apply in the prescribed form to the Management/Manager and seek prior approval for such leave. Similarly, for extension of leave, an application will have to be made in writing before the expiry of the leave originally sanctioned. Mere submission of application will not mean that the leave has been sanctioned.

 9. You will devote full time to the work of the Company will not undertake any direct or indirect business or honorary or remuneratory work, during the course of your employment with the Company, without the prior written permission of the Company Management.

 10. You may be selected and sponsored by the Company at its own cost, for further training in the company and/or for familiarization training assignments with Company Principals/clients or any other institutions/organizations. You will diligently and beneficially take part in the training and such assignments.
- Your appointment and continuance in the employment is subject to your satisfactory and loyal discharge of duties and the fixed term project/contract received by the Company from the principal. Your continuance in service of the Company is also subject to your remaining physically and mentally fit. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service.
 - In case of your transfer, you shall report at the transferred place, within time, as per the directions given to you by the Company in that respect, failing which your lien on the job and your services shall automatically come to an end without any notice or notice pay or intimation from the side of the management.
 - You shall be required to sign and abide by the Policy which the Company has at this level and shall undertake to sign such declaration that the Policy may demand from time to time.
 - You will not enter, directly or indirectly, any commercial agreement with the customers, vendors or partners of our Company.
 - You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.



- You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company or its customers in your possession at the time of cessation of your employment with the Company. The Company shall be entitled to withhold any dues, payments of any nature whatsoever till all such

Properties or documents and copies thereof as abovementioned, have been handed over to the Company.

- The present designation is subject to change depending upon work assignment from time to time.
- You would automatically retire on attaining the age of 55 years. An extension of your services may however be given at the sole discretion of the Management.
- You are requested to submit the following documents, if not submitted the same earlier.
- Certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
- Two copies of your recent passport-size photographs (preferably color)
- Relieving letter from your last employer in case you are/were employed.

Please sign and return a duplication copy of the contract of employment as confirmation of your acceptance of the above terms and conditions & also the term of Company Service Rules.

We look forward to your joining the ITSource family and hope for a long, successful and pleasant association.

Thanking you.

Yours sincerely,

For **ITSOURCE TECHNOLOGIES LIMITED.**



Authorized Signatory



GROSS EMOLUMENT SHEET

Monthly Component	Monthly	Yearly
Basic	9904.00	
HRA	495.00	
Advance Bonus Pay	825.00	
Other Allowance	6.00	
Gross Salary (A)	11230.00	134760.00
Deductions		
PF Employee Contribution	1189.00	
ESIC Employee Contribution	197.00	
Personal Accident (2 Lac's P.A)	96.00	
Professional Tax	200.00	
Total Deductions(B)	1682.00	20184.00
Net Salary(A-B)	9548.00	114576.00
Retrievals		
PF Company Contribution	1288.00	
ESIC Company Contribution	533.00	
MLWF	6.00	
Total Retrievals (C)	1827.00	21924.00
CTC(A+C)	13057.00	156684.00

NOTE: Above insurance policy which you will be entitled is an individual group Mediclaim & PA insurance policy.

DECLARATION

I hereby declare and affirm that I have carefully studied and understood the terms & conditions and policies. I undertake to abide by the said terms and conditions.

Name: Ms. Tejaswini Ramchandra Nakil

Designation: Desktop Engineer L1

Date of Join: 24/06/2019

Authorized Signatory

Date: 25/06/2019

Acceptance by the Employee

Date: 25/06/2019



Mr. Aditya Pandit Patil

Date: 19.07.2019

Sub: Provisional Offer for Employment

Dear Aditya,

This has reference to our mutual discussion in respect of your interest in our company, we are pleased to offer you the position of "DL1" on the following terms & conditions:-

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 1,56,684/- (Rupees One Lakh Fifty Six Thousand Six Hundred Eighty Four 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site Varroc Polymer, Chakan your date of joining is 19th July 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 10th 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)



ANNEXURE - A

Name : Mr. Aditya Pandit Patil
Designation : DLI

Details of your salary Break up are as follows:

Name	Aditya	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	501	6012
Bonus	825.00	9900
Add Allowance	0	0
Gross Salary	11230	134760
Earned Gross	11230	134760
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	2364
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1647	19770
Employee Net Take home	9583	114996
Employer PF contribution (13%)	1288	15450
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(4.75% on Earned gross)	533	6396
Employer Total Contribution	1827	21918
Cost to Company	13057	156684

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:



OFFER LETTER

Date: 11/07/2019

To,
Ms. Nilam S. Jadhav

Pune,

Dear Nilam S. Jadhav,

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Desktop Engineer** in the permanent position in our organization at Pune Location, at MIT Division in FMS Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety, you are requested to take up your assignment at the earliest but not later than **12/07/2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from 1st To 30th /31st of every month. Your salary will be payable by 10th of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before 31st December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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reviews and re-fittings will always be subject to schedules as may be implemented by the company from time to time.

- a) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformed leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistent with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole distretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practixes which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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record, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

1) Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

2) Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give one month notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of **60 working Days** from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client, administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo 'Exit interview' which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

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- a) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.
- 3) **Medical Fitness:**
This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.
- 4) **Deputation:**
- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
 - b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc. given by any assigned person(s).
 - c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.
- 5) **Transfer :**
You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.
- 6) **No simultaneous employment :**
While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

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5) Non disclosure :

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you in any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes,

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

7) Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

8) Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

9) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

10) Terms and condition of employment :

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- # Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- h) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- d) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Hitesh Kotkar
HR Manager
Recruiter : Sweety Shirke
Date: 11/07/2019

Nilam S. Jadhav



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OFFER LETTER

Date: **12/07/2019**

To,
Ms. Ayesha D. Inamdar

Mumbai,

Dear Ayesha D. Inamdar

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Desktop Engineer** in the permanent position in our organization at **Mumbai** location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **12/07/2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th /31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before **31st** December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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reviews and re-fittings will always be subject to schedules as may be implemented by the company from time to time.

- a) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninform leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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record, and it cannot be altered at your option hereafter; it will be on the sole evidence of your age, that all matters pertaining to your service will be based.

1) Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

2) Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 3 days, unauthorized possession / theft of the company / client / customer / property or assets, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) in case of company termination, company will give one month notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) in the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take left or of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of **60 working Days** from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period, if any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client, administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owed by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo "Exit interview" which will be conducted by HR Department; you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

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- a) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether sent officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.
- 3) **Medical Fitness:**
This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.
- 4) **Deputation:**
- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
 - b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc. given by any assigned person(s).
 - c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.
- 5) **Transfer :**
You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.
- 6) **No simultaneous employment :**
While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day of communication in this regard is posted or delivered to you.

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6) Non disclosure :

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose-divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes.

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

7) Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

8) Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

9) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

10) Terms and condition of employment :

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- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy

association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Hitosh Matkar
HR Manager
Recruiter : Aditi
Date: 12/07/2019

Ayesha D. Inamdar

IMPACT Infotech Pvt. Ltd.



Salary Structure – I

	Salary Structure	Monthly	Yearly
	Basic	5800	69600
	DA	4104	
	Total Basic	9904	
	HRA	664	
	Bonus	825	
A	Gross Salary	11393	136716
B	Take Home	9917	119004
	Employee Deduction		
	PF	1188	
	ESIC	86	
	Insurance	0	
	LWF	2	
	PT	200	
C	Total	1476	17712
	Employer Contribution		
	PF	1288	
	ESIC	370	
	LWF	6	
D	Total	1664	19968
	CTC(A+D)	13057	156684

- Note :-**
- Your total salary emoluments would be approx. Rs. **11393.00/-** Gross per month.
 - Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.
 For Impact Infotech Pvt. Ltd.

Accepted By


 Hitesh Hatkar
 HR Manager
 Recruiter: Aditi

Ayesha D. Inamdar

IMPACT Infotech Pvt. Ltd.

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Mr. Amol Harishchandra

Date: 19.07.2019

Sub: Provisional Offer for Employment

Dear Amol,

This has reference to our mutual discussion in respect of your interest in our company, we are pleased to offer you the position of "DL2" on the following terms & conditions:-

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 1,68,432/- (Rupees One Lakh Sixty Eight Thousand Four Hundred Thirty Two 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site **Varroc Polymer, Shivajinagar** your date of joining is 19th July 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 10th 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.

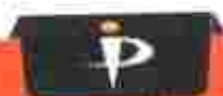
Wish you all the best.

For **PROGRESSIVE INFOVISION PVT. LTD.**

Accepted & Agreed

(Authorized Signatory)

(Signature of candidate)



ANNEXURE - A

Name : Mr. Amol Harishchandra
Designation : DL2

Details of your salary Break up are as follows:

Name	Amol Harishchandra	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	1435	17222
Bonus	825.00	9900
Add Allowance	0	0
Gross Salary	12164	145970
Earned Gross	12164	145970
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)	213	2556
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1663	19962
Employee Net Take home	10501	126009
Employer PF contribution (13%)	1288	15450
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(4.75% on Earned gross)	578	6936
Employer Total Contribution	1872	22458
Cost to Company	14036	168432

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:



OFFER LETTER

Date: 20/07/2019

To,
Mr. Swapnil Anil Kadalge,

PUNE,

Dear Swapnil Anil Kadalge,

This refers to your application and the subsequent discussion and interview you had with us. We are pleased to offer you an appointment as **Desktop Engineer** in the permanent position in our organization at **PUNE** Location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety, you are requested to take up your assignment at the earliest but not later than **22/07/2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before **31st** December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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reviews and re-fitments will always be subject to schedules as may be implemented by the company from time to time.

- a) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

3) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformed leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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record, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

1) Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

2) Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give one month notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of **60 working Days** from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client, administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo 'Exit interview' which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours-relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

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- a) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf, in event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.
- 3) **Medical Fitness:**
This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.
- 4) **Deputation:**
- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
 - b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc; given by any assigned person(s).
 - c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.
- 6) **Transfer :**
You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.
- 6) **No simultaneous employment :**
While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

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6) Non disclosure:

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes.

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

7) Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

8) Indemnity:

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

9) Dispute arising out of your employment :

The contract and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

10) Terms and condition of employment :

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- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy

association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By:


Hitesh Hatkar
HR Manager
Recruiter :Sweety Shirke
Date: 20/07/2019

Swapnil Anil Kotalge



IMPACT Infotech Pvt. Ltd.

Salary Structure – I

	Salary Structure	Monthly	Yearly
	Basic	5800.00	69600.00
	DA	4104.00	
	Total Basic	9904.00	
	HRA	2763.00	
	Bonus	825.00	
	Special Allowance	0.00	
A	Gross Salary	13492.00	161904.00
	Employee Deduction		
	PF	1188.00	
	ESIC	102.00	
	Insurance	0.00	
	LWF	2.00	
	PT	200.00	
B	Total	1492.00	17904.00
C	Take Home	12000.00	144000.00
	Employer Contribution		
	PF	1288.00	
	ESIC	438.00	
	LWF	6.00	
D	Total	1732.00	20784.00
	CTC(A+D)	15224.00	182688.00

Note :-

- Your total salary emoluments would be approx. **Rs. 13492.00/-** Gross per month.
- Taxes such as Income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact Infotech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Hitesh Hatkar
 HR Manager
 Recruiter : Sweety Shirke

Accepted By



Swapnil Anil Kadalge

IMPACT Infotech Pvt. Ltd.

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Mr. Kudrat Rajiyak Sayyad

Date: 27.07.2019

Sub: Provisional Offer for Employment

Dear Kudrat Sayyad,

This has reference to our mutual discussion in respect of your interest in our company, we are pleased to offer you the position of "DL2" on the following terms & conditions:-

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 1,66,236/- (Rupees One Lakh Sixty Six Thousand Two Hundred Thirty Six 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site **Varrac Polymer, Vimannagar** your date of joining is 27th July 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 10th 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)



ANNEXURE - A

Name : Mr. Kudrat Rajiyak Sayyad

Designation : DL2

Details of your salary Break up are as follows:

Name	Kudrat Sayyad	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	1435	17222
Conveyance	0	0
Medical Allowance	0	0
Bonus	825.00	9900
Add Allowance	0	0
Gross Salary	12164	145970
Earned Gross	12164	145970
Employee PF deduction (12%)	1188	14262
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	91	1092
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1541	18498
Employee Not Take home	10623	127473
Employer PF contribution (13%)	1288	15450
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	395	4740
Employer Total Contribution	1689	20262
Cost to Company	13853	166236

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:



Reference: ACS/HRD/OFFER/2019

Date: 02nd August 2019

To,
MR. JEEVAN ANIL DESHMUKH

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of **Desktop L1 Engineer** in our organization.

DOJ – 05th August, 2019

You will be paid monthly CTC of **Rs. 13,853/- (Rupees Thirteen Thousand Eight Hundred Fifty Three Only)**.

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address.....

ACE Computer Services

101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (**Mandatory**)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (**All Documents Mandatory**)
3. PAN Card / Driving License / Election ID as photo id proof (**Any one**)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (**Any One**)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents

Please note that this is a provisional offer letter with validity till the date mentioned above and it will become null & void if you fail to join on mention date.

This is a confidential document & the information regarding the position offered & remuneration should not be disclosed, the offer will be revoked in case of breach of confidentiality.

We welcome you to our organization, looking forward towards a long & fruitful association.



Annexure "A" for the Remuneration Per Month

Basic	5800
DA	4104
HRA	1089
Medical Allowance	0
Additional Allowance	306
Bonus	825
Monthly Gross	12,124
Employer ESIC	395
Employer PF	1,328
Employer MLWF	6
Employer Insurance	0
Monthly CTC	13,853
Annual CTC	166,236
(-) PF	1,226
(-) ESIC	91
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1519
NET SALARY	10,605

Additional Benefits & Coverage's:

- For Employees covered under ESIC :

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs. 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

- For Employees not covered under ESIC :

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediclaim Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Ace Computer Services

Datta Digitally signed
by Datta Andre
Date:
Andre 2019.08.02
17:57:54 +05'30'

HR- Executive



I ACCEPT

MR. JEEVAN ANIL DESHMUKH

Note – This Document is System generated & Digitally Signed hence do not require manual signature.

PROGRESSIVE INFOVISION PVT. LTD.

Regd. Office: 12, Sector 10, Gurgaon



Mr. Abhinandan Bhagwan Patil

Date: 30.07.2019

Sub: Provisional Offer for Employment

Dear Abhinandan,

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

Your annual compensation on total Cost to Company (CTC) as mutually agreed will be Rs. 1,65,000/- (Rupees One Lakh Sixty Eight Thousand 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 01st to 31st day of every month.

Place of Posting: Your initial posting will be at customer site Industrial Bank, Pune, and your date of joining is 31st July 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 10th 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)



ANNEXURE - A

Name : Mr. Abhinandan Bhagwan Patil

Designation : DL2

Details of your salary Break up are as follows:

Name	Abhinandan	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	2825	33894
Conveyance	0	0
Medical Allowance	0	0
Bonus	825.00	9900
Add Allowance	0	0
Gross Salary	13554	162642
Earned Gross	13554	162642
LWF (Employee Deduction per year)	200	2400
PT as application	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	102	1224
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	364	4368
Employee Net Take home	13190	158280
LWF (Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	440	5280
Employer Total Contribution	446	5352
Cost to Company	14000	168000

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: Abhinandan Bhagwan Patil



Reference: ACS/HRD/OFFER/2019

Date: 02nd August 2019

To,
MS. SUCHITA JITENDRA DABADE

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of **Desktop L1 Engineer** in our organization.

DOJ – 05th August, 2019

You will be paid monthly CTC of **Rs. 13,853/- (Rupees Thirteen Thousand Eight Hundred Fifty Three Only)**.

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address,.....

ACE Computer Services
101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (**Mandatory**)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (All Documents **Mandatory**)
3. PAN Card / Driving License / Election ID as photo id proof (**Any one**)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (**Any One**)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents

Please note that this is a provisional offer letter with validity till the date mentioned above and it will become null & void if you fail to join on mention date.

This is a confidential document & the information regarding the position offered & remuneration should not be disclosed, the offer will be revoked in case of breach of confidentiality.

We welcome you to our organization, looking forward towards a long & fruitful association.



Annexure "A" for the Remuneration Per Month

Basic	5800
DA	4104
HRA	1089
Medical Allowance	0
Additional Allowance	306
Bonus	825
Monthly Gross	12,124
Employer ESIC	395
Employer PF	1,328
Employer MLWF	6
Employer Insurance	0
Monthly CTC	13,853
Annual CTC	166,236
(-) PF	1,226
(-) ESIC	91
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1519
NET SALARY	10,605

Additional Benefits & Coverage's:

- For Employees covered under ESIC :

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs. 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

- For Employees not covered under ESIC :

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediclaim Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Ace Computer Services

Datta Digitally signed
by Datta Andre
Date:
Andre 2019.08.02
18:02:41 +05'30'



I ACCEPT

HR- Executive

MS. SUCHITA JITENDRA DABADE

Note – This Document is System generated & Digitally Signed hence do not require manual signature.

Reference: ACS/HRD/OFFER/2019

Date: 02nd August 2019

To,
MR. SAJID MUBARAK MUJAWAR

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of **Desktop L1 Engineer** in our organization.

DOJ – 05th August, 2019

You will be paid monthly CTC of Rs. 13,853/- (Rupees Thirteen Thousand Eight Hundred Fifty Three Only).

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address.....

ACE Computer Services
101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (**Mandatory**)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (All Documents **Mandatory**)
3. PAN Card / Driving License / Election ID as photo id proof (**Any one**)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (**Any One**)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents

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We welcome you to our organization, looking forward towards a long & fruitful association.



Annexure "A" for the Remuneration Per Month

Basic	5800
DA	4104
HRA	1089
Medical Allowance	0
Additional Allowance	306
Bonus	825
Monthly Gross	12,124
Employer ESIC	395
Employer PF	1,328
Employer MLWF	6
Employer Insurance	0
Monthly CTC	13,853
Annual CTC	166,236
(-) PF	1,226
(-) ESIC	91
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1519
NET SALARY	10,505

Additional Benefits & Coverage's:

- For Employees covered under ESIC :

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs. 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

- For Employees not covered under ESIC :

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediclaim Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Ace Computer Services

Datta Digitally signed
by Datta Andre
Date:
Andre 2019.08.02
18:00:16 +05'30'

HR- Executive



I ACCEPT

MR. SAJID MUBARAK MUJAWAR

Note - This Document is System generated & Digitally Signed hence do not require manual signature.

Reference: ACS/HRD/OFFER/2019

Date: 02nd August 2019

To,
MR. SAJID MUBARAK MUJAWAR

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of Desktop L1 Engineer in our organization.

DOJ – 05th August, 2019

You will be paid monthly CTC of Rs. 13,853/- (Rupees Thirteen Thousand Eight Hundred Fifty Three Only)

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address.....

ACE Computer Services

101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (Mandatory)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (All Documents Mandatory)
3. PAN Card / Driving License / Election ID as photo id proof (Any one)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (Any One)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents

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We welcome you to our organization, looking forward towards a long & fruitful association.



Annexure "A" for the Remuneration Per Month

Basic	5800
DA	4104
HRA	1089
Medical Allowance	0
Additional Allowance	306
Bonus	825
Monthly Gross	12,124
Employer ESIC	395
Employer PF	1,328
Employer MLWF	6
Employer Insurance	0
Monthly CTC	13,853
Annual CTC	166,236
(-) PF	1,226
(-) ESIC	91
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1519
NET SALARY	10,605

Additional Benefits & Coverage's:

• For Employees covered under ESIC :

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs: 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

• For Employees not covered under ESIC :

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediclaim Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Aco Computer Services

Datta
Digitally signed
by Datta Andre
Date:
2019.08.02
18:00:16 +05'30'

HR- Executive



I ACCEPT

MR. SAJID MUBARAK MUJAWAR

Note – This Document is System generated & Digitally Signed hence do not require manual signature.

Reference: ACS/HRD/OFFER/2019

Date: 02nd August 2019

To,
MR. JEEVAN ANIL DESHMUKH

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of Desktop L1 Engineer in our organization.

DOJ – 05th August, 2019

You will be paid monthly CTC of Rs. 13,853/- (Rupees Thirteen Thousand Eight Hundred Fifty Three Only).

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address.....

ACE Computer Services

101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (Mandatory)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (All Documents Mandatory)
3. PAN Card / Driving License / Election ID as photo id proof (Any one)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (Any One)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents

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We welcome you to our organization, looking forward towards a long & fruitful association.



Annexure "A" for the Remuneration Per Month

Basic	5800
DA	4104
HRA	1089
Medical Allowance	0
Additional Allowance	306
Bonus	825
Monthly Gross	12,124
Employer ESIC	395
Employer PF	1,328
Employer MLWF	6
Employer Insurance	0
Monthly CTC	13,863
Annual CTC	166,236
(-) PF	1,226
(-) ESIC	91
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1519
NET SALARY	10,605

Additional Benefits & Coverage's:

• For Employees covered under ESIC :

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs. 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

• For Employees not covered under ESIC :

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediciam Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Ace Computer Services

Datta Digitally signed
by Datta Andre
Date:
Andre 2019.08.02
17:57:54 +05'30'

HR- Executive

I ACCEPT

MR. JEEVAN ANIL DESHMUKH

Note – This Document is System generated & Digitally Signed hence do not require manual signature.

DISCLAIMER

I Omkar Chaitanya Chavan 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 document, 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: Omkar Chaitanya Chavan

Date:

Signature:



Compensation Details w.e.f. 07-08-2019

Designation :-		Desktop Engineer	
Location :-		Pune (Maharashtra)	
		Per Month	Per Annum
House Rent Allowance		501	5012
A	LTA	0	
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
B	Employers Contribution - Provident Fund	1288	15456
	Gratuity	0	0
	LWF	6	72
C	Less Deduction		
	Employee - ESIC	14	168
	PF	200	2400
	LWF	2	24
FIXED CTC (A) + (B)		1289	15468
<p>Medical Insurance (HDFC Ergo) which is mandatory as per legal compliance. If applicable only for those who are not covered under ESIC.</p> <p style="text-align: center;">Officer/Dattatraya Chavan</p> <p>Regd. Off. : 3322A, 2nd Floor, Bank Street, Kamf High, New Delhi-110005, Telephone No. 91-11-26726760, 26727355 Corp. Off. India : C-22725, Sector-57, Noida-201-301, Website: www.idttechnology.com (E) U77200DL2003PTC162404</p>			



Ms. Revati Sanjay Jadhav
Pune,

Date: 07.08.2019

Sub: Provisional Offer for Employment

Dear Revati,

This has reference to our mutual discussion in respect of your interest in our company, we are pleased to offer you the position of "Desktop Support (Helpdesk/MIS)" on the following terms & conditions:-

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 1,54,668/- (Rupees One Lakh Fifty Four Thousand Six Hundred Sixty Eight 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site **MMB-Pune**, and your date of joining is 08th August 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 10th 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-64



ANNEXURE - A

Name : Ms. Revati Sanjay Jadhav
Designation : Desktop Support (Helpdesk/MIS)

Details of your salary Break up are as follows:

Name	Revati Sanjay Jadhav	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	501	6014
Conveyance	0	0
Medical Allowance	0	0
Bonus	825.00	9900
Add Allowance	0	0
Gross Salary	11230	134762
Earned Gross	11230	134762
Employee PF deduction (12%)	1188	14262
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	84	1008
Group Term Insurance	45	540
Accidental Insurance	15	180
Employee Total Deduction	1534	18414
Employee Net Take home	9696	116352
Employer PF contribution (13%)	1288	15450
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	365	4380
Employer Total Contribution	1659	19902
Cost to Company	12889	154668

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:





Dated: 07-Aug-19
Ref. No IDC/OBHR/2019/W1464

Mr./Ms. Dnyaneshwar Mahavir Gore,
At. Karanja Post
Kapilapuri
Ta -Paranda Osmanabad
Maharashtra - 413502

Letter of Intent

Dear Dnyaneshwar Mahavir Gore,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a Desktop Engineer. 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 07-Aug-19 at Pune. Your gross annual compensation, inclusive of all applicable taxes shall be INR 154668/- (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) if 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 thirty (30) 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
Dnyaneshwar Mahavir Gore

UNDERTAKING

I **Dnyaneshwar Mahavir Gore** 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 document, 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: **Dnyaneshwar Mahavir Gore**

Date:

Signature:



"ANNEXURE-A"

Compensation Details w.e.f 07-08-2019

Name :-	Dnyaneshwar Mahavir Gore
Designation :-	Desktop Engineer
Location :-	Pune (Maharashtra)

Salary Component	Amount in (INR)		
	Per Month	Per Annum	
A.	Basic & DA	9804	118848
	Bonus	825	9900
	House Rent Allowance	501	6012
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
GROSS SALARY (Salary of Tax) (A)		11230	134760
a.	Employers Contribution - Provident Fund	1288	15456
	Employers Contribution - ESIC	385	4380
	Gratuity	0	0
	LWF	6	72
TOTAL (B)		1659	19908
C.	Less Deduction		
	Employee - Provident Fund	1185	14256
	Employee - ESIC	64	1008
	PT	200	2400
	LWF	2	24
TOTAL (C)		1474	17688
Net Take Home Salary (A) - (C)		9756	117072
FIXED CTC (A) + (B)		12889	154668

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 2500/- of Group Medicaclaim Policy (HDFC Ergo) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.

Dnyaneshwar Mahavir Gore

Signature





ID BADGE REQUISITION – NON EMPLOYEES

Name (In Block Letters) :-
Contact Address & Tel. No.:-

Dnyaneshwar Mahavir Gore
At. Karanja PostKapilapuri
Ta -Paranda Osmanabad
Maharashtra - 413502

Franchisee Company Name: -

IDC Technologies Solutions (I) Pvt.Ltd

Department Name: -

MIT

Division Name: -

Desktop Engineer

Blood Group: -

Location: -

Pune:

ID Badge Required: -

From 07-Aug-19 to 30 Sep 2019

Signature of the Applicant: -

APPROVING AUTHORITY

Supervisor Name: -

Designation: -

Supervisor Signature: -

HR Name: -

HR Signature: -

ISSUING AUTHORITY

Issued ID Badge of Category: _____

Bearing No. _____

Access Card No: - _____

For a period

From _____

To _____

Issuing Authority Signature:



ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("Agreement") is made on this the [7] day of [8] year of [2019] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1911, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bangalore 560-055.

And

Mr/Ms. Dnyaneshwar Mahavir Gore (Name of the Contractor), S/o / D/o Mahavirajinath Gore Residing at At. Karanja Post/Kapilapur, Tal-Paranda Osmanabad Maharashtra - 413502.

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

WHEREAS:

The contractor has expressed his/her desire to be trained with Wipro for a period 07-Aug-19 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 other 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: Dnyaneshwar Mahavir Gore

Designation:





Corporate Office: 1322A, 2nd Floor, Bank Camp, Kirti Nagar, New Delhi-110005
AN No: 220012008971012094

IDC Technologies Solutions (I) Pvt. Ltd.
Corporate Office: 1322A, 2nd Floor, Bank Camp, Kirti Nagar, New Delhi-110005
AN No: 220012008971012094

To,

Wipro Limited.



Resume No: 1975298
LETTER OF UNDERTAKING



This is to confirm the following in respect of Mr/Ms. Dnyaneshwar Mahavir Gore, S/o or D/o Mahavirajinath Gore who has been deployed at Wipro, premises Pune w.e.f. **07-Aug-19**.

1. As on date his/her age is **23** as verified from his/her date of birth records.
2. His/Her verified present address is below:-

1546 H no Navi khadki Yerwada, Pune-411006

3. He / She has been employed/newly joined with **IDC Technologies Solutions (I) Pvt Ltd** (Name of the vendor's organization)

And his/her joining date in our organization is **07-Aug-19**.

4. There are no criminal records against him/her.

Further, we confirm, in terms of the contract dated **07-Aug-19 to 30 Sep 2019** with Wipro, that:

1. We shall be entirely responsible for behavior and conduct of the above resource.
2. We are liable to make good, losses if any, caused to Wipro on account of wilful or negligent act of the above resource during the course of his/her deployment at Wipro, subject to providing proof of involvement.

Place: Pune

Date: 07-Aug-19

Authorized Signatory



Regd. Off: 1322A, 2nd Floor, Bank Camp, Kirti Nagar, New Delhi-110005; Telephone No: 91 11 28726760, 28727365
Corp. Off: H-15, C-22726, Sector 57, Noida-201301, Website: www.idctechnologies.com. (C)
11720012008971012094





CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

Non-disclosure and intellectual property assignment agreement with Dnyaneshwar Mahavir Gore (Every contract resource has to sign this agreement at the time of onboarding)

I, [Dnyaneshwar Mahavir Gore], son/ daughter of [Mahavirajinath Gore] of [IDC Technologies Solutions (I) Pvt Ltd C-22/26, Sector -57 Noida -201301 and At. Karanja Post, Kapilapuri, Ta -Paranda Osmanabad, Maharashtra, 413502] (" Dnyaneshwar Mahavir Gore ") agrees as follows:

Whereas, during the course of your employment and service with **IDC Technologies Solutions (I) Pvt Ltd** ("Employer") you will be providing certain services for **Wipro Limited** ("Customer") as per the services agreement entered into between your Employer and Customer ("Services"), and you hereby agree that you may during your involvement in the Services come in contact with the Confidential Information (as defined below) of Customer, or its clients, Staffing Agencies or vendors ("Information"),

1. You agree:

(a) to hold the information in complete confidence and, unless you have Customer's prior written consent, not disclose it, in whole or in part, to any person other than those directly concerned with the Services and whose knowledge of such information is essential for such purposes;

(b) not to use the information for any purpose other than to enable you to perform the Services unless you have Customer's prior written consent;

(c) to return to Customer upon demand any and all information, written documents (or copies thereof) equipment, computer software or other materials entrusted to you in the course of the performance of the Services and not to distribute in whole or in part any such documents, materials or other items without Customer's prior written consent; and

(d) to comply with all procedures and policies specified by Customer from time to time including but not limited to Physical Security, Data Security or Information Security.

2. No announcement or disclosure of the Services performed by you is permitted without the prior written consent of Customer.

3. The confidentiality obligations in this Agreement shall be binding on you for so long as the information retains commercial value which may be even after you cease performing the Services. The intellectual property related clauses given below shall last for the duration of any related Intellectual Property Rights.

4. You agree that during the Services being provided by you, you might develop or be involved in certain processes, software, products, services or any other materials for Customer or Customer's clients. You agree that all rights including any Intellectual Property rights in any material developed or used by you during your provision of Services to Customer shall be the property of Customer. you hereby irrevocably and unconditionally assign all rights including ownership rights or Intellectual Property rights in such materials to Customer or such other party as may be specified by Customer. You agree that you will assist Customer or any other party assigned by Customer in documenting or filing for any registrations in order to protect Customer's rights in such Intellectual Property Rights.

5. You hereby agree that any breach by you of the obligations specified herein, will lead to severe losses for Customer or its clients and hence you agree that Customer or another party specified by Customer may take legal action against you in the event of such breach, such legal action may include but not be limited to injunctive or equitable remedies or actions for specific performance in the relevant court of law.

6. You agree that this agreement shall be governed by Indian law and consent to the jurisdiction of the federal and state courts of Bangalore, India.

CONTRACTOR (IDC Technologies Solutions (I) Pvt Ltd)

Signed

Place: Noida

Date : 07-Aug-19



Seal and signature of the service provider through
Which contractor or franchisee resource is servicing

Head Office : 3/22A, 2nd Floor, Bani Park, East Delhi, New Delhi-110006. Telephone No: 011-26126700, 26727000
Corp. Off. Noida: C-22/26, Sector 57, Noida, 201301. Website: www.idctechnologies.com | (P)
(022)26631 0000/1000400



Reference: ACS/HRD/OFFER/2019

Date: 08th August 2019

To,
MS. CHETANA SURESH LOHAR

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of **Service Desk Executive** in our organization.

DOJ – 09th August, 2019

You will be paid monthly CTC of Rs. 12,889/- (Rupee Twelve Thousand Eight Hundred Eighty Nine Only).

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address

ACE Computer Services
101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (**Mandatory**)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (All **Documents Mandatory**)
3. PAN Card / Driving License / Election ID as photo id proof (**Any one**)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (**Any One**)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents:

Please note that this is a provisional offer letter with validity till the date mentioned above and it will become null & void if you fail to join on mention date.

This is a confidential document & the information regarding the position offered & remuneration should not be disclosed, the offer will be revoked in case of breach of confidentiality.

We welcome you to our organization, looking forward towards a long & fruitful association.



Annexure "A" for the Remuneration Per Month

	Amount
Basic	5800
DA	4104
HRA	501
Medical Allowance	0
Additional Allowance	0
Bonus	825
Monthly Gross	11,230
Employer ESIC	365
Employer PF	1,288
Employer MLWF	6
Employer Insurance	0
Monthly CTC	12,889
Annual CTC	154,668
(-) PF	1,189
(-) ESIC	85
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1476
NET SALARY	9,754

Additional Benefits & Coverage's:

- For Employees covered under ESIC :

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs. 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

- For Employees not covered under ESIC :

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediclaim Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Ace Computer Services

**Datta
Andre**

Digitally signed
by Datta Andre
Date:
2019.08.08
18:19:04
+05'30'



HR- Executive

I ACCEPT

MS. CHETANA SURESH LOHAR

Note - This Document is System generated & Digitally Signed hence do not require manual signature.

OFFER LETTER

Date: 17/08/2019

To,
Ms. Madhuri Kachare,

Mumbai,

Dear Madhuri Kachare,

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Service Desk** in the permanent position in our organization at **Mumbai Location**, at **MIT Division** in **FMS Department** with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **19/08/2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before **31st** December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

IMPACT Infotech Pvt. Ltd.

Regd. Office : 9, Nishiganicha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.

Tel. : 020-2567-6837 / 4837



reviews and re-fitments will always be subject to schedules as may be implemented by the company from time to time.

- a) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformed leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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Regd. Office : 9, Nishigandha Apartments, 17, Navrajulhan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.
Tel. : 020-2567 6837 / 4837



record, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

1) Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

2) Termination / Resignation:

- a) Either party shall have right of terminating this agreement and neither party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 3 days, unauthorized possession / theft of the company / client / customer / property or assets, Project closure, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give Ten days notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of **60 working Days** from the date of resignation, falling which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client ,administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo "Exit interview" which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

IMPACT Infotech Pvt. Ltd.

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Tel : 020-2567 6837 / 4837



- a) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.
- 3) **Medical Fitness:**
This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.
- 4) **Deputation:**
- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
 - b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc. given by any assigned person(s).
 - c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.
- 5) **Transfer:**
You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.
- 6) **No simultaneous employment :**
While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

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6) Non disclosure:

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes,

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

7) Assignment of Intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

8) Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

9) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

10) Terms and condition of employment :

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- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By



Hitesh Harker
HR Manager
Recruiter : Sweety Shirke
Date: 17/08/2019

Madhuri Kachare

IMPACT Infotech Pvt. Ltd.

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Annexure - I

	Salary Structure	Monthly	Yearly
	Basic	5800	69600
	DA	4104	
	Total Basic	9904	
	HRA	501	
	Bonus	825	
A	Gross Salary	11230	134760
B	Take Home	9755	117060
	Employee Deduction		
	PF	1188	
	ESIC	85	
	Insurance	0	
	LWF	2	
	PT	200	
C	Total	1475	17700
	Employer Contribution		
	PF	1288	
	ESIC	365	
	LWF	6	
D	Total	1659	19908
	CTC(A+D)	12889	154668

Note >

- Your total salary emoluments would be approx. Rs. 11230.00/- Gross per month.
- Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Accepted By

Hitesh Hatkar
HR Manager
Recruiter : Sweety Shirke

Madhuri Kachare



IMPACT Infotech Pvt. Ltd.

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B - 67, CESPL Building
Sector 67, Noida 201307
Delhi (NCR) India
Phone: +91.120.424.0963
www.globtlerinfotech.com



20th August 2019

Mr Koli Sushant Popat

Add: Pusegaon Tal -Khatav, Dist - Satara.

Mob: +91 - 7083827919

Offer of Employment

Dear Koli,

It is a pleasure to extend to you our written offer of permanent employment for the position of "Desktop Support Engineer" at our office in **Pune, Maharashtra**. The detail of your salary is mentioned in "Annexure A". This position is benefits eligible classified as Regular Full Time salaried position.

While we are seeking to have your employment commence with us on or before **21st August 2019**. This offer of employment is contingent upon you.

- (i) **Acceptance of this written offer of employment via this offer letter within 24 hours. If we do not receive your written acceptance by that time, this offer is void ;**
- (ii) **not being subject to any secrecy, confidentiality, non-compete or other agreement with a third party which would restrict or interfere with your ability to perform all responsibilities of the position;**
- (iii) **Your execution of company's standard confidentiality agreement; and**
- (iv) **Passage of a reasonable background check conducted by the company.**
You will be an employee "at will" of the company/its client
- (v) **submission of following documents:**



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- Copy of passport / Voter ID Card / Driving License / Any Other Government authorized documents as residential proof.
- Copies of certificate & marks card starting from Std. X to Final Degree.
- Relieving/Experience letter of all the companies worked till date.
- Last drawn salary slip.
- Xerox copy of PAN card & Aadhaar Card (Mandatory)
- 02 Passport size photograph
- Hard copy of latest resume
- Xerox copy of Bank Passbook/Cancelled Cheque

The letter of appointment shall be issued subject to the submission the documents listed above.

We look forward to your joining Globtier soon.

With best wishes.

For Globtier InfoTech Pvt Ltd

Rajiv Shukla
CEO & Founder

* This is an e-mail offer, hence there is no signature in the document



Annexure A

Name	Mr Koli Sushant Popat
Designation	Desktop Support Engineer
Location	Pune, Maharashtra
Date of Joining	21 st August 2019
Salary Head	Amount
Basic	10000.00
Bonus	833.00
HRA	2164.00
Add allowance	0.00
Project Incentive	0.00
Medical Allowance	0.00
Transport Allowance	0.00
Gross Salary	12997.00
PF deduction (12% of Basic)	1200.00
ESIC deduction(.75% of Gross)	97.00
Professional Tax	200.00
Net Take home (Cash in Hand)	11500.00
Partner PF contribution(13.00% of Basic)	1300.00
Partner ESIC Contribution(3.25% on gross)	422.00
Insurance	0.00
Monthly CTC	14719.00
Yearly CTC	176628.00

*Variable Component based on attendance.

Any Tax implication arising out of the above structure to be borne by the employee.

Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.





OFFER LETTER

Date: 20/08/2019

To,
Mr. Mahesh Chandrakant Sutar

MUMBAI,

Dear Mahesh Chandrakant Sutar,

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Desktop Engineer L1** in the permanent position in our organization at **MUMBAI** Location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **20/08/2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:-

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure-I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before **31st** December.
- f) Please note that the salary structure of the company will be altered / modified at any time, without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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Annexure - I

	Salary Structure	Monthly	Yearly
	Basic	12232	146784
	DA	390	
	Total Basic	12622	
	HRA	631	
	Bonus	1051	
	Special Allowance	0	
		0	
A	Gross Salary	14304	171648
B	Take Home	12479	149748
	Employee Deduction		
	PF	1515	
	ESIC	108	
	Insurance	0	
	LWF	2	
	PT	200	
C	Total	1825	21800
	Employer Contribution		
	PF	1641	
	ESIC	465	
	LWF	6	
D	Total	2112	25344
	CTC(A+D)	16416	196992

Note :-

- Your total salary emoluments would be approx. Rs. 14304,00/- Gross per month.
- Taxes such as income tax, P.F., ESIC, insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Accepted By

Mitesh Hekkar
HR Manager
Recruiter : Adil

Mahesh Chandrakant Sutar

IMPACT Infotech Pvt. Ltd.

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20th August 2019

Mr Koli Sushant Popat

Add: Pusegaon Tal -Khatav, Dist - Satara.

Mob: +91 - 7083827919

Offer of Employment

Dear Koli,

It is a pleasure to extend to you our written offer of permanent employment for the position of "Desktop Support Engineer" at our office in Pune, Maharashtra. The detail of your salary is mentioned in "Annexure A". This position is benefits eligible classified as Regular Full Time salaried position.

While we are seeking to have your employment commence with us on or before 21st August 2019. This offer of employment is contingent upon you.

- (i) Acceptance of this written offer of employment via this offer letter within 24 hours. If we do not receive your written acceptance by that time, this offer is void ;
- (ii) not being subject to any secrecy, confidentiality, non-compete or other agreement with a third party which would restrict or interfere with your ability to perform all responsibilities of the position;
- (iii) Your execution of company's standard confidentiality agreement; and
- (iv) Passage of a reasonable background check conducted by the company.
You will be an employee "at will" of the company/its client
- (v) submission of following documents:



Annexure A

Name	Mr Koli Sushant Popat
Designation	Desktop Support Engineer
Location	Pune, Maharashtra
Date of Joining	21 st August 2019
Salary Head	Amount
Basic	10000.00
Bonus	833.00
HRA	2164.00
Add allowance	0.00
Project Incentive	0.00
Medical Allowance	0.00
Transport Allowance	0.00
Gross Salary	12997.00
PF deduction (12% of Basic)	1200.00
ESIC deduction(.75% of Gross)	97.00
Professional Tax	200.00
Net Take home (Cash in Hand)	11600.00
Partner PF contribution(13.00% of Basic)	1300.00
Partner ESIC Contribution(3.25% on gross)	422.00
Insurance	0.00
Monthly CTC	14718.00
Yearly CTC	176628.00

*Variable Component based on attendance.

Any Tax implication arising out of the above structure to be borne by the employee.

Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.



OFFER LETTER

Date: 20/08/2019

To,
Mr. Mahesh Chandrakant Sutar

MUMBAI,

Dear Mahesh Chandrakant Sutar,

This refers to your application and the subsequent discussion and interview you had with us. We are pleased to offer you an appointment as **Desktop Engineer L1** in the permanent position in our organization at **MUMBAI** Location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **20/08/2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit as accounts department before 31st December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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reviews and re-fittings will always be subject to schedules as may be implemented by the company from time to time.

- a) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformed leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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record, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

1] Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

2] Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, Project closure, any act which is illegal as per laws of the country, an account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give Ten days notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of **60 working Days** from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client ,administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo 'Exit interview' which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

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- a) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.
- 3) **Medical Fitness:**
This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.
- 4) **Deputation:**
- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
 - b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc; given by any assigned person(s).
 - c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.
- 6) **Transfer :**
You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.
- 6) **No simultaneous employment :**
While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

IMPACT Infotech Pvt. Ltd.

Regd. Office : 9, Nishigancho Apartments, 17, Narraajasthan Co. Op. Hsg. Society, Serapuri Bopal Road, Pune 411 004
Tel : 020-2567 6837 / 4837



6) Non disclosure :

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes.

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

7) Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

8) Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

9) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

10) Terms and condition of employment :

IMPACT Infotech Pvt. Ltd.

Regd. Office : 9, Nishigancho Apartments, 17, Navrajasthan Co. Op. Hsp. Society, Senapur, Bopal Road, PUNE - 411 016.
Tel : 020-2567 6837 / 4837



- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy

association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Hitesh Hattar
HR Manager
Recruiter : Adi
Date: 20/08/2019

Mahesh Chandrakant Sutar

IMPACT Infotech Pvt. Ltd.

Regd. Office : 9, Nishigandha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Serapati Bapat Road, Pune 411 016.
Tel : 020-2567 6837 / 4837

Annexure - I

	Salary Structure	Monthly	Yearly
	Basic	12232	146784
	DA	390	
	Total Basic	12622	
	HRA	631	
	Bonus	1051	
	Special Allowance	0	
		0	
A	Gross Salary	14304	171648
B	Take Home	12479	149748
	Employee Deduction		
	PF	1515	
	ESIC	108	
	Insurance	0	
	LWF	2	
	PT	200	
C	Total	1825	21900
	Employer Contribution		
	PF	1641	
	ESIC	466	
	LWF	6	
D	Total	2112	25344
	CTC(A+D)	16416	196992

Note ->

- Your total salary emoluments would be approx. Rs. 14304.00/- Gross per month.
- Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Accepted By

Hiresh Hatkar
HR Manager
Recruiter : Adil

Mahesh Chandrakant Sutar

IMPACT Infotech Pvt. Ltd.



REF.:SGT/HRD/11781/2017

19th Sept 2019

Offer Letter

Dear **Shahabaj Altaf Wathare**

This is in reference to your application and the subsequent interview you had with us in connection with your employment in our Company. We are pleased to make you an offer of appointment as **Customer Support Engineer** Remuneration as offered and agreed is **Rs.18,000/- CTC** per month (inclusive of mobile expenses).

This offer is valid from the date of your joining, which should not be later than **20th Sept 2019**.

On the date of your joining, you will report to **Mr. Rajendra Sonkar**. The Management reserves the right to utilize your services in any of our group companies located elsewhere in India or abroad.

You agree that after signing the appointment agreement with the company, after consecration of the same, should you resign within six month of joining, you agree to pay the company the amount spent towards the recruitment and other cost incurred, and / or six month CTC salary (including the notice period) at the discretion of the company as liquidated damage for the disruption of the work and the possible loss of business to the company.

The relieving / resignation acceptance letter from your previous organization has to be submitted upon your joining the company. Any extension of the same will require formal approval from your reporting authority, which in case should happen before disbursement of your first salary.

At the time of joining at the above mentioned location, you should complete the joining formalities and submit the following documents:

1. Photocopies of educational certificate.
2. 3 passport size photographs.
3. Personal data form duly filled in.

Plot no. 6, Park street, Usha Plaza, 2nd Floor, Near Jaipur Tower, MI Road, Jaipur -302001 Tel : 0141-3230427

<http://www.ssynetglobal.com>, e-mail : ssynct@ssynetglobal.com

(CIN No. U20007 DL 1999 PTC 008140) CAR ISO 9001:2015, ISO 20000-1:2011 and ISO 27001:2013 certified company)



4. Proof of residence.
5. Complete details of your last employment including the appointment letter, copies of salary slips/proof of Last salary drawn and experience certificate/relieving letter.
6. Joining Report clearly mentioning the complete contact details, along with telephone numbers and e-mail address.
7. Two references along with Name, Complete address & Contact Numbers.
8. Photocopy of PAN Card.
9. Cancelled Cheque of your bank account for the proof of A/c no. (ICICI Bank).

This offer is subject to the information provided by you in your Bio-data, and during interviews, is correct and valid.

Your formal appointment letter will be issued at the time of your joining. In the meanwhile, we request your confirmation of acceptance of this offer by returning us a signed copy of this letter.

We look forward to your joining our organization at the earliest.

Best Wishes

(This Mail is electronically generated and no Signature is required)

For *Sysnet Global Technologies (P) Ltd.*

Accepted & Received

Signature & Name



Annexure

Salary Components	Amount
Basic	10,425
HRA	5,213
Bonus	584
SPL Allowance	
Total Earning (A)	16,221
PF	1,251
ESIC	122
Employee Contribution (B)	1,373
Net Pay (A-B)	14,848
PF	1,251
ESIC	528
Employer Contribution (C)	1,779
CTC (A+C)	18,000

Accepted & Received

Signature & Name



Reference: ACS/HRD/OFFER/2019

Date: 22nd August 2019

To,
MR. RAMESH HANMANT SUTAR

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of **Desktop L2 Engineer** in our organization.

DOJ – 23rd August, 2019

You will be paid monthly CTC of **Rs. 16,812/- (Rupee Sixteen Thousand Eight Hundred Twelve Only)**.

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address.....

ACE Computer Services
101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (**Mandatory**)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (**All Documents Mandatory**)
3. PAN Card / Driving License / Election ID as photo id proof (**Any one**)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (**Any One**)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents

Please note that this is a provisional offer letter with validity till the date mentioned above and it will become null & void if you fail to join on mention date.

This is a confidential document & the information regarding the position offered & remuneration should not be disclosed, the offer will be revoked in case of breach of confidentiality.

We welcome you to our organization, looking forward towards a long & fruitful association.



Annexure "A" for the Remuneration Per Month

	Amount
Basic	11632
DA	390
HRA	1740
Medical Allowance	0
Additional Allowance	0
Bonus	1001
Monthly Gross	14,763
Employer ESIC	480
Employer PF	1,563
Employer MLWF	6
Employer Insurance	0
Monthly CTC	16,812
Annual CTC	201,744
(-) PF	1,443
(-) ESIC	111
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1758
NET SALARY	13,007

Additional Benefits & Coverage's:

- For Employees covered under ESIC :

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs. 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

- For Employees not covered under ESIC :

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediclaim Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Ace Computer Services

Datta Digitally signed
by Datta Andre
Date:
Andre 2019.08.22
18:11:54 +05'30'

HR- Executive



I ACCEPT

MR. RAMESH HANMANT SUTAR

Note - This Document is System generated & Digitally Signed hence do not require manual signature.



Primeconnect infotech

503, Dangat Patil Empire
Near Navale Bridge Pune Bangalore Highway
Pune, India www.primeconnect.in

Subject: Offer of Employment

Dear Ashwini

With reference to our discussions for the post of HR Executive , we are pleased to extend an offer of employment with following mentioned details:

You would join us on or before 30 Aug -2019 else this offer of employment with us would be null and void.

Your job location would be at Pune ; you would be designated as Team Lead -Technical ,

Your gross compensation is Rs **162000.00/** , annum with standard deductions as per Indian Income Tax laws.

We value your abilities and believe you will find your work to be challenging and fulfilling.

The detail of your salary is mentioned in Annexure A and the Joining Terms and Conditions are applicable as follows:

Release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the company or being guilty of misconduct, the company may terminate your employment forthwith without notice.

Your offer and appointment is subjected to you being medically fit and the receipt of satisfactory references and clearance of your background verification.

You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department.



On or before joining us, please also submit the following documents:

- Copy of passport / Voter ID Card / Driving License / Any Other Government authorized documents as residential proof.
- Copies of certificate & marks card starting from Std. X to Final Degree.
- Relieving/Experience letter of all the companies worked till date.
- Last drawn salary slip.
- Xerox copy of PAN card
- 03 Passport size photograph
- Hard copy of latest resume
- Xerox copy of Bank Passbook - IFSC Code of Bank

The letter of appointment shall be issued to you on your date of joining; subject to the submission of relieving letter from your previous Company & other documents listed above.

Note: Resource should not work directly or indirectly for DHI or group of their companies/Customer organization up to 1 year post termination of this contract or their separation from Company. Failing to ensure the above, resource will be liable to pay a Penalty of 30% of the Annual Salary value.

Would appreciate you acknowledging the receipt of this email and kindly send us your acceptance of this offer by a written mail in the next 24 hours.

You are requested to keep the compensation information highly confidential as per the NDA clause of the employment to be signed at the time of joining.

We look forward to your joining Globtiter soon.

With best wishes,

For Prime Connect Infotech .

**Jayashri M
CEO & Founder**



** This is an e-mail offer; hence there is no signature in the document*

Annexure A

Name	Miss. Ashwini
Designation	Team Lead - Technical
Location	Pune
Date of Joining	30 Aug -2019
Salary Head	Amount
Basic	8000.00
Bonus	850.00
HRA	2400.00
Add allowance	2200.00
Project Incentive	0.00
Medical Allowance	0.00
Transport Allowance	0.00
Gross Salary	13500.00
PF deduction (12% of Basic)	0.00
ESIC deduction(1.75% of Gross)	0.00
Income Tax	0.00
Professional Tax	0.00
LWF	0.00
Net Take home (Cash in Hand)	13500.00
Leave Encashment allowance	0.00
Partner PF contribution(13.6% of Basic)	0.00
Partner ESIC Contribution(4.75% on gross)	0.00
Partner LWF	0.00
Insurance	0.00
Monthly CTC	13500.00
Yearly CTC	162000.00

* Variable Component based on attendance.

- Any Tax implication arising out of the above structure to be borne by the employee.
- Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.





Primeconnect infotech

503, Dattat Patel Empire
Near Navale Bridge Pune Bangalore Highway
Pune, India www.primeconnect.in

Subject: Offer of Employment

Dear **Pradnya**

With reference to our discussions for the post of **HR Executive**, we are pleased to extend an offer of employment with following mentioned details:

You would join us on or before 30 Sept -2019 else this offer of employment with us would be null and void.

Your job location would be at Pune ; you would be designated as **Team Lead -Technical** .

Your gross compensation is Rs **162000.00/** , annum with standard deductions as per Indian Income Tax laws.

We value your abilities and believe you will find your work to be challenging and fulfilling.

The detail of your salary is mentioned in Annexure A and the Joining Terms and Conditions are applicable as follows:

Release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the company or being guilty of misconduct, the company may terminate your employment forthwith without notice.

Your offer and appointment is subjected to you being medically fit and the receipt of satisfactory references and clearance of your background verification.

You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department.



On or before joining us, please also submit the following documents:

- Copy of passport / Voter ID Card / Driving License / Any Other Government authorized documents as residential proof.
- Copies of certificate & marks card starting from Std. X to Final Degree.
- Relieving/Experience letter of all the companies worked till date.
- Last drawn salary slip.
- Xerox copy of PAN card
- 03 Passport size photograph
- Hard copy of latest resume
- Xerox copy of Bank Passbook - IFSC Code of Bank

The letter of appointment shall be issued to you on your date of joining, subject to the submission of relieving letter from your previous Company & other documents listed above.

Note: Resource should not work directly or indirectly for DHL or group of their companies/Customer organization up to 1 year post termination of this contract or their separation from Company. Failing to ensure the above, resource will be liable to pay a Penalty of 30% of the Annual Salary value.

Would appreciate you acknowledging the receipt of this email and kindly send us your acceptance of this offer by a written mail in the next 24 hours.

You are requested to keep the compensation information highly confidential as per the NDA clause of the employment to be signed at the time of joining.

We look forward to your joining Globtiter soon.

With best wishes,

For Prime Connect Infotech .

**Jayashri M
CEO & Founder**

** This is an e-mail offer, hence there is no signature in the document*



Annexure A

Name	Miss. Pradnya
Designation	Team Lead -Technical
Location	Pune
Date of Joining	30 Sept -2019
Salary Head	Amount
Basic	8000.00
Bonus	850.00
HRA	2400.00
Add allowance	2200.00
Project Incentive	0.00
Medical Allowance	0.00
Transport Allowance	0.00
Gross Salary	13500.00
PF deduction (12% of Basic)	0.00
ESIC deduction(1.75% of Gross)	0.00
Income Tax	0.00
Professional Tax	0.00
LWF	0.00
Net Take home (Cash in Hand)	13500.00
Leave Encashment allowance	0.00
Partner PF contribution(13.5% of Basic)	0.00
Partner ESIC Contribution(4.75% on gross)	0.00
Partner LWF	0.00
Insurance	0.00
Monthly CTC	13500.00
Yearly CTC	162000.00

* Variable Component based on attendance.

- Any Tax implication arising out of the above structure to be borne by the employee.
- Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.



Miss Amruta Ashok Patil
Pune.

Date: 03.10.2019

Sub: Provisional Offer for Employment

Dear Amruta

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

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 1,56,000/- (Rupees One Lakh Fifty Six Thousand 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site **M&M-Chakan**, and your date of joining will be **3rd OCT 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 10th 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: Cx-27A, Hari Nagar, G-8 area, New Delhi-64



ANNEXURE - A

Name : Miss Amruta Ashok Patil
Designation : Helpdesk executive

Details of your salary Break up are as follows:

Name	Amruta Patil	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	609	7308
Bonus	825.00	9900
Gross Salary	11338	136056
Earned Gross	11338	136056
Employee PF deduction (12%)	1188	14262
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	85	1020
Group Term Insurance	55	660
Accidental Insurance	15	180
Employee Total Deduction	1545	18546
Employee Net Take home	9793	117516
Employer PF contribution (13%)	1288	15450
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	368	4416
Employer Total Contribution	1662	19938
Cost to Company	13000	156000

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:



Miss Amruta Ashok Patil

Pune.

Date: 03.10.2019

Sub: Provisional Offer for Employment

Dear Amruta

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

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 1,56,000/- (Rupees One Lakh Fifty Six Thousand 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site **M&M-Chakan**, and your date of joining will be 3rd OCT'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 10th 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-64



ANNEXURE - A

Name : Miss Amruta Ashok Patil

Designation : Helpdesk executive

Details of your salary Break up are as follows:

Name	Amruta Patil	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	609	7308
Bonus	825.00	9900
Gross Salary	11338	136056
Earned Gross	11338	136056
Employee PF deduction (12%)	1188	14262
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	85	1020
Group Term Insurance	55	660
Accidental Insurance	15	180
Employee Total Deduction	1545	18546
Employee Net Take home	9793	117516
Employer PF contribution (13%)	1288	15450
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	368	4416
Employer Total Contribution	1662	19938
Cost to Company	13000	156000

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:





CSL/HR/ DTS- FMS /PUNE/OL/2019
4th October 2019.

OFFER OF EMPLOYMENT

Mr. Abhinandan Bhagwan Patil
House no.181,Shinde Wasti,Keshawnagar,
Mundhawa,Pune 411036.

Mobile: 7721916854

Dear Mr. Abhinandan Bhagwan Patil,

We are pleased to inform you that you have been selected for the position of **Desktop Support Engineer** the DTS- FMS Division at our Pune office. We require you to report for work on or before 7th October 2019.

Your compensation will be Rs.17,000/- per month as Cost to Company (CTC). This includes Gross Salary of Rs.14,948/- per month, Entitlements Rs.2,052/- per month Entitlements include Provident Fund contribution from the Company, Gratuity, Accident Insurance, Medical Insurance and Leave Encashment. However, the structure of your compensation plan may be altered from time to time with the compensation policies and practices of the Organization

On the date of joining, please bring the following documents for verification / submission:

1. Original and copies of educational certificates and mark sheets
2. Relieving letter and experience certificate from previous employer[s]
3. Salary certificate from previous employers
4. Four passport size colored photographs
5. Latest salary slip from previous employer
6. PAN copy

We request you to sign a copy of this letter as a token of your acceptance of the above terms.

We take this opportunity of welcoming you to the Choice family for a long and fruitful association and invite you to participate in the enriching experience of building the Organization towards greater heights of achievements.

For Choice-Solutions Limited,


Mohan Babu KS
Vice President - HR.



Annexure to offer letter of Abhinandan Bhagwan Patil

CSL Compensation break up			
Candidate details	Name of candidate	Abhinandan Bhagwan Patil	
	Designation	Desktop Support Engineer	
	Name of the Company	SLK Global Solutions	
	Location	Pune	
	Date of Joining	7-Oct-19	
Component of Salary	Proposed Gross	14,948	
	Basic	7,474	
	HRA	4,484	
	Medical	747	
	Lunch	747	
	conveyance	1,495	
	Gross Salary	14,948	179,376
Deductions from Gross Salary	PF (candidate contribution)	1256	
	Professional tax	200	
	ESI	112	
	Total Deduction	1,568	
	Net Salary on Hand	13,380	160,563
	PF @12% Company contribution	1256	
	ESI @3.25% Company contribution	486	
	Gratuity	311	
	Total	2052	
	Total Cost to Company	17,000	204,005



ANNEXURE
Salary details of AKASH JAYAVANT KUMBHAR

COMPONENTS	AMOUNT PER MONTH	AMOUNT PER ANNUM
MONTHLY		
BASIC SALARY	14,003	1,68,036
HRA	7,002	84,024
MONTHLY BONUS	1,166	13,992
SPECIAL ALLOWANCE	5,834	70,008
MONTHLY GROSS SALARY (A)	28,005	3,36,060
BENEFIT		
MEDICAL INSURANCE	892	11,904
MOBILE CUG	350	4,200
TOTAL BENEFIT (B)	1,342	16,104
REIMBURSEMENTS		
TELEPHONE EXPENSES (AGAINST BILLS)	2,000	24,000
TOTAL REIMBURSEMENTS (C)	2,000	24,000
STATUTORY		
GRATUITY - 4.81% on (Basic)	674	8,088
PROVIDENT FUND	1,800	21,600
TOTAL STATUTORY	2,474	29,688
COST TO COMPANY (CTC)	33,821	4,05,852
DEDUCTION		
PROVIDENT FUND	1,800	21,600
PROFESSIONAL TAX	200	2,400
TOTAL DEDUCTION	2,000	24,000
NET PAY	28,005	3,36,060

Confidential


Miss Anjali Ramesh Ingale
Pune.

Date: 03.10.2019

Sub: Provisional Offer for Employment

Dear Anjali,

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

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 1,56,000/- (Rupees One Lakh Fifty Six Thousand 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site **M&M-Chakan**, and your date of joining will be 3rd OCT2019, 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 10th 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: C-27A, Hari Nagar, G-8 area, New Delhi-64



ANNEXURE - A

Name : Miss AnjaliRameshIngale
Designation : Helpdesk executive

Details of your salary Break up are as follows:

Name	AnjaliRam eshingale	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	609	7308
Bonus	825.00	9900
Gross Salary	11338	136056
Earned Gross	11338	136056
Employee PF deduction (12%)	1188	14262
LWF(Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	85	1020
Group Term Insurance	55	660
Accidental Insurance	15	180
Employee Total Deduction	1545	18546
Employee Net Take home	9793	117516
Employer PF contribution (13%)	1288	15450
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	368	4416
Employer Total Contribution	1662	19938
Cost to Company	13000	156000

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:



OFFER LETTER

Date: 12-Nov-2019

To,
Mr. Nayan U. am More,

Pune,

Dear Nayan U. am More,

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Desktop Engineer** in the permanent position in our organization at **Pune** Location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **13-Nov-2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from 1st to 30th/31st of every month. Your salary will be payable by 10th of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before 31st December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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reviews and re-fitments will always be subject to schedules as may be implemented by the company from time to time.

- i) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability:

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninform leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline:

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement:

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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record, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

5) Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

6) Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, Project closure, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give Ten days notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period - You have to serve notice period of Sixty working Days from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client, administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo 'Exit interview' which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

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- g) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.
- 7) **Medical Fitness:**
This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.
- 8) **Deputation:**
- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
 - b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc; given by any assigned person(s).
 - c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.
- 5) **Transfer :**
You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.
- 7) **No simultaneous employment :**
While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

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8) Non disclosure :

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose / divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes.

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

9) Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

10) Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

11) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

12) Terms and condition of employment :

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- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy

association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Hitish Matkar
HR Manager
Recruiter :Sweety Shirke
Date: 12-Nov-2019

Nayan U am More



IMPACT Infotech Pvt. Ltd.

Annexure – I

	Salary Structure	Monthly	Yearly
	Basic	11632	139584
	DA	390	
	Total Basic	12022	
	HRA	1738	
	Bonus	1001	
	Special Allowance	0	
A	Gross Salary	14761	177132
	Employee Deduction		
	PF	1443	
	ESIC	111	
	Insurance	100	
	LWF	2	
	PT	200	
B	Total	1856	22272
C	Take Home	12905	154860
	Employer Contribution		
	PF	1563	
	ESIC	480	
	LWF	6	
D	Total	2049	24588
	CTC(A+D)	16810	201720

Note :-

- Your total salary emoluments would be approx. **Rs.14761/- Gross** per month.
- Taxes such as income tax, P.F., ESIC, insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact Infotech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.


 Hitesh Hattar
 HR Manager
 Recruiter : Sweetsy Shirke

Accepted By

Nayan Ugam More



IMPACT Infotech Pvt. Ltd.

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Offer Letter

Ref: 4273

Date: 04th December 2019

To,
Mr. Aniket Gaikwad

Contact Details- +91 8928910505

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. The Period of your contract employment will be from "06th December, 2019 to 05th December, 2020. (Both dates inclusive).

You will be attached to Pune (Satara) 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



EMOLUMENTS

You shall be paid a gross monthly emolument of Rs. **14,000/-** per month.

Other Benefits & Details :

* Coverages as under:

- Group Personal Accident Insurance for Self - For accident and death coverage.
- Group Mediclaim Insurance for Self – For health coverage (ESIC exempted employees only)
- Group Term Life Insurance for Self – For death coverage. (Remuneration wise)

*Terms and Conditions apply for any queries please get in touch with HR.

Any changes in the policy will be under management's discretion.

Signed / scanned copy of the **Offer letter** as having understood, and accepted the terms of employment with Allied Digital Services Ltd.

For Allied Digital Services Ltd

GIRISH RAO

Digitally signed by GIRISH
RAO
Date: 2019.12.05 09:38:29
+05'30'

Girish Rao

Talent Acquisition Manager

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: _____

OFFER LETTER

Date: 10-Dec-2019

To,
Mr. Akshay Babasaheb Mane,

Pune,

Dr. Akshay Babasaheb Mane,

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Desktop Support Engineer L2** in the permanent position in our organization at Pune Location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **05-Jan-2020** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from 1st to 30th/31st of every month. Your salary will be payable by 10th of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before 31st December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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reviews and re-fitments will always be subject to schedules as may be implemented by the company from time to time.

- i) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninform leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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record, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

5) Address of communication :

The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly sent by us and received by you. All communication to such address by ordinary mail, regist. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

6) Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, Project closure, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give Ten days notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of Sixty Days from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client, administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo 'Exit interview' which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous search for improvement. Post this, your relieving and experience letter will be given. You need to visit HR Department for transfer/withdrawal formalities.

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- g) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, wherever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.

7) **Medical Fitness:**

This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.

8) **Deputation:**

- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
- b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc; given by any assigned person(s).
- c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.

6) **Transfer :**

You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.

7) **No simultaneous employment :**

While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

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8) Non disclosure :

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes.

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

9) Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

10) Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

11) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

12) Terms and condition of employment :

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- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Hitesh Hatkar
HR Manager
Recruiter :Rajashree
Date: 10-Dec-2019

Akshay Babasaheb Mane



IMPACT Infotech Pvt. Ltd.

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Annexure -I

	Salary Structure	Monthly	Yearly
	Basic	12232	146784
	DA	390	
	Total Basic	12622	
	HRA	2264	
	Bonus	1051	
	Special Allowance	0	
A	Gross Salary	16937	191244
	Employee Deduction		
	PF	1515	
	ESIC	120	
	Insurance	100	
	LWF	2	
	PT	200	
B	Total	1937	23244
C	Take Home	14000	168000
	Employer Contribution		
	PF	1641	
	ESIC	518	
	LWF	6	
D	Total	2165	25980
	CTC(A+D)	19102	217224

Note :-

- Your total salary emoluments would be approx. Rs.15937/- Gross per month.
- Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Hitesh Matkar
HR Manager
Recruiter : Rajashree

Accepted By

Akshay Babasaheb Mane



IMPACT Infotech Pvt. Ltd.

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OFFER LETTER

Date: 10 Dec-2019

To,
Mr. Akshay Babasaheb Mane,

Pune,

Dear Akshay Babasaheb Mane,

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Desktop Support Engineer L2** in the permanent position in our organization at Pune Location, at MIT Division in FMS Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **05 Jan-2020** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- Salary cycle for your division will be from 1st to 30th/31st of every month. Your salary will be payable by 10th of next month on working day.
- If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before 31st December.
- Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

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reviews and re-assignments will always be subject to schedules as may be implemented by the company from time to time.

- i) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shifts, as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformal leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistent with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company does not pay overtime to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the Internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall be subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will be retired on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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Mr. Chand Dastgir Ekanur

Maharashtra

Sub: Provisional Offer for Employment

Date: 17.12.2019

Dear Chand,

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

Your Monthly compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 13433/-** 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site M&M CHAKAN, and your date of joining is 9th DEC 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 10th 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.

HRD Progressive Solutions

For Signature

Designation: *[Faint text]*

Name

Signature



ANNEXURE - A

Name : Chand Dastgir Kukanur

Designation: Desktop Support engineer

Details of your salary Break up are as follows:

Name	Chand Dastgir	
Components	Monthly	Annually
Basic	10,364.00	124368
DA	390.00	4680
Gross (MWA)	10754	129048
HRA	0	0
Conveyance	0	0
Medical Allowance	0	0
Bonus	895.81	10750
Add Allowance	0	0
Gross Salary	11650	139798
Earned Gross	11650	139798
Employee PF deduction (12%)	1290	15486
LWF(Employee Deduction per year)	2.00	24
PT as Applicable	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	87	1048
Group Term Insurance	55	660
Accidental Insurance	15	180
Employee Total Deduction	1650	19798
Employee Net Take home	10000	119999
Employer PF contribution (13%)	1398	16776
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	379	4548
Employer Total Contribution	1783	21396
Cost to Company	13433	161196

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:





30 Dec, 2019

Resume Number 9700519

Sushant Tanaji Deshmukh
Bhairavnathi Line, AT/PO-Vashi Taluka - Waiwa Vashi, Ladegaon Sangli,
Sangli, Maharashtra - 415401
India

Dear Sushant,

We take great pleasure in inviting you to be an integral part of **Wipro Limited**.

Congratulations on being selected for the position of **Administrator** at **Wipro Limited**. We are enclosing herewith your letter of appointment, which may kindly be sent to us with your signature in each page as a token of acceptance.

Please note that the offer of appointment is subject to satisfactory completion of your reference check.

Please keep us informed of your date of joining at least one week in advance. In case you may need any clarifications regarding your job, salary, or any policy, please contact:

ANKIT DODT
Wipro Limited
E-Mail : ankit.dodt@wipro.com

We look forward to you having a long and fruitful relationship with Wipro Limited.

Yours sincerely,

For Wipro Limited

Gautam Kar
Head- Talent Acquisition



Registered Office:

Wipro Limited T : +91 (80) 2844 0011
DoddaKannals F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bangalore 560 005 W : wipro.com
India C : L321D3KA19ASPLC020800



30 Dec, 2019

Sushant Tanaji Deshmukh

Bhairavnath Lane, At/PO-Vashi Taluka - Walwa Vashi, Ladegaon Sangli,

Sangli, Maharashtra - 415401

India

Dear Sushant,

We have pleasure in appointing you in our Company as **Administrator** at **Pune** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to Company policy.

1. APPOINTMENT

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 31 Dec, 2019.
- b. You will be on probation for a period of six months from the date of your appointment. If in the opinion of the Company you are found suitable in the appointed post you will be confirmed.
- c. The retirement age is 58 years.
- d. You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

2. COMPENSATION

You will be eligible to receive the following:

- a. Basic salary of Rs.6557.0/- per month.
- b. You will be paid House Rent Assistance of Rs.3284.0 /- per month.
- c. You will be paid Wipro Benefit Plan (WBP) amount of Rs.2467.0 /-per month.
- d. Quarterly Performance Linked Compensation of Rs.821.0 /- per month. The Quarterly Performance Linked Compensation program may be changed/alterd or modified in part or full thereof from time to time. at the sole discretion of the management.
- e. You will be entitled to other compensation and benefits in accordance with the Company policy as modified and intimated to you from time to time.
- f. Your salary will be reviewed periodically as per Company policy.
- g. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.



Registered Office:

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Coddakemeti | F : +91 (80) 2844 0054
Banjara Road | E : info@wipro.com
Bengaluru 560 095 | W : wipro.com
India | D : LS2102KA1943PLC028800



3. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by the company.
- c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.
- d. Participate in the Company Medical Assistance Program and Contributory Mutual Benefit Program for your category of employees, provided you are not covered under the purview of the ESI Act.
- e. Company sponsored and administered Employee Benefits Program for management employees, comprising of gratuity plan, survivor benefit plan and industrial injury benefits.

4. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of Wipro, whether directly or indirectly.
- b. You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- c. We at WIPRO are committed to ensure "Integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new Policies may be introduced from time to time. As and when this happens, the Company will notify you and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or this letter, shall immediately be brought to the notice your Business Unit Head.
- e. In connection with your employment and during the term of your employment you shall disclose and assign to WIPRO as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property.



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5. CONFLICT OF INTERESTS

- a. You are required to engage yourself exclusively in the work assigned by WIPRO and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro
- c. The Conflict of Interests Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - I. Any employee of WIPRO to terminate their employment with WIPRO or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - II. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - III. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, understand the position of WIPRO and resolve the conflict.

6. CONFIDENTIALITY

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WIPRO and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former Employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or noncomplete agreements that would prevent you from working without limitation for Wipro.



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7. ASSIGNMENT OF INTELLECTUAL PROPERTY

During your tenure with the Company you shall disclose and assign to Wipro as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies or facilities and shall comply with the Policies of the Company in relation to Intellectual Property.

8. NON COMPLETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro.

You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

9. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if, any between Wipro and you relating to the same subject matter.

10. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month notice during probationary period and three months and notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.



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11. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost of data, market data, literature, drawings, and effects or shall not make or retain any copies of these items.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours sincerely,
For Wipro Limited

Gautam Kar
Head- Talent Acquisition

I agree to accept employment on the terms and conditions mentioned in the above letter.

Name:

Signature:

Place:

Date:



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30 Dec, 2019

SALARY STACKUP

NAME : Sushant Tanaji Deshmukh
DESIGNATION : Administrator
LOCATION : Pune
CAREER GROUP : A3

ELEMENTS	Amount in INR
Basic/ Base:	6567.0
HRA	3284.0
Bonus	1400.0
Gratuity	349.0
QPLC	821.0
PF	1084.0
ESI	446.0
WBP	2467.0
Monthly Gross/CTC	16418.0
Annual Gross:	197016.0

- * QPLC is paid as per company policy and is subject to change at the discretion of the management.
- * Medical Assistance Scheme (MAS) limit is Rs.15, 000/- per annum, if not covered under the ESI Act.
- * Medical Benefit Scheme (MBS) limit is Rs.50, 000/- per annum, if not covered under the ESI Act.
- * Medicaid limit is Rs.2, 00,000/- per annum.
- * CDDT hospitalization limit is Rs.10, 000/- per annum.
- * Group Personal Accident Insurance Cover will be for Rs.12, 00,000/-.
- * Life Insurance cover will be Rs.14,00,000/-
- * Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Please note that your compensation is personal to you and you are requested not to share details of the same with others.

Yours sincerely,
For Wipro Limited

Gaurav Kar
Head- Talent Acquisition



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30 Dec, 2019

Sushant Tanaji Deshmukh

Bhairavnathi Lhe, At/PO-Vashi Taluka - Walwa Vashi, Ladegaon Sangli,
Sangli, Maharashtra - 415401

India

Dear Sushant,

Further to our appointment letter, we wish to confirm that recognizing your job requirements, nature of responsibilities and in furtherance of company's business interest, company will provide assistance under the **Wipro Benefits Plan (WBP)**.

You will be eligible for a maximum limit of **Rs.29604,0-** per annum under the Wipro Benefits Plan.

You will be required to budget your expense for the Calendar Year at the beginning of the year under the head telephone & mobile lines, LTA, Food Coupons and Education Allowances.

The budget submitted by you shall not change during this period of twelve months unless there is a change in Benefits limit applicable to you.

The reimbursement of expenses shall be subject to company policy.

Yours sincerely,

For Wipro Limited

Gautam Kar

Head- Talent Acquisition



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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Applicable limits:

Basic, Additional Allowance And Bonus:

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rent Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefit Plan ("WBP") is a basket of various allowances/reimbursements. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for portion of the allowances that is not exempt. Benefits by way of use of Telephone/Mobile phone, Non-transferable food coupons. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. The Company will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges.

Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs.50,000

2. Telephone/Mobile Phone Allowance:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hubs/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for prepaid connections will be eligible under this head.

3. Non-transferable Food Coupons:

An amount of Rs.2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT Exemption under WBP.

4. Education Allowance:

An Amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT Exemption under WBP.



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5. New Pension System:

You can contribute between 5% up to 10% of your basic towards NPS and declare it under WIP. This will be over and above Sec 80C investments.

Retiral Benefits:

Comprises 12% of your Basic towards Provident Fund and 5.31% of your Basic towards Gratuity and Survivor Benefit Scheme. Gratuity will be paid as per Gratuity Act.

SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS):

This is a medical scheme covering you, your spouse and your children to the extent of Rs.15,000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months.

The amount mentioned as Medical allowance in your salary stack is a nominal figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Medclaim

A floater coverage of Rs.2, 00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the medclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediasist Network hospital.

*Rs.250 - Contribution in case of single individual. *Rs.530

-Contribution in case you are married.

If the employees wish to enhance the coverage, Top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in My Wipro which is accessible on joining.



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3. Health check

Any employee who is 40 years and above can avail the health check benefit once every year.

Gratuity Benefit: Up to Rs.20, 00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee who dies while in service. The pension payable is based on last drawn basic at time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee in Grade 83 with basic of Rs.15, 000 p.m. and his years to retirement at time of death is 20 years and he has a surviving spouse and two eligible children. The supplementary Pension payable per month would be as follows:

Basic* No of years to Retirement* Grade Factor **% based on number and age of surviving members.

i.e. 15, 000 x20* x2.7% + 80%** = Rs.6480 per month as supplementary pension payable.

*no. of years left for retirement ** % payout as per policy



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Loans:

Interest Free Loan: An interest free loan of Rs.20,000 as per Policy in order to facilitate your setting down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two-wheeler. This is recoverable in 10 equal installments.

Contingency Loan: Interest free contingency loan of Rs.50,000 or two months' monthly gross whichever is lower, as per policy. This would be recovered in 20 equal installments. Any loan taken above Rs.20,000 will be liable to tax on the notional interest cost as per CBDT rules.

Voluntary Superannuation Policy (VSS):

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds: LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open between the 1st to 18th of every month.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.150000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member.

The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.



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Your Life and Accident Cover:

1) **Group Personal Accident Insurance (GPAI) Program: Rs.12, 00,000**

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to accident you get compensated for loss of wages on account of leave due to accident of up to Rs. 10,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs Group Life Ins.). You also have an option to increase your Group Personal Accident Insurance cover by an additional 50% of the current sum assured for a nominal and highly negotiated premium.

2) **Group Life Insurance Program + EDLI: Rs.14, 00,000**

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy plus EDLI (Employee Depository Linked Insurance) of provident fund. You also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> My Financials

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.



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CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest.

- a. For an employee or any dependent member of his family to have an interest in any organization which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold on open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payment, loans (other than with established banking or financial institution), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature _____



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DRESS CODE:

Dress is an integral aspect of an individual's personality and is considerably influenced by Context and occasion. The Wipro Limited Dress Code Policy intends to ensure that as Wiproites, you demonstrate the professional character of the company by the way you present yourself at work; and in a way that allows you to maintain your credibility and professionalism.

Guidelines:

You can dress in office casuals throughout the workweek.

However, on certain occasions you will be required to dress formally.

Employees in sales/client facing roles are required to be dressed in formal attire.

Employees while at client site are required to adhere to the dress code specified by the client.

In all respects, office decorum AND decency has to be maintained.

Here is an indicative list of what is considered appropriate and not appropriate for MALE employees

Appropriate Dressing

- Full/half-sleeved shirts (tucked in)
- Formal/casual trousers
- Formal shoes

Inappropriate Dressing

- T-Shirts without Collar/Roundneck T-Shirts With Casual Images/Motifs
- Oversized/unshapely shirts/T-shirts
- Dhedis/Kurta-Pyjama
- Short Kurtas
- Shorts
- Worn Out/Torn jeans/Sandblasted Jeans/Jeans with flashy patterns/Patches
- Casual home wear slippers/Floaters/Flip flops
- Bright and Flowery shirts with casual images/motifs
- Track pants



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Here is an indicative list of what is considered appropriate and not appropriate for WOMEN employees

Appropriate Dressing

- Saree/Salwar Kameez
- Shirts
- Trousers
- Skirts
- Formal shoes/sandals/formal slippers

Inappropriate Dressing

- Slippers (Hawai)/Casual home wear slippers/Floaters/Rip flops
- Clothes those are inappropriate/revealing
- Shorts
- Worn Out Jeans/Sandblasted Jeans/Jeans with Flashy Patterns/Patches
- Wrap-Around Skirt/Gathered Skirts
- Track pants
- Bright and flowery shirts with casual images/images

Tips for a Professional look:

Ensure that you look well-groomed, clean, polished and smart

Wear the right colors that blend in - avoid colors that are too bright/gaudy Differentiate between clothes to work and clothes elsewhere

Make sure that your dress does not hinder your working style

Know the kind of work of workplace you are in and dress to feel confident and comfortable

Yours sincerely,

For Wipro Limited

Gautam Kar

Head- Talent Acquisition



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RELOCATION ENTITLEMENTS

An out station candidate selected and offered to join Wipro is entitled to the benefits specified in this policy on his/her joining the organization, only if the candidate is working at a location outside the location of posting.

ENTITLEMENTS UNDER THE POLICY

1.1 Travel Expenses

- 1.1.1 Travel expenses up to 2nd Class A/C or equivalent with family can be claimed.
- 1.1.2 If travel by rail/road is 14 hrs. & above then Economy class Air travel with family can be claimed.
- 1.1.3 If the candidate is desirous of travelling to his/her residence from the place of work before joining us (if location of work of the previous organization is not the same as place of residence) travel expenses can be claimed up to a limit of travel from your work location of the previous organization to the location of posting in Wipro.

1.2. Boarding and Lodging

- 1.2.1 For Career groups A1 to B3, candidate is eligible for lodging with family for a Period of 7 days at the Wipro Guest House/Approved Wipro Hotels/Hotel of Candidates choice up to a limit of Rs.2000 per day for joining at the following locations Mumbai/Delhi/Kolkata/Bengaluru/Pune/Hyderabad/Chennai and Rs.1500 per day for joining at other locations.
- 1.2.2 The Candidate is also eligible for Food/Intra-city travel expenses upto a limit of Rs. 350 per person per day.

1.3. Reimbursement for Goods Movement

- 1.3.1 Packing and transportation costs as well as service vary between service providers. To smoothen the transfer process, Wipro has designated two relocation service providers to facilitate the movement of personal household goods including vehicle movement. The two designated service providers are PM Relocation and Royal International. Candidates are advised to use the services of any one of these two service providers only.
- 1.3.2 If a candidate uses a service provider other than the two mentioned above - reimbursement will not be made towards the goods movement expenses.
- 1.3.3 Reimbursement for goods transportation/packing/unpacking/loading/unloading would be as per actuals.
- 1.3.4 Candidates can reach out to the service providers by using the below contact details. Reimbursement will be done at reasonable actuals subject to providing consignor copy/payment receipt.

SI No	Vendor	Contact Person	Email ID	Contact Number
1	PM relocation	Sandhya	sandhya@pmrelocations.com	8197318855
		Himanshu	himanshu.m@pmrelo.com	9845288865
2	Royal International	Nalina	nalina@royalintl.in	9742212399
		Anoop	anoop@royalintl.in	9739250709
		Sateesh	sateesh@royalintl.in	9320212399



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- 1.4. All expenses will have to be cleared by you and then reimbursed by the Company on production of all original receipts/Bills, within 2 months of the date of joining.
- 1.5. The definition of a family for the purpose of this policy limits itself to the candidate, spouse and two dependent children.
- 1.6. Dependent parents/brothers/sisters are not included in the definition of a family.
- 1.7. The management reserves the right to make any changes to the policy at any time. In the event of an exceptional circumstance in a business situation, or when in doubt on the interpretation of the policy, the decision of TED Head and/or Head-Talent Acquisition would be final and binding.
- 1.8. In the event of resignation within 6 months from the date of joining, all payments processed under joining/ relocation entitlement shall be liable to be recovered.



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Annexure

Reporting Time: 8:30 AM

Joining Days: Monday/Wednesday/Friday

Note: Candidates those who are travelling from other cities are advised to reach joining location a day earlier.

List of Joining location along with the contact person details

Location	Contact Person	Address
Bengaluru	Arun Peter/Bhargavi M	Wipro Limited, No 72, Keonics Electronic City Phase 1, Hoosur Road, Bengaluru - 560 100 Venue: Gate No. 1, Tower 1, Ground Floor, A-Wing
Bhubaneswar	Deepanjali Bhatta	Wipro Limited, IDCO IT SEZ, Plot No. E8, Infocity, Bhubaneswar, Odisha-751 024
Chennai	Karthik Krishnamoorthy/Harish tharathi	Wipro Limited, 105, Anna Salai, Guindy, Chennai - 600032 Venue: CDCL, HR Block -Right Wing, Mezzanine floor
Coimbatore	Sneha Dinakaran	Wipro Limited, S.F.No. 426/1, 426/2&427/1, Elcot Special Economic Zone, Vilankurichi Village, Coimbatore - 641 001
Greater Noida	Jitendra Tiwari/Neha Singh	Wipro Limited, Special Economic Zone, Plot No.2,3 &4, Knowledge Park-IV (IT Park), Gautam Budh Nagar, Greater Noida- 201306 Venue: Gate No-1, SDB-1,1st floor, C Wing, Induction room-2
Gurgaon	Himanshu Jain/Amrita Parihar	Wipro Limited, plot no. 480/481 Udyog Vihar phase-3, Gurgaon-122016 Venue: Second floor
Hyderabad	Anulekha Vankalaya/Shruthi Panchal	Wipro Limited, STPI Survey No. 203/1, Manikonda Village, Gachibowli, Hyderabad - 500032 Venue: Gate No -1, Tower - 4, 1st Floor, Talent Acquisition Wing
Kochi	Shibin Vincent	Wipro Limited, Infopark Special Economic Zone, Kusumagin P.O, Kakkanad, Kochi- 682 030 Venue: Tower S1, Second Floor, Godivari Conference Room
Kolkata	Joyati Banerjee	Wipro Limited, Plot - 1, 7, 8 &9, Block -DM, Sector -V, Salt Lake City, Kolkata - 700 091 Venue: Gate No-1, Tower-4,1st floor, Talent Acquisition Wing
Mumbai	Pratik Kumar/Hema Joseph	Wipro Limited, Unit No. 2, Serene Properties, Building No. 7, Mindspace(SEZ), Plot No. 3, TTC Industrial Area, Thane Belapur Road, Opp. Airoli Railway Station, Airoli, Navi Mumbai, Maharashtra 400 708 Venue: Eight Floor
Mysore	Chaitra B	Wipro Limited, #146-147, Metgalli Industrial area, Mysore-570017 Venue: M3, Doc area
Pune	Sukruti Sinha/Amran Tripathy	Wipro Limited, Phase - 2, MIDC Pune Infotech Park, PLOT NO 2, Hirjewadi, Pune-411057 Venue: Tower S1, Ground floor, 8 Wing, Gemini training room
Vizag	KakarlaJyoti Kranti Sree	Wipro Limited, Plot No. 18,19 &20, First Floor &Second floor Hill No # 02, IT/ITES SEZ, Rushikonda, Madhurawada, Visakhapatnam - 530 045

Registered Office:

Wipro Limited
Doddabannett
Sarjapur Road
Bengaluru 560 005
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA194NSPLC020800





(011) 47404740

info@piplindia.com



To,

Date: 02.01.2020

Ms. Shweta Sanjay Garud

Employee ID:

Address: D/o Sanjay Mahadev Garud, VTC, Yenake, PO Yenake, District: Satara, Maharashtra, 415103

Appointment Letter

Dear Shweta,

With reference to your application for the post of "DL-1" and subsequent interview / discussion held with you. The management takes great pleasure in informing you that you will be engaged as "DL-1" w.e.f. "03rd January 2020" and you will currently be posted at "Sun Pharmaceutical Industries, 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 Your compensation in total Cost to Company (Rs 15,617 /-) 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 fees 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 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.
- 8.2 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.



- 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 wilfully 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 Infovision 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. Shweta Sanjay Garud
Designation : DL-3

Details of your salary Break up are as follows:

Name	Shweta	
Components	Monthly	Annually
Basic	11632	139584
DA	390	4680
Gross (MWA)	12022	144264
HRA	602	7218
Bonus	1001.43	12017
Gross Salary	13625	163499
Earned Gross	13625	163499
Employee PF deduction (12%)	1443	17312
LWF(Employee Deduction per year)	2.00	24
PT as Applicable	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	102	1226
Group Term Insurance	55	660
Accidental Insurance	15	180
Employee Total Deduction	1817	21802
Employee Net Take home	11808	141697
Employer PF contribution (13%)	1563	18754
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	443	5316
Employer Total Contribution	2012	24142
Cost to Company	15637	187644

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,
Wipro Limited

Resume No. 2041427
LETTER OF UNDERTAKING



This is to confirm the following in respect of Ms. Shweta Sanjay Garud, D/O Sanjay Mahadev Garud who has been deployed at Wipro premises Sun Pharmaceutical Industries, Mumbai w.e.f 03.01.2020

1. As on date his/her age is 24 Years as verified from his/her date of birth records.
2. His/her verified present address is D/o Sanjay Mahadev Garud, VTC, Yenake, PO.Yenake, District: Satara, Maharashtra, 415103
3. He has been employed/newly joined with Progressive Infovision Pvt Ltd for the last _____ month(s) and his/her joining date in our organization is 03.01.2020
4. There are no criminal records against him/her.
Further, we confirm, in terms of the contract dated 03rd January 2020 with Wipro, that Till date 30th Sep 2022.

1. We shall be entirely responsible for behaviour and conduct of the above resource.
2. We are liable to make good, losses if any, caused to Wipro on account of wilful or negligent act of the above resource during the course of his/her deployment at Wipro, subject to providing proof of involvement.

Place: New Delhi

for Progressive Infovision Pvt. Ltd.

Date: 03.01.2020

Signature of Authorised Signatory, Proprietor (with seal)





ID BADGE REQUISITION – NON EMPLOYEES

Name (In Block Letters) SHWETA SONJAY GARUD
Contact Address & Tel. No. 2580905385, VTC, Vankar, PO Vankar,
Andheri, Maharashtra - 400058

Franchisee Company Name PIPL
Department Name MIT
Division Name _____
Blood Group _____
Location Mumbai

ID Badge Required From 03/01/20 To 30/09/20



Signature of the Applicant _____

APPROVING AUTHORITY

Supervisor Name _____
Designation _____
Supervisor Signature _____
HR NAME _____

HR SIGNATURE _____

ISSUING AUTHORITY

Issued ID Badge of Category _____ **Bearing No.** _____

Access Card No. _____

For a period From _____ **To** _____

Issuing Authority Signature _____



Name	Shweta Sanjay Garud	
DOJ	03-01-2020	
Mobile #	8380905335	
Email ID	shwetagarud16796@gmail.com	
Partner	PIPL	
Joining File contain (in same order)		
Documents from Partner		
S.No.	Document Name	State Y/N
1	Educational Documents	
	10 th Marksheet > 50% (Fulltime/Regular)	Y
	12 th /PUC Marksheet > 50% (Fulltime/Regular)	Y
	Diploma/Degree Marksheet > 50% (Fulltime/Regular)	Y
	Diploma/Degree Certificate/PC/PDC	Y
	Originals verified	
	Gap in Education < 1 year	
	Post Graduation (if Any)	NA
	Letter of Undertaking- Hiring Deviation case(<50% in any exam, More than 1 yr gap in education, completed course in Private/Correspondence/Distance education, B.E/B.Tech, MCA, MBA)	NA
Employment Documents		
	Offer Letter and Resignation acceptance for current employer	NA
	Relieving/Experience Letter from previous employers	NA
Photo Id & Passport Copy		
	PAN card/Voters ID/Passport/Driving License/Adhar Card	Y
	Passport/Passport Acknowledgement copy	Y
ID Card Documents		
S.No.	Documents Name	Status Y/N
1	2 Passport size photographs	
2	Letter of Undertaking Partner Letter Head with Seal & Sign- Original	Y
3	Photo ID Proof (PAN Card/Voters ID/Passport/Driving License/Adhar card)	Y
4	Address proof (Ration card/Passport/Driving License/Adhar Card/Telephone Bill/Electricity Bill/Bank Pass book/Agreement Copy)	Y
5	ID Card Request form filled by candidate	Y



Mr. Amit Shankar Mane

Address-Chakan

Date: 12/09/2020

Sub: OFFER LETTER

Dear Amit

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

Your monthly compensation on total Cost to Company (CTC), as mutually agreed will be Rs.15572/- per month 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site **M&M, Chakan** and your date of joining is **12th SEPTEMBER 2020**. 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.

By way of resignation: In case you decide to resign from the services of the Company, you shall be required to give two month 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 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 two month notice period. 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.

Please submit the following documents at the time of joining:

1. Proof of age (copy of class 10th 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 Information Pvt. Ltd.



Authorized Signatory



ANNEXURE – A

Name: Amit Shankar Mane

Designation: "DESKTOP SUPPORT ENGINEER"

Details of your salary Break up are as follows:

Name	Amit Mane	
Components	Monthly	Annually
Basic	11972	143664
Gross (MWA)	11972	143664
HRA	599	7188
Bonus	997	11967
Gross Salary	13568	162819
Earned Gross	13568	162819
Employee PF deduction (12%)	1437	17240
LWF(Employee Deduction per year)	2.00	24
PT as Applicable	200	2400
ESIC CONTRIBUTION(0.75% ON EARNED GROSS)	102	1221
Group Term Insurance	60	720
Accidental Insurance	15	180
Employee Total Deduction	1815	21785
Employee Net Take home	11752	141022
Employer PF contribution (13%)	1556	18676
LWF(Employer Contribution per year)	6	72
Employee ESIC Deduction(3.25% on Earned gross)	441	5292
Employer Total Contribution	2003	24040
Cost to Company	15572	186864

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



Mr. Amit Shankar Mane

Address-Chakan

Date: 12.09.2020

Sub: OFFER LETTER

Dear Amit

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

Your monthly compensation on total Cost to Company (CTC), as mutually agreed will be Rs.15572/-per month 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site **M&M, Chakan** and your date of joining is **12th SEPTEMBER 2020**. 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.

By way of resignation: In case you decide to resign from the services of the Company, you shall be required to give two month 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 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 two month notice period. 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.

Please submit the following documents at the time of joining:

1. Proof of age (copy of class 10th 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 payslip.
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.

Authorized Signatory



ANNEXURE – A

Name: Amit Shankar Mane

Designation: "DESKTOP SUPPORT ENGINEER"

Details of your salary Break up are as follows:

Name	Amit Mane	
Components	Monthly	Annually
Basic	11972	143664
Gross (MWA)	11972	143664
HRA	599	7188
Bonus	997	11967
Gross Salary	13568	162819
Earned Gross	13568	162819
Employee PF deduction (12%)	1437	17240
LWF(Employee Deduction per year)	2.00	24
PT as Applicable	200	2400
ESIC CONTRIBUTION(0.75% ON EARNED GROSS)	102	1221
Group Term Insurance	60	720
Accidental Insurance	15	180
Employee Total Deduction	1815	21785
Employee Net Take home	11752	141022
Employer PF contribution (13%)	1556	18676
LWF(Employer Contribution per year)	6	72
Employee ESIC Deduction(3.25% on Earned gross)	441	5292
Employer Total Contribution	2003	24040
Cost to Company	15572	186864

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:



OFFER LETTER

Date: 08-Jun-2019

To,
Mr. Onkar Suryavanshi,

Mumbai,

DEAR Onkar Suryavanshi,

This refers to your application and the subsequent discussion and interview you had with us, we are pleased to offer you an appointment as **Desktop engineer L1** in the permanent position in our organization at **Mumbai** Location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **10-Jun-2019** failing which this offer shall withdraw automatically without any further intimation to you,

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the Income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before **31st** December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, Skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also

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subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary



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reviews and re-fitments will always be subject to schedules as may be implemented by the company from time to time.

- i) All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninform leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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record, and it cannot be altered at your option hereafter, it will be on the sole evidence of your age, that all matters pertaining to your service will be based.

5) Address of communication :

The information given by you in the respect to your communication address or current residential address and e-mail id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

6) Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give one month notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of **60 working Days** from the date of resignation, failing which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period, if any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client, administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo "Exit interview" which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

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- d) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.

7) **Medical Fitness:**

This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.

8) **Deputation:**

- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
- b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc; given by any assigned person(s).
- c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.

6) **Transfer :**

You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.

7) **No simultaneous employment :**

While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

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8) Non disclosure :

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes,

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

9) Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

10) Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

11) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

12) Terms and condition of employment :

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- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy

association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Hitesh Natar
HR Manager
Recruiter : Sweetsy shirke
Date: 08-Jun-2019

Deekar Suryavanshi



IMPACT Infotech Pvt. Ltd.

Salary Structure – I

		Mumbai & ROM	
	Salary Structure	Monthly	Yearly
	Basic	5800	69600
	DA	4104	
	Total Basic	9904	
	HRA	501	
	Bonus	825	
A	Gross Salary	11230	134760
B	Take Home	9643	115716
	Employee Deduction		
	PF	1188	
	ESIC	197	
	LWF	2	
	PT	200	
C	Total	1587	19044
	Employer Contribution		
	PF	1288	
	ESIC	533	
	LWF	6	
D	Total	1827	21924
	CTC(A+D)	13057	156684

Note >

- Your total salary emoluments would be approx. **Rs. 16120 /-** Gross per month.
 - Taxes such as income tax, P.F., ESIC, insurance & Accident Policy will get deducted as per Government rules and guide lines.
- A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Accepted By

Hitesh Hatkar
HR Manager
Recruiter - Sweety shirke

Dr. Kar Suryavanshi



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OFFER LETTER

Date: **08-Jun-2019**

To,
Mr. Pratik Shinde,

Mumbai,

DEAR Pratik Shinde,

This refers to your application and the subsequent discussion and interview you had with us; we are pleased to offer you an appointment as **Desktop engineer L1** in the permanent position in our organization at **Mumbai** Location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **10-Jun-2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before **31st** December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also

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The information given by you in the respect to your communication address or current residential address and email id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

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- c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.

9) Transfer :

You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfil the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.

7) No simultaneous employment :

While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (into or outside of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day of communication in this regard is posted or delivered to you.

IMPACT Infotech Pvt. Ltd.



8) Non disclosure:

- a) You shall take care not to disclose or divulge confidential information, trade / business secrets, business data which according to company is confidential and valuable, property of the company etc., belonging either to the company or to the client / customer, that may you come across in the course of your responsibility either to the company and / or to the client / customer or to anyone outside the client / customer's organization and you shall use such confidential information only in connection with services provided by you to such client / customer. Further, you shall not utilize any information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the company or its client / customer who has disclosed such confidential information or from whom you have created the confidential information. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, instruments, software / hardware material, pen drives, CDs, Floppy Discs or any other electronic storage devices or hard copies of all such matters, documents or any other property of the company or client / customer out of the premises, nor shall you any way at time(s) disclose divulge or make public any information or matter concerning quality practices, policies, accounts, transaction dealings, trade / business secrets, business data, customer names of the company or client / customer. All our managerial employees who have access to complete information regarding business processes,

Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

- b) You will be required to sign non disclosure agreement after joining.

9) Assignment of intellectual property right :

You are employed by the company on the express understanding that all services provided by you whether at company or on deputation, are being done behalf of the company or its clients / customers. Consequently, any and all intellectual property rights (including but not limited to patent, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the company or its clients / customers to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the company or its clients / customers exclusively and solely either in favour of the company or its client's / customers and you shall do such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients / customers as the case may be.

10) Indemnity :

You shall be responsible for protecting any property of the company or the client / customer entrusted to you in the due discharge of your duties and you shall indemnify the company / client / customer if there is any loss to the said property.

11) Dispute arising out of your employment :

The contact and relationship between you and company is governed by the labour law of the country. Irrespective of your place of joining the employment of the company or posting or deputation, only courts in Pune shall have jurisdiction to try to adjudicate disputes arising of your employment (past, present or future) with us.

12) Terms and condition of employment :

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- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Nitesh Hatkar
HR Manager
Recruiter : Sweety Shirke
Date: 08-Jun-2019

Pr. & Shinde



IMPACT Infotech Pvt. Ltd.

Salary Structure – I

		Mumbai & ROM	
	Salary Structure	Monthly	Yearly
	Basic	5800	69600
	DA	4104	
	Total Basic	9904	
	HRA	501	
	Bonus	825	
A	Gross Salary	11230	134760
B	Take Home	9643	115716
	Employee Deduction		
	PF	1188	
	ESIC	197	
	LWF	2	
	PT	200	
C	Total	1587	19044
	Employer Contribution		
	PF	1288	
	ESIC	533	
	LWF	6	
D	Total	1827	21924
	CTC(A+D)	13057	156684

Note :-

- Your total salary emoluments would be approx. **Rs. 16120 /- Gross** per month.
- Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Accepted By

KSHIRKE
 Hitesh Hatkar
 HR Manager
 Recruiter : Sweety Shirke

Mrs. K Shirke



IMPACT Infotech Pvt. Ltd.

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OFFER LETTER

Date: **08-Jun-2019**

To;

Mr. Ganesh Shinde,

Mumbai,

DEAR Ganesh Shinde,

This refers to your application and the subsequent discussion and interview you had with us. We are pleased to offer you an appointment as **Desktop engineer L1** in the permanent position in our organization at **Mumbai** location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety; you are requested to take up your assignment at the earliest but not later than **10-Jun-2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before 31st December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also

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subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary



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reviews and re-fitments will always be subject to schedules as may be implemented by the company from time to time.

- i. All problems relating to your emoluments should be referred to HR Department only in writing or through email. No such problem to be discussed with any member of organization or with client or customer.

2) Responsibilities and accountability :

- a) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further you should be prepared to work on any shift(s), as may be warranted by the company / client / customer's work requirement.
- b) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformed leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion. Your leave entitlement will be according to shop act law and leave policy of the company from time to time.
- c) Your employment requires performance consistence with high standards of responsibility that may be assigned to you from time to time. You will be responsible for achieving planned results both in terms of quality and quantity and as required by our external as well as internal customers. You will employ yourself efficiently to the best of your ability and you will devote your whole time to the work of the company. You shall diligently, efficiently and satisfactorily discharge your duties and work assigned to you and shall obey and comply with all lawful instructions and procedures given to you by your supervisor in connection with the work assigned to you to the best of skill and ability.
- d) You will be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment. The Company doesnot pay over time to employees in executive / managerial grade for extra hours put in by them for the company work. However some employees in certain grades are compensated as per policy.
- e) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- f) You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- g) Your work assignments, responsibilities and duties may be changed from time to time at sole discretion of the management.

3) Discipline :

- a) During your employment with company, you shall subject to rules, regulations, policies and practices enforced by the management from time to time in relation to designation, emoluments, salary structure, salary cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of this employment. Company's decision on all such matter shall be final & binding on you.
- b) Management reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

4) Age of retirement :

Please note that unless your services come to end on account of resignation / termination, you will retire on completion of 58 years of age. The information given by you in the respect of your date of birth has been entered in

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records, and it cannot be altered at your option hereafter. It will be on the sole evidence of your age, that all matters pertaining to your service will be based.

5) Address of communication :

The information given by you in the respect to your communication address or current residential address and e-mail id has been entered in records. Any communication send to you at such address or email id, shall be deemed to have been duly send by us and received by you. All communication to such address by ordinary mail, regd. Post or courier shall be deemed to have been delivered to you. It will be your duty to intimate in writing to the management whenever there is change in your current residential or communication address or email id within five days from the date of such change.

6) Termination / Resignation

- a) Either party shall have right of terminating this agreement and either party is not bound to give any reason therefore. Company can terminate or dismiss you from services due to unsatisfactory performance, conviction by any criminal court or found criminal charges during police verification, disclosure of confidential information, damaging / destroying any property of company / client / customer, uninformed or unauthorized leave of absence / continue absence for more than 8 days, unauthorized possession / theft of the company / client / customer / property or assets, any act which is illegal as per laws of the country, on account of misconduct, insanity, sanity, physical infirmity, contagious or infectious disease, continued ill health, unfitness for employment declared by doctor or loss of confidence by employer.
- b) In case of company termination, company will give one month notice or one month gross salary in lieu of notice, which will be at the discretion of the management.
- c) In the case of resignation by you, the management reserves the right to accept it with immediate effect. You have to give resignation in writing or through email to HR Department and reporting officer. You have to take letter of acceptance of resignation from HR Department.
- d) Notice period : You have to serve notice period of **60 working Days** from the date of resignation, falling which gross salary in lieu of notice period will be deducted from your full and final settlement, subject to the satisfactory handing over of your duties and responsibilities and sign off documents of the same to the relevant parties. Your release (relieving letter) will be governed by the general terms and conditions of the employment in force at that point in time. No leaves will be sanctioned during notice period. If any emergency leave taken then the same will be adjusted against extension of notice period. No notice period or notice pay is required to be paid on either side if the assignment is terminated by mutual consent.
- e) Your final and full settlement will be done after 60 days at the end of the month from your relieving date. Please ensure that you obtain a no due certificate from your reporting officer of the company or client, administrative department and accounts department. If there are any dues owing from you to the company on account of short notice or loss of company or clients / customer's property or damage, the same may be adjusted against any monies due to you by the company on account of salary, bonus, leave payment or any other payment owned by you under the terms of employment. Please submit your tax proofs before settling your dues.
- f) Exit interview: You have to undergo 'Exit interview' which will be conducted by HR Department, you will given an opportunity to give feedback / suggestions. Your feedback is very important tool in our continuous strive for improvement. Post this, yours relieving and experience letter will be given. You need to visit EPFO portal for PF transfer/withdrawal formalities.

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g) **Handing your charge of company's property:** You shall be bound at the termination of this agreement, whoever terminated, to return to the company all the properties of the company / client / customer in your possession and correspondence which you may have conducted, whether semi-officially or otherwise in connection with the business of the company or on its behalf. In event of your failure to return to the company any of its property / assets, MIS reports, any documents related to your service, you would be deemed to have committed the offence of criminal breach of trust and the company shall be free to initiate legal proceedings against you in an appropriate forum, besides claiming liquidated damages for withholding company / client / customer property, assets in an unauthorized and illegal manner.

7) Medical Fitness:

This offer of employment is subject to your being found medically fit by doctor's certificate. The continuation of service is subject to your being found and remaining medically / physically and mentally fit.

8) Deputation:

- a) During the period of services, your services could be deputed at the sole discretion of the company to any of company's client / customer to do work pertaining to or incidental to such clients / customer's business for temporary or permanent. During the tenure of the deputation, you will continue to be an employee of the company and your compensation and applicable allowances shall be payable only by the company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from client / customer to whose side you may be deputed. You shall also abide by any training that may be offered to you by client. You may be required to sign a training bond for such trainings which may be conducted by client / customer.
- b) In the day to day functioning or carrying out your responsibilities and duties, you will receive instructions from the client or will undertake to abide by any suggestions etc. given by any assigned person(s).
- c) You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.

6) Transfer:

You are liable to be transferred permanently or temporary to other division, department or branch, post or the place or to the sister concern or associate or which exist or may come into existing hereafter. Please note that transferability is an important ingredient of these terms and conditions of employment with the company, any modification in your emoluments, etc., will be communicated to you at appropriate time. Also the management can shift the place, places of working anywhere in city or anywhere in India or abroad and in that event you will have to make compliance for working at new place of work. The transfer employee will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.

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While in the employment of the company you will not, under any circumstances be permitted to work of any other firm or persons, either whole time or part time or to trade or do business nor any way be associated with any firm or person(s) as advisor / consultant / partner / director whether paid or not for your services (including agency of insurance company or in advisory capacity) without prior written permission of the company. Also you will not attend classes or examination without prior and written permission from the management. In case, this condition is contravened, you shall be deemed to have voluntarily resigned from employment with effect from the day our communication in this regard is posted or delivered to you.

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8) Non disclosure:

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Account sare required to sign a confidential undertaking / agreement immediately upon joining. You will be responsible for protection and furtherance of the company's based interest at all the times, including after you cease to be on the company's roll. In addition, in the event of your leaving company services, you are expected not to take an employment or enter any type of business / commercial association with any of company's client's / customer's or their associate for a period of two years from the date of cessation of employment.

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12) Terms and condition of employment:

IMPACT Infotech Pvt. Ltd.




- a) Please note that the terms and conditions and other stipulations cover under this contract of employment and the annexure attached herewith, shall form the sole basis of relationship between you and the company and no other promises, assurances or indications of any kind, shall form part of this contract of this employment, unless the same is specified in writing to that effect.
- b) Beside above conditions you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, shall be considered null and void and liable for termination without any notice or salary in lieu of notice, if any information provided by you found false or incorrect or suppressed, on post employment verification or anytime during your service. In that eventuality, the management can recover the payment made to you towards your remuneration during your employment. If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you at the time of receiving this letter personally from us. This letter & its terms are deemed to be accepted by you on transfer of your first salary.

We welcome you to our organization and look forward to a rewarding and happy association with us. Yours faithfully,

For Impact Infotech Pvt. Ltd.

Accepted By


Hitesh Natkar
HR Manager
Recruiter : Sweety Shirke
Date: 08-Jun-2019

Ganesh Shinde

IMPACT Infotech Pvt. Ltd.



Salary Structure – I

		Mumbai & ROM	
	Salary Structure	Monthly	Yearly
	Basic	5800	69600
	DA	4104	
	Total Basic	9904	
	HRA	501	
	Bonus	825	
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B	Take Home	9643	115716
	Employee Deduction		
	PF	1188	
	ESIC	197	
	LWF	2	
	PT	300	
C	Total	1587	19044
	Employer Contribution		
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	ESIC	533	
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D	Total	1827	21924
	CTC(A+D)	13057	156684

Note :-

- Your total salary emoluments would be approx. **Rs. 16120/- Gross** per month.
- Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Hitesh Nather
HR Manager
Recruiter : Sweety Shirke



Accepted By

Garvesh Shirde

IMPACT Infotech Pvt. Ltd.

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Tel. : 020-2567 6837 / 4837



To,

Date: 02.01.2020

Ms. Shweta Sanjay Garud

Employee ID:

Address: D/o Sanjay Mahadev Garud, VTC, Yenke, PO Yenke, District: Satara, Maharashtra, 415103

Appointment Letter

Dear Shweta,

With reference to your application for the post of "DL-1" and subsequent interview / discussions held with you. The management takes great pleasure in informing you that you will be engaged as "DL-1" w.e.f. "03rd January 2020" and you will currently be posted at "Sun Pharmaceutical Industries, 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 Your compensation in total Cost to Company (Rs 15,637 /-) 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 the time of your application or if any information on your part is found to be in contravention of the conditions stated herein, the Company reserves the right to terminate your services at any point of time without serving any notice upon you.



{ 1 }



ANNEXURE - A

Name : Ms. Shweta Sanjay Garud
Designation : DL-1

Details of your salary Break up are as follows:

Name	Shweta	
Components	Monthly	Annually
Basic	11632	139584
DA	390	4680
Gross (MWA)	12022	144264
HRA	602	7218
Bonus	1001.43	12017
Gross Salary	13625	163499
Earned Gross	13625	163499
Employee PF deduction (12%)	1443	17312
LWF(Employee Deduction per year)	2.00	24
PT as Applicable	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	102	1226
Group Term Insurance	55	660
Accidental Insurance	15	180
Employee Total Deduction	1817	21802
Employee Net Take home	11808	141697
Employer PF contribution (13%)	1563	18754
LWF(Employer Contribution per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	443	5316
Employer Total Contribution	2012	24142
Cost to Company	15637	187644

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:



Miss Anjali Ramesh Ingale
Pune.

Date: 03.10.2019



Sub: Provisional Offer for Employment

Dear Anjali,

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

Your annual compensation on total Cost to Company (CTC), as mutually agreed will be **Rs. 1,56,000/- (Rupees One Lakh Fifty Six Thousand 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 01st day of every month to 31st day of next month.

Place of Posting: Your initial posting will be at customer site M&M-Chakan, and your date of joining will be 3rd OCT'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 10th 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: Co-27A, Hari Nagar, G-8 area, New Delhi-64



ANNEXURE - A

Name : Miss Anjali Ramesh Ingale
Designation : Helpdesk executive

Details of your salary Break up are as follows:

Name	Anjali Ramesh Ingale	
Components	Monthly	Annually
Basic	5800	69600
DA	4104	49248
Gross (MWA)	9904	118848
HRA	609	7308
Bonus	825.00	9900
Gross Salary	11338	136056
Earned Gross	11338	136056
Employee PF deduction (12%)	1188	14262
LWF (Employee Deduction per year)	2.00	24
PT as application	200	2400
Employee ESIC Deduction (0.75% on Earned gross)	85	1020
Group Term Insurance	55	660
Accidental Insurance	15	180
Employee Total Deduction	1545	18546
Employee Net Take home	9793	117516
Employer PF contribution (13%)	1288	15450
LWF (Employer Contribution per year)	6	72
Employer ESIC Contribution (3.25% on Earned gross)	368	4416
Employer Total Contribution	1662	19938
Cost to Company	13000	156000

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:



Reference: ACS/HRD/OFFER/2019

Date: 22nd August 2019

To,
MR. RAMESH HANMANT SUTAR

LETTER OF OFFER

References to your application & subsequent interview had with us, we at Ace Computer Services are pleased to offer you the position of Desktop L2 Engineer in our organization.

DOJ – 23rd August, 2019

You will be paid monthly CTC of Rs. 16,812/- (Rupee Sixteen Thousand Eight Hundred Twelve Only).

The letter of Appointment is under process & will be given to you within 30 days from the date of joining the duty.

Please submit following documents along with photo copy to complete the joining formalities at below address.....

ACE Computer Services
101/A Basement, Om Nilkanth CHS, Sahyog Mandir Rd., Ghantali, Naupada, Thane (W)

1. Passport Application Payment Receipt & Aadhar Card (Mandatory)
2. All Education Documents including SSC, HSC, Diploma / Degree Marksheets of all semesters and Certificates (All Documents Mandatory)
3. PAN Card / Driving License / Election ID as photo id proof (Any one)
4. Electric Bill / Telephone bill/ Rent Agreement/ Affidavit- as address proof (Any One)
5. Document form all previous employer- Appointment Letter, last 3 Month's Salary Slips, Reliving & Experience Certificate.
6. Saving Bank Passbook or Statement with Cancelled Cheque.
7. Photographs – 3 Passport size and 1 Post card size Family photograph.
8. Aadhar card copies of Parents/ Dependents



Please note that this is a provisional offer letter with validity till the date mentioned above and it will become null & void if you fail to join on mention date.

This is a confidential document & the information regarding the position offered & remuneration should not be disclosed, the offer will be revoked in case of breach of confidentiality.

We welcome you to our organization, looking forward towards a long & fruitful association.

Annexure "A" for the Remuneration Per Month

	Amount
Basic	11632
DA	390
HRA	1740
Medical Allowance	0
Additional Allowance	0
Bonus	1001
Monthly Gross	14,763
Employer ESIC	480
Employer PF	1,563
Employer MLWF	6
Employer Insurance	0
Monthly CTC	16,812
Annual CTC	201,744
(-) PF	1,443
(-) ESIC	111
(-) Professional Tax	200
(-) MLWF	2
Total Deduction:-	1756
NET SALARY	13,007

Additional Benefits & Coverage's:

- For Employees covered under ESIC:

1. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which Yearly Premium of Rs. 266/- approximately will be deducted from 1st Month's salary.
2. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.

- For Employees not covered under ESIC:

1. You will be covered under Term Life Insurance for Rs. 5,00,000/- for which Yearly premium of Rs. 401/- approximately will be deducted from 1st Month's Salary.
2. You will be covered under Mediciam Policy / Health Insurance worth Rs. 2,00,000/- for which there would be no deductions from your Salary.
3. You will be covered under GPA (Group Personal Accident) Policy worth Rs. 5,00,000/- for which there would be no deductions from your Salary.

Please note all above policies detailed benefits & coverage's will be shared separately post joining the Organization.

For Ace Computer Services

Datta Digitally signed
by Datta Andre
Date:
Andre 2019.08.22
18:11:54 +05'30'

**I ACCEPT****HR- Executive****MR. RAMESH HANMANT SUTAR**

Note – This Document is System generated & Digitally Signed hence do not require manual signature.



OFFER LETTER

Date: 17/08/2019

To,
Ms. Madhuri Kachare,

Mumbai,

Dear Madhuri Kachare,

This refers to your application and the subsequent discussion and interview you had with us. We are pleased to offer you an appointment as **Service Desk** in the permanent position in our organization at **Mumbai** location, at **MIT** Division in **FMS** Department with effect from the date of your reporting for duties on the terms and conditions as stated below. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance, if these are acceptable to you in their entirety, you are requested to take up your assignment at the earliest but not later than **19/08/2019** failing which this offer shall withdraw automatically without any further intimation to you.

1) Salary and benefits:

- a) Effective the date of your reporting for your duties, you will be eligible for salary, allowances and other benefits. Details of your compensation and benefit package (cost to company) are as mentioned in the Annexure I of this letter. You are entitled to all other statutory benefits which are applicable to your salary structure are detailed in Annexure I.
- b) You will be covered under Group Life Insurance and Group Accident Insurance as detailed in Annexure I.
- c) For purpose of contribution to Provident Fund, Gratuity, encashment of leave, etc., computations will be on the basis of basic pay.
- d) Salary cycle for your division will be from **1st To 30th/31st** of every month. Your salary will be payable by **10th** of next month on working day.
- e) If you fall in the income tax bracket then you need to submit tax deduction form, which is available in your joining kit within 30 days of reporting. Your tax deduction will be based on the declaration and proofs which you may be required to submit at accounts department before 31st December.
- f) Please note that the salary structure of the company will be altered / modified at any time without prior notice and your package of remuneration may accordingly be altered / modified from time to time. Further salary, allowances and all other payments / benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes.
- g) During the tenure of the service, you will keep your emoluments secret from other members of this organization, client or customers and will treat all information coming to you as strictly confidential and the information containing all documents and papers and other relating to company will not be divulged by you to any person other than those of management.
- h) Your performance in current assignment will be reviewed once in a year by the management. Your increments / promotions will depend at the sole discretion of the management depending upon your efficiency, performance, skill enhancement, regular attendance, leave discipline, sense of discipline, loyalty and good behavior and also subject to the prosperity of the company. You will not claim your annual increment as matter of right. Salary

IMPACT Infotech Pvt. Ltd.

Regd. Office : 9, Nishigoncha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.
Tel. : 020-2567 6837 / 4837





Annexure – I

	Salary Structure	Monthly	Yearly
	Basic	5800	69600
	DA	4104	
	Total Basic	9904	
	HRA	501	
	Bonus	825	
A	Gross Salary	11230	134760
B	Take Home	9755	117060
	Employee Deduction		
	PF	1188	
	ESIC	85	
	Insurance	0	
	LWF	2	
	PT	200	
C	Total	1475	17700
	Employer Contribution		
	PF	1288	
	ESIC	365	
	LWF	6	
D	Total	1859	19908
	CTC(A+D)	12889	154668

Note >

- Your total salary emoluments would be approx. Rs. 11230.00/- Gross per month.
- Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

For Impact Infotech Pvt. Ltd.

Accepted By


Hitesh Hetkar
HR Manager
Recruiter : Sweety Shirke

Madhuri Kachare



IMPACT Infotech Pvt. Ltd.

Regd. Office : 9, Nishigantha Apartments, 17, Navrajasthan Co. Op. Hsg. Society, Senapati Bapat Road, Pune 411 016.
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