

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

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

# YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

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

Hon. Yashwantrao Chavansaheb  
Founder

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

Hon. P. D. Patilsaheb  
President up to 17<sup>th</sup> September 2006



UDISE Code - 27310207715 Index No. - J 21.02.002

Reaccredited B<sup>+</sup> Level by NAAC, Bangalore  
AN ISO 9001-2015 CERTIFIED COLLEGE REG. NO. : RQ91/5237

**Dr. Suryakant Babu Kengar**  
Principal

**Hon. Shamrao Alias Balasaheb Pandurang Patil**  
President, **MLA**  
Shri Shivaji Education Society's, Board for Higher Education, Karad

**Hon. Altafhusen Nasiruddin Mulla**  
General Secretary,  
Shri Shivaji Education Society's, Board for Higher Education, Karad

## CRITERION 5: STUDENTS SUPPORTS AND PROGRESSION

### 5.2. STUDENTS PROGRESSION

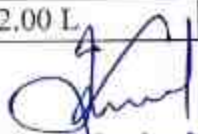
5.2.1. Number of placement of outgoing students placed or progressed to higher education during the year

#### Students Placement

Year-2020-21

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.	Amit Shankar Mane	B.Sc.	Progressive Infovision PVT. LTD	1.86 L
2.	Omkar Sanjay Patil	B.Sc.	Precision Teachserve	NA
3.	Sagar Sarjerao Patil	B.Sc.	Progressive Infovision PVT. LTD	1.68 L
4.	Anis Barakatali Mulla	NA	Karvy Innotech limt.	1.96 L
5.	Sneha Narendra Chavan	B.Sc.	Karvy Innotech limt.	2.19 L
6.	Neha Sanjay Dubal	B.Sc.	Team Computers	2.00 L
7.	Prachiti Sarjerao Chavan	B.Sc.	VDA	1.74 L
8.	Suraj Tulashiram Patil	B.Sc.	IDC	1.56 L
9.	Tejaswini Balaso Mohite	B.Sc.	Infiniminds	NA
10.	Sana Ramjan shaikh	B.Sc.	IDC	1.96 L
11.	Dipali Madan Jadhav	B.Sc.	IDC	1.96 L
12.	Dhanashri Balaso Jagdale	B.Sc.	Infiniminds	2.00 L



  
**Principal**  
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13.	Sagar Sarjerao Patil	B.Sc.	Inspiri SYS	2.00 L
14.	Apeksha Ganpat mane	B.Sc.	IDC	2.00 L
15.	Muskan Firoz Mulla	B.Sc.	Infiniminds	2.00 L
16.	Akash Jayawant Kumbhar	B.Sc.	Precision Group	3.36 L
17.	Chavan Nikhil Kumar	M.Sc.	Cipla Ltd., Peninsula Business Park, Lower Parel, Mumbai. +91 22 24826000	2.08 L
18.	Sagare Pournima Jalindar	M.Sc.	Darshan Chemicals, Plot No. A-38/39, TTC. Indl Area, MIDC, Pawane Village, Navi Mumbai.	1.69 L
19.	Bhosale Nikita	M.Sc.	Chem Tech Laboratories Pvt Ltd, Parvati Industrial Estate, Pune. +91 020 24228020	NA
20.	Karale Vidyarani Hanmantrao	M.Sc.	LIC Agent, Karad. 7249355999	NA
21.	Jadhav Sagar	B.Sc.	Business Owner- Magnum Fire & Safety Services, Karad.	3.5 L
22.	Amar B. Jadhav	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
23.	Amruta A. Bhise	M.Sc.	High-Tech Bio Science, Pune	NA
24.	Aniket A. Chougule	M.Sc.	Serum Institute, Pune	NA
25.	Gaurav Dilip Mali	M.Sc.	Dept. District Tuberculosis Centre, Sangli.	NA
26.	Girish B. Vibhute	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
27.	Gourav Mali	M.Sc.	High-Tech Bio Science, Pune	NA
28.	Jeevan K. Varute	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
29.	Mahesh Sitaram Patil	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
30.	Namrata Dhanaji Patil	M.Sc.	Mylab Discovery Solutions	NA
31.	Pooja Baburao Bandare	M.Sc.	Microbiology Department, Miraj Mahavidyalaya, Miraj.	NA
32.	Prakash Sunil Gurav	M.Sc.	Green Valley Food Processors Pvt. Ltd.	NA
33.	Pranay Panditrao Patil	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
34.	Pratiksha Arun Pawar	M.Sc.	New English School & Jr.College, Kalgaon (Rayat Shikshan Sansta)	NA



35.	Rahul S. Girigosawi	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
36.	Ranjeet V. Kumbhar	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
37.	Samiksha Suhas Manglekar	M.Sc.	Iks Health Mumbai	NA
38.	Santosh Shankar Desai	M.Sc.	Dr Reddy's Laboratories Ltd Hyderabad	NA
39.	Saurabh S. Shinde	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
40.	Saurabh Shashikant Haware	M.Sc.	Serum Institute of India Pvt. Ltd, Pune	NA
41.	Sunny Sanjay Kadam	M.Sc.	Bharat Serum & Vaccine, Pune	NA
42.	Tanuja Sunil Yadav	M.Sc.	High-Tech Bio Science, Pune	NA
43.	Vishal Dilip Shinde	M.Sc.	Gennova Biopharmaceutical, Ltd	NA
44.	More Akasha Shivaji	B.Sc.	Working in Medical Store	NA
45.	Chavan Pooja Dadaso	B.Sc.	Working in Cable Business	NA
46.	Chavan Prathemesh Tanaji	B.Sc.	Working in Agricultural Field-Farmer	NA
47.	Lole Suhas Sambhaji	B.Sc.	Working in Medical Store	NA
48.	Chavan Rasika Bhauso	B.Sc.	Owner of Sankalp Academy, Karad. (Tuition)	NA
49.	Nalawade Pratik Namdev	B.Sc.	Owner of Restaurant, Karad	NA
50.	Chavan Pratiksha Shivaji	B.Sc.	Owner of Beauty Parlour	NA
51.	Chopade Vaibhav Lalasaheb	B.Sc.	Working as MR	NA
52.	Dange Versha Yashwant	B.Sc.	Working in Private Classes, Karad	NA
53.	Deai Mayur Ananda	B.Sc.	Working in Agricultural Field-Farmer	NA
54.	Lokare Pooja Krushnat	B.Sc.	Tutor	NA
55.	Chavan Neha Tukaram	B.Sc.	Working in Medical Store	NA
56.	Dupate Dnyaneshwari Dilip	B.Sc.	Working in Private Classes, Karad	NA
57.	Gurav Raturaj Ajay	B.Sc.	Owner of Goods Store, Karad	NA
58.	Desai Rohit Bhagwan	B.Sc.	Working for NGO	NA
59.	Jadhav Swapnali Suresh	B.Sc.	Working in Medical Store	NA
60.	Fakir Sahil Rajusha	B.Sc.	Working in Grampanchayat	NA
61.	Desai Pratiksha Manikrao	B.Sc.	Owner of Sankalp Academy, Karad. (Tuition)	NA



62.	Gaikwad Vaibhav Dadasaheb	B.Sc.	Working in Agricultural Field-Farmer	NA
63.	Jagadale Rushikesh Ramesh	B.Sc.	Owner of Fabrication Shop	NA
64.	Ghadage Akshay Sharad	B.Sc.	Working as MR	NA
65.	Gurav Aniket Hanmant	B.Sc.	Working in Agricultural Field-Farmer	NA
66.	Gavhane Abhishek Shivajirao	B.Sc.	Owner of Nursery, Shamgaon, Karad	NA
67.	Desai Pranesh Jagannath	B.Sc.	Owner of Goods Store, Karad	NA
68.	Jadhav Sushant Shivaji	B.Sc.	Working as MR	NA
69.	Mujawar Asma Maulali	B.Sc.	Owner of Cake Shop, Karad	NA
70.	Gurav Pradnya Laxman	B.Sc.	Working in Private Classes, Karad	NA
71.	Jagadale Payal Hanmant	B.Sc.	Working in Medical Store	NA
72.	Jagdale Rutuja Rajendra	B.Sc.	Owner of Stationary Shop	NA
73.	Kadam Sagar Vijay	B.Sc.	Working in Agricultural Field-Farmer	NA
74.	Kalbhor Saurabh Sambhaji	B.Sc.	Working as MR	NA
75.	Kalbhor Shivani Prakash	B.Sc.	Working in Private Classes, Karad	NA
76.	Jagdale Abhishek Ramchandra	B.Sc.	Working as Manager in Petrol Pump, Karad	NA
77.	Ghadage Shubham Babaso	B.Sc.	Working as MR	NA
78.	Kadam Rupesh Rajan	B.Sc.	Owner of Fruit Store	NA
79.	Kale Tejas Dayanand	B.Sc.	Owner of Restaurant, Masur.	NA
80.	Lohar Sonali Shivaji	B.Sc.	Working in Medical Store	NA
81.	Madane Kimya Krishna	B.Sc.	Tutor	NA
82.	Magar Rohinee Balaso	B.Sc.	Working in Medical Store	NA
83.	Mahadik Akash Yashwant	B.Sc.	Working in Agricultural Field-Farmer	NA
84.	Mohite Prathmesh Dinkar	B.Sc.	Working in Agricultural Field-Farmer	NA
85.	Mohite Pratik Vikas	B.Sc.	Working in Agricultural Field-Farmer	NA
86.	Mohite Yogeshwar Baban	B.Sc.	Working as MR	NA
87.	More Komal Pratap	B.Sc.	Working in Medical Store	NA
88.	More Rushikesh Narayan	B.Sc.	Working in Agricultural Field-Farmer	NA



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

**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 01<sup>st</sup> day of every month to 31<sup>st</sup> day of next month.

**Place of Posting:** Your initial posting will be at customer site **M&M, Chakan** and your date of joining is **12<sup>th</sup> 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 10<sup>th</sup> certificate/certificate issued by competent authority).
2. Certificates pertaining to your professional/educational qualifications.
3. Copies of previous appointment letters and relieving letters/experience certificates and last 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
<b>Gross ( MWA)</b>	<b>11972</b>	<b>143664</b>
HRA	599	7188
Bonus	997	11967
Gross Salary	13568	162819
<b>Earned Gross</b>	<b>13568</b>	<b>162819</b>
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
<b>Employee Net Take home</b>	<b>11752</b>	<b>141022</b>
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
<b>Cost to Company</b>	<b>15572</b>	<b>186864</b>

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

Signature: Name:





REGULAR OFFER LETTER

30 Sep, 2020

Omkar Sanjay Patil

Cozy home C building Plat no.1002
Cozy home C building Plat nob 1002 Avaiwadi rod wagholi
MAHARASHTRA
412207

Dear Omkar Sanjay Patil

We are pleased to offer you the position of Trainee under the Apprentices Act, 1961 This offer sets out the terms and conditions that apply to this position and is made with the approval of Board of Apprentice Training.

This apprenticeship is full time for a fixed term of one year commencing on 01-10-2020 00:00:00. The training position will be evaluated by the Training Manager and quarterly reports will be sent to the Board of Apprentice Training for their review.

You will be ultimately responsible to RAVINDRA B CHAVAN through his appointed mentor for the day to day performance of the duties associated with this position. However in relation to all administrative matters you will be responsible to RAVINDRA B CHAVAN. The position is otherwise subject to all the applicable rules and regulations in force from time to time in the organization.

This position is an apprenticeship position, with the majority of training conducted via "hands on" actual industry experience. The employer undertakes to provide supervised training with an experienced trainer and a mentor.

Professional Standards

It is expected you will conduct yourself in accordance with the highest personal standards at all times in a way which is consistent with the principles and values of the Organization and the Board of Apprentice Training

You acknowledge and agree that allegations of misconduct will be subject to disciplinary proceedings in accordance with the Organization's rules and the Board of Apprentice Training's guidelines. The organization also reserves the right to terminate your contract in case of violation for reasons stated below:

You shall be formally attired on all business days and adhere office timing strictly and ensure proper grooming to uphold the brand image of the organization

It is your prime responsibility to ensure that the company's and where assigned to a site, the customer's assets, are safeguarded at all times.

Movement of all assets at your place of work shall be governed by the policy guidelines and upon the express approval of the Authorized personnel.

Usage of telephone, mobile, data card, email, internet etc., should be strictly restricted for official communication purposes only. Misuse of the above will be dealt with very seriously.

You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding any other terms and conditions mentioned in the appointment letter

You shall not represent or create propaganda for or against political, religious or such other outfits

You shall not harass your colleagues sexually or otherwise

You are not authorized to represent the Company at any public forums, press meetings / conferences or publish articles in magazines/newspapers unless otherwise authorized by the person as the Management may authorize from time to time. Any views expressed in your personal capacity will be treated as your own and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views

You will be bound by the rules and regulations as declared by the Management from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service, network security and usage



Precision Techserve Pvt. Ltd

22, 1st Floor, Habibullah Road, Thane West, Mumbai - 400 017, India
T: +91 44 4501 5000 | F: +91 44 4501 5257 | Service Desk : +91 44 4377 5200
E: corporatecomm@techserve.com | www.precisiont.com
CIN : U51909TN1999PTC041955 | GST : 27AAABCP8005C2ZZ



### **Training period**

Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such, the provisions of any law with respect to labour shall not apply to or in relation to such apprentice. Please refer to the BOAT contract /ACRF(Apprenticeship Contract Registration Form) for further information

The apprentice shall learn conscientiously and diligently and attend to practical and instructional classes regularly.

The period of training shall be one year. During this time assessments will be made every month to assess your learning and performance during your training period.

The assessment rating must be 80% and above. The assessments are based on technical training as well as your professional conduct.

### **Employment**

Based on the assessment report, the project manager's recommendations and HR views, you may be offered an opportunity of employment within the organization at the end of the training period.

Being a PAN India Organization, the employment opportunities available will be across India and your offer will be subject to your flexibility and commitment to the organization.

### **Minimum Service Continuity**

Precision invests heavily in the training and development of every employee for skill enhancement / personal development during his / her services within the company. After the completion of the training program, it is required that the employee serves in the company for a minimum period of 24 months. Therefore, in the event of the employee's resignation prior to completion of two year's in Precision, the employee is liable to pay back such sums equivalent to pro-rata costs and expenses incurred in training so imparted by the Company.

### **Termination**

Where the contract of apprenticeship is terminated for failure on the part of the apprentice to carry out the terms of contract, the apprentice shall refund to the employer, as cost of training, such an amount as may be determined by the organization.

If the assessment confirms improvement in learning and performance of this training, the position will be confirmed upon completion of that period.

If the assessment falls below 75% for the learning and performance of this training, you will be issued a warning letter.

After 2 such warnings, if your performance has still not improved, your employment will be terminated.

### **Stipend**

You will be paid a monthly compensation of Rs. 13000 p.m. You will be additionally paid site allowance of Rs. 0/- p.m. and mobile allowance of Rs. 200/- p.m., to handle the expenditure incurred for the project you are currently assigned to. Please note that these allowances will cease upon movement to an alternate project unless specifically reinstated.

### **Leave**

You will be entitled to leave as per Apprentices Act, 1961

### **Performance review**

The Organization and Board of Apprentice Training undertake to formally review your performance for the following reasons:

to give your trainer a formal opportunity to provide you with feedback about your work.

to give you an opportunity to discuss the training you are receiving.

### **Documents to be completed and returned**

1 Educational Certificates

(10th and 12th mark sheets, Diploma / Engineering consolidated mark sheets, Provisional Certificates)





**REGULAR OFFER LETTER****30 Sep, 2020****Omkar Sanjay Patil**

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412207

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Precision Techserve Pvt. Ltd.

22, 1st Floor, Habibullah Road, T.Nagar, Chennai 600 017, India  
T : +91 44 4501 5000 | F : +91 44 4501 5267 | Service Desk : +91 44 4377 5200  
E : corporatecomm@techserve.co.in | www.precisionit.co.in  
CIN : U51909TNMCT0001955 | GST : 33AABCP8005C2ZZ

  
**Principal**  
**Yashwantrao Chavan College**  
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##### **1.Educational Certificates**

(10th and 12th mark sheets, Diploma / Engineering consolidated mark sheets / Provisional Certificates)





2. Address and ID Proof

3. Passport size photos

4. Acknowledged Offer

5. Open a Bank A/c with State Bank of India or Industrial bank and share bank A/c No., IFSC Code and Branch.

**Acceptance**

If you wish to join the apprenticeship training program in accordance with the terms and conditions set out in this letter, you should:

Sign a copy of this letter in the space indicated below, and

Submit the documents as listed above; and

Return the copy of the signed letter, the completed documents and provide details of the bank account into which you wish us to pay your stipend.

For PRECISION TECHSERVE PVT LTD

VISWANATHAN.J

SENIOR MANAGER - HR

I accept this apprenticeship on the terms and conditions set out in this letter

Omkar Sanjay Patil



**REGULAR OFFER LETTER**

30 Sep, 2020

**Omkar Sanjay Patil**

Cozy home C building Plat no.1002  
Cozy home C building Plat nob 1002 Avahadi rod wagholi  
MAHARASHTRA  
412207

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**Professional Standards**

It is expected you will conduct yourself in accordance with the highest personal standards at all times in a way which is consistent with the principles and values of the Organization and the Board of Apprentice Training

You acknowledge and agree that allegations of misconduct will be subject to disciplinary proceedings in accordance with the Organization's rules and the Board of Apprentice Training's guidelines. The organization also reserves the right to terminate your contract in case of violation for reasons stated below.

You shall be formally attired on all business days and adhere office timing strictly and ensure proper grooming to uphold the brand image of the organization

It is your prime responsibility to ensure that the company's and where assigned to a site, the customer's assets, are safeguarded at all times

Movement of all assets at your place of work shall be governed by the policy guidelines and upon the express approval of the Authorized personnel.

Usage of telephone, mobile, data card, email, internet etc., should be strictly restricted for official communication purposes only. Misuse of the above will be dealt with very seriously.

You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding any other terms and conditions mentioned in the appointment letter

You shall not represent or create propaganda for or against political, religious or such other outfits

You shall not harass your colleagues sexually or otherwise

You are not authorized to represent the Company at any public forums, press meetings / conferences or publish articles in magazines/newspapers unless otherwise authorized by the person as the Management may authorize from time to time. Any views expressed in your personal capacity will be treated as your own and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views

You will be bound by the rules and regulations as declared by the Management from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service, network security and usage

Precision Techserve Pvt. Ltd.

22, 1st Floor, Habibullah Road, T.Nagar, Chennai 600 017, India  
T : +91 44 4501 5000 | F : +91 44 4501 5267 | Service Desk : +91 44 4312 8200  
E : corporatecomin@techserve.co.in | www.precisionit.co.in  
GIN : U51909TN1099PTC041955 | GST : 33AABCP8005C2ZZ





### **Training period**

Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such, the provisions of any law with respect to labour shall not apply to or in relation to such apprentice. Please refer to the BOAT contract /ACRF(Apprenticeship Contract Registration Form) for further information

The apprentice shall learn conscientiously and diligently and attend to practical and instructional classes regularly.

The period of training shall be one year. During this time assessments will be made every month to assess your learning and performance during your training period.

The assessment rating must be 80% and above. The assessments are based on technical training as well as your professional conduct.

### **Employment**

Based on the assessment report, the project manager's recommendations and HR views, you may be offered an opportunity of employment within the organization at the end of the training period.

Being a PAN India Organization, the employment opportunities available will be across India and your offer will be subject to your flexibility and commitment to the organization.

### **Minimum Service Continuity**

Precision invests heavily in the training and development of every employee for skill enhancement / personal development during his / her services within the company. After the completion of the training program, it is required that the employee serves in the company for a minimum period of 24 months. Therefore, in the event of the employee's resignation prior to completion of two year's in Precision, the employee is liable to pay back such sums equivalent to pro-rata costs and expenses incurred in training so imparted by the Company.

### **Termination**

Where the contract of apprenticeship is terminated for failure on the part of the apprentice to carry out the terms of contract, the apprentice shall refund to the employer, as cost of training, such an amount as may be determined by the organization.

If the assessment confirms improvement in learning and performance of this training, the position will be confirmed upon completion of that period.

If the assessment falls below 75% for the learning and performance of this training, you will be issued a warning letter.

After 2 such warnings, if your performance has still not improved, your employment will be terminated.

### **Stipend**

You will be paid a monthly compensation of Rs. 13000 p.m. You will be additionally paid site allowance of Rs. 0 /- p.m. and mobile allowance of Rs. 200 /- p.m., to handle the expenditure incurred for the project you are currently assigned to. Please note that these allowances will cease upon movement to an alternate project unless specifically reinstated.

### **Leave**

You will be entitled to leave as per Apprentices Act, 1961

### **Performance review**

The Organization and Board of Apprentice Training undertake to formally review your performance for the following reasons:

to give your trainer a formal opportunity to provide you with feedback about your work.

to give you an opportunity to discuss the training you are receiving.

### **Documents to be completed and returned**

#### **1. Educational Certificates**

(10th and 12th mark sheets, Diploma / Engineering consolidated mark sheets / Provisional Certificate)





2. Address and ID Proof

3. Passport size photos

4. Acknowledged Offer

5. Open a Bank A/c with State Bank of India or Industrial bank and share bank A/c No., IFSC Code and Branch.

**Acceptance**

If you wish to join the apprenticeship training program in accordance with the terms and conditions set out in this letter, you should:

Sign a copy of this letter in the space indicated below, and

Submit the documents as listed above; and

Return the copy of the signed letter, the completed documents and provide details of the bank account into which you wish us to pay your stipend.

For **PRECISION TECHSERVE PVT LTD**

**VISWANATHAN.J**

**SENIOR MANAGER - HR**

I accept this apprenticeship on the terms and conditions set out in this letter

**Omkar Sanjay Patil**





(011) 47404740

info@piplindia.com



Mr. Sagar Sarjerao Patil  
Chakan, Pune

Date: 01.10.2020

Sub: OFFER LETTER

Dear Sagar,

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 Engineer" on the following terms & conditions:-

Your monthly compensation on total Cost to Company (CTC), as mutually agreed will be Rs.14000/-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 employee ID. The salary is paid on the basis of approved Attendance received from your respective reporting manager therefore you need to get the attendance approved from your reporting manager latest by 03rd of every month. Your salary cycle will be from 01<sup>st</sup> to 31<sup>st</sup> of every month.

Place of Posting: Your initial posting will be at customer site Varroc, Chakan and your date of joining is 01<sup>st</sup> OCTOBER 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 10<sup>th</sup> certificate/certificate issued by competent authority).
2. Certificates pertaining to your professional/educational qualifications.
3. Copies of previous appointment letters and relieving letters/experience certificates and last payslip.
4. 6 Number passport size photographs...
5. Residence Proof/IDProof.
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: Mr. Sagar Sarjerao Patil

Designation: "Desktop Engineer"

Details of your salary Break up are as follows:

Name	Sagar	
	Monthly	Annually
<b>Components</b>		
Basic	10,172.00	122064
DA	936.00	11232
<b>Gross ( MWA)</b>	<b>11108</b>	<b>133296</b>
HRA	0.00	0
Conveyance	0	0
Medical Allowance	0	0
Bonus	1,046.91	12563
Add Allowance	0.00	0
<b>Gross Salary</b>	<b>12155</b>	<b>145859</b>
<b>Earned Gross</b>	<b>12155</b>	<b>145859</b>
Employee PF deduction (12%)	1333	15996
LWF(Employee Deduction per year)	2.00	24
PT	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	91	1094
Group Term Insurance	55	660
Accidental Insurance	15	180
Employee Total Deduction	1696	20353
<b>Employee Net Take home</b>	<b>10459</b>	<b>125505</b>
Employer PF contribution (13%)	1444	17328
LWF(Employee Deduction per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	395	4740
Employer Total Contribution	1845	22141
<b>Cost to Company</b>	<b>14000</b>	<b>168000</b>

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

Signature:

Name:





## ANNEXURE – A

Name: Mr. Sagar Sarjekar Patil

Designation: "Desktop Engineer"

Details of your salary Break up are as follows:

Name	Sagar	
Components	Monthly	Annually
Basic	10,172.00	122064
DA	936.00	11232
<b>Gross ( MWA)</b>	<b>11108</b>	<b>133296</b>
HRA	0.00	0
Conveyance	0	0
Medical Allowance	0	0
Bonus	1,046.91	12563
Add Allowance	0.00	0
<b>Gross Salary</b>	<b>12155</b>	<b>145859</b>
<b>Earned Gross</b>	<b>12155</b>	<b>145859</b>
Employee PF deduction (12%)	1333	15996
LWF(Employee Deduction per year)	2.00	24
PT	200	2400
Employee ESIC Deduction(0.75% on Earned gross)	91	1094
Group Term Insurance	55	660
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Employee Total Deduction	1696	20353
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Employer PF contribution (13%)	1444	17328
LWF(Employee Deduction per year)	6	72
Employer ESIC Contribution(3.25% on Earned gross)	395	4740
Employer Total Contribution	1845	22141
<b>Cost to Company</b>	<b>14000</b>	<b>168000</b>

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

Signature:

Name:



Hi Prachiti Sarjerao Chavan

Congratulations to you on behalf of **NSTECH Mart (Channel Partner of Clover Infotech )** for your Selection as Desktop Support Engineer.  
Kindly consider this mail as your LOI (Letter of Intent) and your date of joining will be 16 Oct 2020

Your Salary will be 14000 CTC

Kindly share below documents before joining the company:

1. Copy of passport
2. Voter ID Card / Driving License / Any Other Government authorized ID and residential proof.
3. Copies of certificate & mark-sheets starting from 10th to Final Degree.
4. Relieving/Experience letter of all the companies worked till date.
5. Last drawn salary slip.
6. Copy of PAN card
7. Passport size photograph
8. Latest resume
9. Copy of Bank Passbook

The offer letter will be sent to you subject to the confirmation on this LOI.

Looking forward to have you on-board!

For

**NS Tech Mart**

*N.J. Mayane*

**Proprietor**





Mr. Sagar Sarjerao Patil  
Chakan, Pune

Date: 01.10.2020

Sub: OFFER LETTER

Dear Sagar,

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 Engineer" on the following terms & conditions:-

Your monthly compensation on total Cost to Company (CTC), as mutually agreed will be Rs.14000/-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 employee ID. The salary is paid on the basis of approved Attendance received from your respective reporting manager therefore you need to get the attendance approved from your reporting manager latest by 03rd of every month. Your salary cycle will be from 01<sup>st</sup> to 31<sup>st</sup> of every month.

Place of Posting: Your initial posting will be at customer site **Varroc, Chakan** and your date of joining is **01<sup>st</sup> OCTOBER 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 10<sup>th</sup> certificate/certificate issued by competent authority).
2. Certificates pertaining to your professional/educational qualifications.
3. Copies of previous appointment letters and relieving letters/experience certificates and last payslip.
4. 6 Number passport size photographs...
5. Residence Proof/IDProof.
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





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-67, Noida, U.P. 201301  
Tel: +91-120-6350000

Dated: 22-Dec-20  
Ref. No IDC/OBHR/2020/W01158

Mr./Ms. Anis Barkatali Mulla,  
Kokrale  
Chaitanya Road , At Post Kokrale  
Tal Khatav Dist Satara  
Maharashtra - 415527

### Letter of Intent

Dear Anis Barkatali Mulla,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a **Desktop Support L-1**. 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 **23-Dec-20** at **Mumbai**. Your gross annual compensation, inclusive of all applicable taxes shall be **INR 196152/- (Details Attached in Annexure -"A")**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

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

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

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

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

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

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Anis Barkatali Mulla

**UNDERTAKING**

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

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

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

**Name:** Anis Barkatali Mulla

**Date:**

**Signature:**



**"ANNEXURE-A"**

Compensation Details w.e.f 23-12-2020

Name :-	Anis Barkatali Mulla
Designation :-	Desktop Support L-1
Location :-	Mumbai ( Maharashtra )

Salary Component		Amount in (INR)	Amount in (INR)
		Per Month	Per Annum
A.	Basic & DA	12568	150816
	Bonus	1047	12564
	House Rent Allowance	834	7608
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
<b>GROSS SALARY ( Salary of Tax ) ( A )</b>		<b>14249</b>	<b>170988</b>
B.	Employers Contribution - Provident Fund	1634	19608
	Employers Contribution - ESIC	463	5556
	Gratuity	0	0
	LWF	0	0
<b>TOTAL ( B )</b>		<b>2097</b>	<b>25164</b>
C.	<b>Less Deduction</b>		
	Employee - Provident Fund	1508	18096
	Employee - ESIC	107	1284
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>		<b>1815</b>	<b>21780</b>
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>12434</b>	<b>149208</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>16346</b>	<b>196152</b>

Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms. 2) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Mediclaim Policy (India Insure) which is mandatory as per legal compliance, It is applicable only for those who are not cover under ESIC.

Anis Barkatali Mulla

Signature





**ID BADGE REQUISITION – NON EMPLOYEES**

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

Anis Barkatali Mulla  
KokraleChaitanya Road , At Post Kokrale  
Tal Khatav Dist Satara  
Maharashtra - 415527  
IDC Technologies Solutions (I) Pvt.Ltd

Franchisee Company Name: -

Department Name: -

Division Name: -

Blood Group: -

Location: -

ID Badge Required: -

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 [23] day of [12] year of [2020] between

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

And

**Mr/Ms. Anis Barkatali Mulla** [Name of the Contractor], S/o / D/o **Barkatali Mulla** Residing at **Kokrale Chaitanya Road , At Post Kokraie, Tal Khatav Dist Satara Maharashtra - 415527.**

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

**WHEREAS:**

The contractor has expressed his/her desire to be trained with Wipro for a period **23-Dec-20 to 30 Nov 2022** ("**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) Contactor 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) Contactor 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. Contactor 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) Contactor acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Contactor 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) Contactor hereby acknowledges and agrees that in the event of a breach or threatened breach by the contactor of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by the contractor.
- 9) No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
- 10) This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bangalore. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
- 11) The obligations of confidentiality shall survive the expiry or termination of the agreement. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
- 12) If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

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

Wipro Limited

Contractor

Name:

Name: Anis Barkatafi Mulla

Designation:





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-67, Noida, U.P. 201301  
Tel: +91-120-6350000

To,

Wipro Limited,



**Resume/ID No: 20978215**  
**LETTER OF UNDERTAKING**



This is to confirm the following in respect of Mr/Ms. Anis Barkatali Mulla, S/o or D/o Barkatali Mulla who has been deployed at Wipro, premises **Mumbai** w.e.f. **23-Dec-20**.

1. As on date his/her age is **21** as verified from his/her date of birth records.
2. His/Her verified present address is below:-

**Kokrale Chaitanya Road , At Post Kokrale Tal Khatav Dist Satara Maharashtra - 415527**

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 **23-Dec-20**.

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

Further, we confirm, in terms of the contract dated **23-Dec-20 to 30 Nov 2022** 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 willful or negligent act of the above resource during the course of his/her deployment at Wipro, subject to providing proof of involvement.

**Place: Mumbai**

**Date: 23-Dec-20**

**Authorized Signatory**





**APPENDIX A: Non-disclosure and intellectual property assignment agreement with Wipro Limited**

I, [ Anis Barkatali Mulla ], son/ daughter of [Barkatali Mulla] of [ IDC Technologies Solutions (I) Pvt Ltd C-18, Sector -67 Noida -201301 and Kokraie, Chaitanya Road , At Post Kokraie, Tal Khatav Dist Satara, Maharashtra, 415527 ] ("Anis Barkatali Mulla") 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 Agency's 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 law of India and any dispute thereof shall be finally decided by the courts of Bangalore, India.

CONTRACTOR (IDC Technologies Solutions (I) Pvt Ltd)

Signed:

Place: Noida

Date: 22-Dec-20



**APPENDIX B:**

Staffing Agency's adherence to the code of conduct is mandatory and other annexures to be decided by Procurement Manager.

SCOC: <https://www.wipro.com/content/dam/nexus/en/investor/corporate-governance/policies-and-guidelines/ethical-guidelines/12774-supplier-code-of-conduct.pdf>

COBC: <https://www.wipro.com/content/dam/nexus/en/investor/corporate-governance/policies-and-guidelines/ethical-guidelines/code-of-business-conduct-and-ethics.pdf>





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-07, Noida, U.P. 201301  
Tel: +91-120-6350000

Dated: 22-Dec-20  
Ref. No IDC/OBHR/2020/W01158

Mr./Ms. Anis Barkatali Mulla,  
Kokrale  
Chaitanya Road, At Post Kokrale  
Tal Khatav Dist Satara  
Maharashtra - 415527

Letter of Intent

Dear Anis Barkatali Mulla,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a Desktop Support L-1. 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 23-Dec-20 at Mumbai. Your gross annual compensation, inclusive of all applicable taxes shall be INR 196152/- (Details Attached in Annexure -"A"). In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

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

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

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

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

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

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Anis Barkatali Mulla

**UNDERTAKING**

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

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

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

**Name: Anis Barkatali Mulla**

**Date:**

**Signature:**



"ANNEXURE-A"

Compensation Details w.e.f 23-12-2020

Name :-	Anis Barkatali Mulla
Designation :-	Desktop Support L-1
Location :-	Mumbai ( Maharashtra )

Salary Component	Amount in (INR)		
	Per Month	Per Annum	
A.	Basic & DA	12568	150816
	Bonus	1047	12564
	House Rent Allowance	634	7608
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
<b>GROSS SALARY ( Salary of Tax ) ( A )</b>		<b>14249</b>	<b>170988</b>
B.	Employers Contribution - Provident Fund	1634	19608
	Employers Contribution - ESIC	463	5556
	Gratuity	0	0
	LWF	0	0
<b>TOTAL ( B )</b>		<b>2097</b>	<b>25164</b>
C.	<b>Less Deduction</b>		
	Employee - Provident Fund	1508	18096
	Employee - ESIC	107	1284
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>		<b>1815</b>	<b>21780</b>
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>12434</b>	<b>149208</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>16346</b>	<b>196152</b>

Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms.2 ) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Medclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.

Anis Barkatali Mulla

Signature





**ID BADGE REQUITION – NON EMPLOYEES**

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

Anis Barkatali Mulla  
KokraleChaitanya Road , At Post Kokrale  
Tal Khatav Dist Satara  
Maharashtra - 415527  
IDC Technologies Solutions (I) Pvt.Ltd

Franchisee Company Name: -

MIT

Department Name: -

Desktop Support L-1

Division Name: -

Blood Group: -

Location: -

Mumbai

ID Badge Required: -

From 23-Dec-20 to 30 Nov 2022.

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 [23] day of [12] year of [2020] between

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

And

**Mr/Ms. Anis Barkatali Mulla** [Name of the Contractor], S/o / D/o Barkatali Mulla Residing at **KokraieChaitanya Road , At Post Kokrale, Tal Khatav Dist Satara Maharashtra - 415527**

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

**WHEREAS:**

The contractor has expressed his/her desire to be trained with Wipro for a period **23-Dec-20 to 30 Nov 2022** ("**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 with Wipro, contractor shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.
- 6) Contractor acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Contractor shall ensure that the use of such Confidential Information shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.
- 7) Contractor acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Contractor and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.
- 8) Contractor hereby acknowledges and agrees that in the event of a breach or threatened breach by the contractor of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by the contractor.
- 9) No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
- 10) This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bangalore. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
- 11) The obligations of confidentiality shall survive the expiry or termination of the agreement. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
- 12) If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

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

Wipro Limited

Contractor

Name:

Name: Anis Barkatali Mulla

Designation:





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-67, Noida, U.P, 201301  
Tel: +91-120-6350000

To,

Wipro Limited.



**Resume/ID No: 20978215**  
**LETTER OF UNDERTAKING**



This is to confirm the following in respect of **Mr/Ms. Anis Barkatali Mulla, S/o or D/o Barkatali Mulla** who has been deployed at Wipro, premises **Mumbai** w.e.f. **23-Dec-20**.

1. As on date his/her age is **21** as verified from his/her date of birth records.
2. His/Her verified present address is below:-

**Kokrale Chaitanya Road , At Post Kokrale Tal Khatav Dist Satara Maharashtra - 415527**

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 **23-Dec-20**.

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

Further, we confirm, in terms of the contract dated **23-Dec-20 to 30 Nov 2022** 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 willful or negligent act of the above resource during the course of his/her deployment at Wipro, subject to providing proof of involvement.

**Place: Mumbai**

**Date: 23-Dec-20**

**Authorized Signatory**



Corp. Off. India : C-18, Sector-67, Noida- 201 301, Tel.: +91-120-6350000, Website: www.idctechnologies.com : (a)  
Regd. Off. : 3322A, 2nd Floor, Bank Street, Karol Bagh, New Delhi-110005  
CIN:- U72200DL2008PTC182494





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-67, Noida, U.P., 201301  
Tel: +91-120-6350000

**APPENDIX A: Non-disclosure and intellectual property assignment agreement with Wipro Limited**

I, [ Anis Barkatali Mulla ], son/ daughter of [Barkatali Mulla] of [ IDC Technologies Solutions (I) Pvt Ltd C-18, Sector -67 Noida -201301 and Kokrale, Chaitanya Road , At Post Kokrale, Tal Khatav Dist Satara, Maharashtra, 415527 ] ("Anis Barkatali Mulla") 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 Agency's 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 law of India and any dispute thereof shall be finally decided by the courts of Bangalore, India.**

**CONTRACTOR (IDC Technologies Solutions (I) Pvt Ltd)**

Signed:

Place: Noida

Date: 22-Dec-20



**APPENDIX B:**

**Staffing Agency's adherence to the code of conduct is mandatory and other annexures to be decided by Procurement Manager.**

SCOC: <https://www.wipro.com/content/dam/nexus/en/Investor/corporate-governance/policies-and-guidelines/ethical-guidelines/12774-supplier-code-of-conduct.pdf>

COBC: <https://www.wipro.com/content/dam/nexus/en/Investor/corporate-governance/policies-and-guidelines/ethical-guidelines/code-of-business-conduct-and-ethics.pdf>

Corp. Off. India : C-18, Sector-67, Noida- 201 301, Tel.: +91-120-6350000, Website: [www.idctechnologies.com](http://www.idctechnologies.com) : {a}  
Regd. Off. : 3322A, 2nd Floor, Bank Street, Karol Bagh, New Delhi-110005  
CIN:- U72200DL2008PTC182494





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 07, Noida, U.P. 201301  
Tel: +91-120-6350000

Dated: 22-Dec-20  
Ref. No IDC/OBHR/2020/W01158

Mr./Ms. Anis Barkatali Mulla,  
Kokrale  
Chaitanya Road , At Post Kokrale  
Tal Khatav Dist Satara  
Maharashtra - 415527

**Letter of Intent**

Dear Anis Barkatali Mulla,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a Desktop Support L-1. 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 23-Dec-20 at Mumbai. Your gross annual compensation, inclusive of all applicable taxes shall be INR 196152/- (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:

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- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-disclosure-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

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

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

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

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Anis Barkatali Mulla

**"ANNEXURE-A"**

**Compensation Details w.e.f 23-12-2020**

<b>Name :-</b>		<b>Anis Barkatali Mulla</b>	
<b>Designation :-</b>		<b>Desktop Support L-1</b>	
<b>Location :-</b>		<b>Mumbai ( Maharashtra )</b>	
<b>Salary Component</b>		<b>Amount in (INR)</b>	
		<b>Per Month</b>	<b>Per Annum</b>
<b>A.</b>	Basic & DA	12568	150816
	Bonus	1047	12564
	House Rent Allowance	634	7608
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
<b>GROSS SALARY ( Salary of Tax ) ( A )</b>		<b>14249</b>	<b>170988</b>
<b>B.</b>	Employers Contribution - Provident Fund	1634	19608
	Employers Contribution - ESIC	463	5556
	Gratuity	0	0
	LWF	0	0
<b>TOTAL ( B )</b>		<b>2097</b>	<b>25164</b>
<b>C.</b>	<b>Less Deduction</b>		
	Employee - Provident Fund	1508	18096
	Employee - ESIC	107	1284
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>		<b>1815</b>	<b>21780</b>
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>12434</b>	<b>149208</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>16346</b>	<b>196152</b>
<b>Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms. 2) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Mediclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.</b>			
<b>Anis Barkatali Mulla</b>			
<b>Signature</b>			



Ref: Karvy IT / HRD/ Offer-OJT/2020

Dated: 5<sup>th</sup> Jan 2021

**Provisional Offer Letter**

**Name:** Sneha Narendra Chavan

**Designation (Grade):** Delivery Support (S5)

**Place of work / Location:** Pune

**Name of Reporting Manager:** Benson Sebastian Kuruthukulangara

**Date of Joining:** 6<sup>th</sup> Jan 2021

**Annexure**

Description	Monthly (Rs)	Annual (Rs)
<b>Gross Salary</b>	<b>16038</b>	<b>192460</b>
Basic	13197	158364
HRA	620	7440
Special Allowance	1122	13464
Bonus	1099	13192
<b>Total Benefits*</b>		<b>26874</b>
Employer's Contribution to PF		20619
Employer's Contribution to ESI		6255
<b>Final CTC</b>		<b>219334</b>



**Karvy Innotech Limited**

Corporate Office: "Karvy Gateway", Plot No.38 & 39, Financial District, Gachibowli, Hyderabad, Telangana - 500032.  
T: +91-40-67162222/33211000 | www.karvyinnotech.com

Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Barakhamba Road, New Delhi- 110001. CIN: U93000DL2012PLC24293H  
Tel: 011-49382500, Fax: 011-49382500, Email ID: KFTL@karvy.com

**General Terms and Conditions:**

- The Appointment letter will be issued to you on or before of your joining date.
- Candidate should share all below documents within 24-36 hours after getting the Provisional offer.
- In case candidate are unable to share any below required documents within given above time period, then the provisional offer will be withdrawn after 48 hours.

**Documents required for processing of Appointment letter.**

1. Resignation acceptance mail from last employer
2. Reliving Letter of all previous employer

For Karvy Innotech Limited



Authorized Signatory



**Karvy Innotech Limited**

Corporate Office: "Karvy Gateway", Plot No.38 & 39, Financial District, Gachibowli, Hyderabad, Telangana - 500032.  
T: +91-40-67162222/33211000 | www.karvyinnotech.com

Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Barakhamba Road, New Delhi- 110001. CIN: U93000DL2012PLC242938  
Tel: 011-49382500, Fax: 011-49382500, Email ID: KITI@karvy.com

Ref: Karvy IT / HRD/ Offer-OJT/2020

Dated: 5<sup>th</sup> Jan 2021

**Provisional Offer Letter**

**Name:** Sneha Narendra Chavan

**Designation (Grade):** Delivery Support (S5)

**Place of work / Location:** Pune

**Name of Reporting Manager:** Benson Sebastian Kuruthukulangara

**Date of Joining:** 6<sup>th</sup> Jan 2021

**Annexure**

Description	Monthly (Rs)	Annual (Rs)
<b>Gross Salary</b>	<b>16038</b>	<b>192460</b>
Basic	13197	158364
HRA	620	7440
Special Allowance	1122	13464
Bonus	1099	13192
<b>Total Benefits*</b>		<b>26874</b>
Employer's Contribution to PF		20619
Employer's Contribution to ESI		6255
<b>Final CTC</b>		<b>219334</b>



**Karvy Innotech Limited**

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T: +91-40-67162222/33211000 | www.karvyinnotech.com

Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Ariantachal Building, 19 Barakhamba Road, New Delhi- 110001. CIN: UR3000DL2012PLC247930.  
Tel: 011-49382500, Fax: 011-49382503, Email ID: KITL@karvy.com



**General Terms and Conditions:**

- The Appointment letter will be issued to you on or before of your joining date.
- Candidate should share all below documents within 24-36 hours after getting the Provisional offer.
- In case candidate are unable to share any below required documents within given above time period, then the provisional offer will be withdrawn after 48 hours.

**Documents required for processing of Appointment letter.**

1. Resignation acceptance mail from last employer
2. Reliving Letter of all previous employer

For Karvy Innotech Limited



Authorized Signatory

**Karvy Innotech Limited**

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Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com



Ref: Karvy IT / HRD/ Offer-OJT/2020

Dated: 15<sup>th</sup> Jan 2021

**Provisional Offer Letter**

**Name:** Neha Sanjay Dubal

**Designation (Grade):** Delivery Support (S5)

**Place of work / Location:** Mumbai

**Name of Reporting Manager:** Sheetal Rajesh Kadam

**Date of Joining:** 18<sup>th</sup> Jan'21

**Annexure**

Description	Monthly	Annual (Rs)
<b>Gross Salary</b>	<b>14916</b>	<b>178996</b>
Basic	13197	158364
HRA	620	7440
Bonus	1099	13192
<b>Total Benefits*</b>		<b>24821</b>
Employer's Contribution to PF		19004
Employer's Contribution to ESI		5817
<b>Final CTC</b>		<b>203817</b>



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Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Barakhamba Road, New Delhi - 110001. CIN: U93006DL2012PLC24293U  
Tel: 011-49382500, Fax: 011-49382500, Email ID: KTI1@karvy.com

**General Terms and Conditions:**

- The Appointment letter will be issued to you on or before of your joining date.
- Candidate should share all below documents within 24-36 hours after getting the Provisional offer.
- In case candidate are unable to share any below required documents within given above time period, then the provisional offer will be withdrawn after 48 hours.

**Documents required for processing of Appointment letter.**

1. Resignation acceptance mail from last employer
2. Reliving Letter of all previous employer

For Karvy Innotech Limited



Authorized Signatory



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Tel: 011-49382500, Fax: 011-49382500, Email ID: [KITL@karvy.com](mailto:KITL@karvy.com)

KIT/HRD/LOE/1234  
15-01-2021  
Neha Sanjay Dubal  
Masur Satara ,Maharashtra - 415106

## LETTER OF SERVICE AGREEMENT

Dear Neha,

Further to our discussions with you, we are pleased to offer you a job opportunity with us. The terms and conditions of your job offer have been detailed below:

<b>Position Offered:</b>	Delivery Support
<b>Gross Remuneration:</b>	14916
<b>Date of Joining:</b>	18-01-2021
<b>Reporting Time for joining:</b>	10:00 AM
<b>Regional Location:</b>	Mumbai, Maharashtra, India
<b>Place of Work:</b>	Mumbai, Maharashtra
<b>Reporting Manager:</b>	Sheetal Rajesh Kadam

This Letter of Service Engagement letter is extended based on your technical proficiency, qualification, skills, work related experience that you have declared to possess as per the information or documents furnished by you.

By accepting this Letter of Service Engagement, you hereby authorize **Karvy Innotech Limited** (hereinafter referred to as the 'Company') or any external agency instructed by the Company to verify your educational, employment antecedents, conduct or other particulars and make any other background checks prior to your date of joining the Company and/or signing of 'Letter of Service Engagement' or thereafter and waive your confidentiality, data protection or privacy rights, if any, to the extent mentioned in this Letter of Service

### **Karvy Innotech Limited**

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Tel: 011-49382500 Fax: 011-49382500, Email ID: [KITL@karvy.com](mailto:KITL@karvy.com)



## Engagement.

We trust that you have provided to the Company, correct declaration & have not willfully suppressed any material information. If you have, the Company reserves the right to terminate your services or revoke this Letter of Service Engagement with immediate effect without any notice or payment forthwith. Please note that you are required to inform the Company if there are any agreements, oral or written, which you have entered into previously.

Please return the signed copy of the Letter of Service Engagement to the undersigned, indicating your acceptance, no later than 5 days from the issuance date. The acceptance of this Letter of Service Engagement will not result in any contract or obligation or liability upon the Company.

Any request for change in your joining date must be sent to **Sheetal Rajesh Kadam** at least 5 working days prior to your original date of joining. We have specific, planned weekly joining days; hence you are requested to report for joining at the informed time failing which we will have to defer your joining date.

In case you need any clarifications regarding your job, salary, or any policy, please connect with **Sheetal Rajesh Kadam** In the light of the above, you are requested to submit all **Mandatory Documents** as stated in **Annexure-B**.

### GENERAL TERMS & CONDITIONS

1. Your engagement duration shall be from **18-01-2021** till **31-01-2022**.
2. During your engagement period you shall be entitled to a remuneration of **14916** per month. For details, please refer Annexure-A appended to this letter.
3. Statutory benefits such as Provident Fund (PF) & Employee State Insurance (ESI) shall apply and its deductions shall be made from your remuneration accordingly.
4. You will be required to submit your educational certificates such as school / degree / diploma certificate / mark sheet (including school certificate as evidence to prove your date of birth), passport size photograph, address proof etc.
5. You have been allowed as an Associate on the presumption that the particulars furnished by you in your application, and resume are correct. In case, the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, the engagement with the company will stand terminated / cancelled without any notice.
6. Your engagement and its continuance is subject to the requirement being found, you are remaining physically and mentally fit, and as such is certified by a qualified registered medical practitioner authorized by the company. The opinion of the qualified doctor nominated by the company shall be final and binding on you.
7. During your engagement with the company, you will be liable to get transferred or deputed to any of the offices/departments, manufacturing units of the company, Associates / Subsidiary / Group Companies, whether existing or to be setup / acquired anywhere in India, on similar terms and conditions of engagement.

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U93000DL2012PLC242938  
Tel: 011-49382500 Fax: 011-49382500, Email ID: KITL@karvy.com



8. During your engagement with the company, you will be governed by the service rules & regulations of the company in force or as introduced or amended from time to time. You will be governed by Company's policies and rules regarding Corporate Governance, misconduct, indiscipline and other matters.

9. You are required not to divulge, communicate or pass on any information in any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this engagement letter including the fixed period of engagement. All clauses mentioned in Confidentiality & Non-Disclosure agreement shall apply to you during your services with the company & select clauses shall also apply, post-separation from the Company.

10. You are required to deal with the company's money, material, equipment, document and any other property with utmost honesty and professional ethics, if you are found guilty at any point of time of moral turpitude or dishonesty in dealing with the property of the company or of theft or of misappropriation regardless of the value involved, your engagement shall be terminated with immediate effect notwithstanding any other terms & conditions mentioned in this letter.

11. You are required not to engage yourself in any other gainful commercial employment, business or activity, part-time or full time, directly or indirectly simultaneously as long as you are engaged with **Karvy Innotech Limited** or engage yourself directly or indirectly in any other profitable business connected with the dealing or activity of the company in any way. Any action to the contrary shall render your engagement liable for termination notwithstanding any other condition in this letter.

12. Every tool, equipment, machine, materials which you would use, shall always be treated as in trust with you and any damage except normal wear and tear, caused to any of these things shall be treated as breach of trust on your part rendering you liable for such action.

13. Your engagement as Associate will not give you any right of appointment or lien for any permanent employment in the company.

14. Your engagement is liable to be terminated without assigning any reason. In the event of your resignation or termination of engagement, either side will have to give **45 days** notice or remuneration in lieu thereof.

15. The company will expect you to work with high standard of initiative, efficiency, loyalty & economy.

16. You will be required to sign a "CODE OF CONDUCT" Any breach in the opinion of management of any of the provisions of the "Code of Conduct", would render your services liable for termination with immediate effect notwithstanding any other conditions in the engagement letter.

You are requested to report to **Sheetal Rajesh Kadam** at **Karvy Innotech Limited, Mumbai, Maharashtra, India.**

Please read the document carefully and return one signed copy of the 'Engagement Letter' & 'Code of Conduct' (to be sent separately) in acceptance to the same.

You may ask the Human Resources Manager, any questions pertaining to the 'Engagement Letter'.

## Karvy Innotech Limited

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T: +91-40-67162222/33211000 | [www.karvyinnotech.com](http://www.karvyinnotech.com)

Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Barakhamba Road, New Delhi 110001  
U93000DL2012PLC242958

Tel: 011-49382500, Fax: 011-49382500, Email ID: [KITL@karvy.com](mailto:KITL@karvy.com)



Yours sincerely,

For **Karvy Innotech Limited**  
Alok Ranjan  
HR Head - KARVY INNOTECH.



**Karvy Innotech Limited**

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Tel: 011-49382500, Fax: 011-49382500, Email ID: [K TTL@karvy.com](mailto:K TTL@karvy.com)

**Annexure A**  
**Breakup of Salary Remuneration**

Name of Associate : Neha Sanjay Dubal  
Position ID : KIT/HRD/LOE/1234  
Designation : Delivery Support  
Location : Mumbai, Maharashtra, India  
Effective Date : 18-01-2021

SALARY COMPUTATION		
Components	Per Annum	Per Month
<b>A – Salary</b>		
Basic Salary	158364	13197
House Rent Allowance	7440	620
Bonus	13192	1099
<b>Total Salary</b>	<b>178996</b>	<b>14916</b>
<b>Part B – Benefits</b>		
Employers Contribution to PF	19004	
Employers Contribution to ESI	5817	
<b>Total Benefits</b>	<b>24821</b>	
<b>Cost to Company</b>	<b>203817</b>	

**Notes:**

1. Income Tax will be deducted at source if applicable as per Income Tax rules.
2. As per applicable statutory rules / policies of the Company.
3. Compensation related information is strictly confidential. It should not be shared with anyone other than your reporting manager.



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Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com



**Annexure B**  
**List Of Mandatory Documents**

You are requested to submit the below mentioned mandatory documents, failing which your joining will not be done with the Company. You are requested to carry original copies of these documents on your day of joining.

- a. Documents to be submitted within 5 days of receiving the Letter of Engagement
- All education passing certificates and degrees (front and back page) along with mark sheet .
  - Date of Birth Certificate/ Proof .
  - Experience / Relieving certificate from last employers (if applicable) .
  - Salary slips for past 4 months (if applicable) .
  - Copy of resignation letter submitted with current company .
- b. Documents to be submitted at the time of joining
- 5 passport size colored photographs .
  - Relieving letter from immediate previous company .
  - Signed copy of Letter of Service Engagement (Signature require on all pages) .
  - Cancelled cheque of Nationalized Bank .

**Karvy Innotech Limited**

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U93000DL2012PLC242938  
Tel: 011-49382500, Fax: 011-49382500, Email ID: [KITL@karvy.com](mailto:KITL@karvy.com)

Ref: Karvy IT / HRD/ Offer-OJT/2020

Dated: 15<sup>th</sup> Jan 2021

**Provisional Offer Letter**

**Name:** Neha Sanjay Dubal

**Designation (Grade):** Delivery Support (S5)

**Place of work / Location:** Mumbai

**Name of Reporting Manager:** Sheetal Rajesh Kadam

**Date of Joining:** 18<sup>th</sup> Jan'21

**Annexure**

Description	Monthly	Annual (Rs)
<b>Gross Salary</b>	<b>14916</b>	<b>178996</b>
Basic	13197	158364
HRA	620	7440
Bonus	1099	13192
<b>Total Benefits*</b>		<b>24821</b>
Employer's Contribution to PF		19004
Employer's Contribution to ESI		5817
<b>Final CTC</b>		<b>203817</b>



**Karvy Innotech Limited**

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Tel: 011-49362500. Fax: 011-49362500, Email ID: KITL@karvy.com

**General Terms and Conditions:**

- The Appointment letter will be issued to you on or before of your joining date.
- Candidate should share all below documents within 24-36 hours after getting the Provisional offer.
- In case candidate are unable to share any below required documents within given above time period, then the provisional offer will be withdrawn after 48 hours.

**Documents required for processing of Appointment letter.**

1. Resignation acceptance mail from last employer
2. Reliving Letter of all previous employer

For Karvy Innotech Limited



Authorized Signatory



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Registered Office: Flat No. 502 & 503, D>Floor, Aravindan Building, 49 Barakhamba Road, New Delhi - 110001. CIN: 100300012012PLC242938  
Tel: 011-49382500. Fax: 011-49362500. Email ID: [KOTL@karvy.com](mailto:KOTL@karvy.com)

KIT/HRD/LOE/1234  
15-01-2021  
Neha Sanjay Dubal  
Masur Satara ,Maharashtra - 415106

## LETTER OF SERVICE AGREEMENT

Dear Neha,

Further to our discussions with you, we are pleased to offer you a job opportunity with us. The terms and conditions of your job offer have been detailed below:

<b>Position Offered:</b>	Delivery Support
<b>Gross Remuneration:</b>	14916
<b>Date of Joining:</b>	18-01-2021
<b>Reporting Time for joining:</b>	10:00 AM
<b>Regional Location:</b>	Mumbai, Maharashtra, India
<b>Place of Work:</b>	Mumbai, Maharashtra
<b>Reporting Manager:</b>	Sheetal Rajesh Kadam



This Letter of Service Engagement letter is extended based on your technical proficiency, qualification, skills, work related experience that you have declared to possess as per the information or documents furnished by you.

By accepting this Letter of Service Engagement, you hereby authorize **Karvy Innotech Limited** (hereinafter referred to as the 'Company') or any external agency instructed by the Company to verify your educational, employment antecedents, conduct or other particulars and make any other background checks prior to your date of joining the Company and/or signing of 'Letter of Service Engagement' or thereafter and waive your confidentiality, data protection or privacy rights, if any, to the extent mentioned in this Letter of Service

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Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com

## Engagement.

We trust that you have provided to the Company, correct declaration & have not willfully suppressed any material information. If you have, the Company reserves the right to terminate your services or revoke this Letter of Service Engagement with immediate effect without any notice or payment forthwith. Please note that you are required to inform the Company if there are any agreements, oral or written, which you have entered into previously.

Please return the signed copy of the Letter of Service Engagement to the undersigned, indicating your acceptance, no later than 5 days from the issuance date. The acceptance of this Letter of Service Engagement will not result in any contract or obligation or liability upon the Company.

Any request for change in your joining date must be sent to **Sheetal Rajesh Kadam** at least 5 working days prior to your original date of joining. We have specific, planned weekly joining days; hence you are requested to report for joining at the informed time failing which we will have to defer your joining date.

In case you need any clarifications regarding your job, salary, or any policy, please connect with **Sheetal Rajesh Kadam**. In the light of the above, you are requested to submit all **Mandatory Documents** as stated in **Annexure-B**.

### GENERAL TERMS & CONDITIONS

1. Your engagement duration shall be from **18-01-2021** till **31-01-2022**.
2. During your engagement period you shall be entitled to a remuneration of **14916** per month. For details, please refer Annexure-A appended to this letter.
3. Statutory benefits such as Provident Fund (PF) & Employee State Insurance (ESI) shall apply and its deductions shall be made from your remuneration accordingly.
4. You will be required to submit your educational certificates such as school / degree / diploma certificate / mark sheet (including school certificate as evidence to prove your date of birth), passport size photograph, address proof etc.
5. You have been allowed as an Associate on the presumption that the particulars furnished by you in your application, and resume are correct. In case, the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, the engagement with the company will stand terminated / cancelled without any notice.
6. Your engagement and its continuance is subject to the requirement being found, you are remaining physically and mentally fit, and as such is certified by a qualified registered medical practitioner authorized by the company. The opinion of the qualified doctor nominated by the company shall be final and binding on you.
7. During your engagement with the company, you will be liable to get transferred or deputed to any of the offices/departments, manufacturing units of the company, Associates / Subsidiary / Group Companies whether existing or to be setup / acquired anywhere in India, on similar terms and conditions of engagement.

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Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com



8. During your engagement with the company, you will be governed by the service rules & regulations of the company in force or as introduced or amended from time to time. You will be governed by Company's policies and rules regarding Corporate Governance, misconduct, indiscipline and other matters.

9. You are required not to divulge, communicate or pass on any information in any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this engagement letter including the fixed period of engagement. All clauses mentioned in Confidentiality & Non-Disclosure agreement shall apply to you during your services with the company & select clauses shall also apply, post-separation from the Company.

10. You are required to deal with the company's money, material, equipment, document and any other property with utmost honesty and professional ethics, if you are found guilty at any point of time of moral turpitude or dishonesty in dealing with the property of the company or of theft or of misappropriation regardless of the value involved, your engagement shall be terminated with immediate effect notwithstanding any other terms & conditions mentioned in this letter.

11. You are required not to engage yourself in any other gainful commercial employment, business or activity, part-time or full time, directly or indirectly simultaneously as long as you are engaged with **Karvy Innotech Limited** or engage yourself directly or indirectly in any other profitable business connected with the dealing or activity of the company in any way. Any action to the contrary shall render your engagement liable for termination notwithstanding any other condition in this letter.

12. Every tool, equipment, machine, materials which you would use, shall always be treated as in trust with you and any damage except normal wear and tear, caused to any of these things shall be treated as breach of trust on your part rendering you liable for such action.

13. Your engagement as Associate will not give you any right of appointment or lien for any permanent employment in the company.

14. Your engagement is liable to be terminated without assigning any reason. In the event of your resignation or termination of engagement, either side will have to give **45 days** notice or remuneration in lieu thereof.

15. The company will expect you to work with high standard of initiative, efficiency, loyalty & economy.

16. You will be required to sign a "CODE OF CONDUCT" Any breach in the opinion of management of any of the provisions of the "Code of Conduct", would render your services liable for termination with immediate effect notwithstanding any other conditions in the engagement letter.

You are requested to report to **Sheetal Rajesh Kadam** at **Karvy Innotech Limited, Mumbai, Maharashtra, India.**

Please read the document carefully and return one signed copy of the 'Engagement Letter' & 'Code of Conduct' (to be sent separately) in acceptance to the same.

You may ask the Human Resources Manager, any questions pertaining to the 'Engagement Letter'.

## Karvy Innotech Limited

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Tel: 011-49382500, Fax: 011-49382500, Email ID: NITL@karvy.com



Yours sincerely,

For **Karvy Innotech Limited**  
Alok Ranjan  
HR Head - KARVY INNOTECH.



### **Karvy Innotech Limited**

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Tel: 011-49382500 Fax: 011-49382500 Email ID: [KITL@karvy.com](mailto:KITL@karvy.com)

**Annexure A**  
**Breakup of Salary Remuneration**

Name of Associate : Neha Sanjay Dubal  
 Position ID : KIT/HRD/LOE/1234  
 Designation : Delivery Support  
 Location : Mumbai, Maharashtra, India  
 Effective Date : 18-01-2021

SALARY COMPUTATION		
Components	Per Annum	Per Month
<b>A – Salary</b>		
Basic Salary	158364	13197
House Rent Allowance	7440	620
Bonus	13192	1099
<b>Total Salary</b>	<b>178996</b>	<b>14916</b>
<b>Part B – Benefits</b>		
Employers Contribution to PF	19004	
Employers Contribution to ESI	5817	
<b>Total Benefits</b>	<b>24821</b>	
<b>Cost to Company</b>	<b>203817</b>	

**Notes:**

1. Income Tax will be deducted at source if applicable as per Income Tax rules.
2. As per applicable statutory rules / policies of the Company.
3. Compensation related information is strictly confidential. It should not be shared with anyone other than your reporting manager.



**Karvy Innotech Limited**



**Annexure B**  
**List Of Mandatory Documents**

You are requested to submit the below mentioned mandatory documents, failing which your joining will not be done with the Company. You are requested to carry original copies of these documents on your day of joining.

a. Documents to be submitted within 5 days of receiving the Letter of Engagement

- All education passing certificates and degrees (front and back page) along with mark sheet .
- Date of Birth Certificate/ Proof .
- Experience / Relieving certificate from last employers (if applicable) .
- Salary slips for past 4 months (if applicable) .
- Copy of resignation letter submitted with current company .

b. Documents to be submitted at the time of joining

- 5 passport size colored photographs.
- Relieving letter from immediate previous company .
- Signed copy of Letter of Service Engagement (Signature require on all pages) .
- Cancelled cheque of Nationalized Bank .

**Karvy Innotech Limited**

Corporate Office: "Karvy Gateway", Plot No.38 & 39, Financial District, Gachibowli, Hyderabad, Telangana - 500032.

T: +91-40-67162222/33211000 | [www.karvyinnotech.com](http://www.karvyinnotech.com)

Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Barakhamba Road, New Delhi- 110001, CIN:

U93000DL2012PLC042938

Tel: 011-49382500, Fax: 011-49382500, Email ID: [KITE@karvy.com](mailto:KITE@karvy.com)

**Ms. Prachiti Sarjerao Chavan**  
D/O Sarjerao Anandrao Chavan,  
Koparde Haveli, Koprde Hawall,  
Satara, Maharashtra, 415115

**Date: 19<sup>th</sup> January 2021**

**Dear Prachiti,**

**Subject: Offer Letter**

This has reference to your application and subsequent interview with us. We are pleased to offer you an opportunity of **Desktop Support Engineer – Band L1** with the initial posting at **Mumbai**.

The terms and conditions have already been discussed with you during the interview.

You are requested to report at 8.30 AM on or **before 21<sup>st</sup> January 2021** at our **Mumbai** office. The Formal Appointment Letter shall be given to you on your joining date.

The address of the same is as under:

**Team Computers Private Limited, Radha Rani Silk Mill Compound, 30 Parsi Panchayat Road, Andheri (East) Mumbai - 400069**

Reporting Time: 09:30 AM  
Contact Person: Ms. Ushma Vala

At the time of joining, please bring the below mentioned documents along with you.

- Five copies of your latest passport size photograph.
- Residence & Identity proof required in Bank account opening process as per RBI guidelines (Aadhaar card/ Driver's License/ Electricity bill/ Voter Card).
- PAN Card.
- Offer letter, Appraisal letter, relieving & experience letter and last three month's salary slips from last two organizations.
- Last 6 month's bank account statements supporting your last drawn salary.
- Original & Photocopies of documents supporting your highest qualification.

**This is computer generated offer letter and does not require signature.**



Salary Annexure		
<b>Name</b>	<b>Prachiti Sarjerao Chavan</b>	
<b>Designation</b>	<b>Desktop Support Engineer Band L1</b>	
<b>Band</b>	<b>L1</b>	
<b>SBU</b>	<b>IMS</b>	
<b>Location</b>	<b>Mumbai</b>	
<b>Particulars</b>	<b>Monthly Components IN INR</b>	<b>Yearly Components IN INR</b>
<b>PART A - Salary</b>		
<b>BASIC</b>	10,500	1,26,000
<b>HRA</b>	0	0
<b>Flexi Benefits Plan (FBP)</b>	864	10,368
<b>Bonus</b>	875	10,500
<b>Gross Salary</b>	12,239	1,46,868
<b>PART B - Deductions</b>		
<b>Employee's Contribution to PF</b>	1364	16,368
<b>Employee's Contribution to ESIC</b>	92	1,104
<b>Professional Tax</b>	200	2,400
<b>Total Contributions</b>	1,656	19,872
<b>Take Home</b>	10,583	1,26,996
<b>PART C - Benefits</b>		
<b>Employer's Contribution to PF</b>	1364	16368
<b>Employer's Contribution to ESIC</b>	398	4,776
<b>Gratuity</b>	505	6,060
<b>Health &amp; Personal Accidental Insurance</b>	0	0
<b>Total Benefits</b>	2,267	27,204
<b>Cost to Company (A+C)</b>	14,506	1,74,072



IM/WIP/OLT00137/2021

10 February 2021

Ms. Tejaswi Balaso Mohite  
Belavade BK, Satara, Maharashtra- 415539.

Dear Ms. Tejaswi Balaso Mohite

### CONGRATULATIONS!

We thank you for your keen interest in our Organisation.

Consequent to the interactions you had with us for suitable career opportunities at INFINIMINDS PRIVATE LIMITED (hereinafter known as INFINIMINDS), we have assessed your candidature and we find it meeting requirements. Accordingly, we are pleased to offer you a **Career role with INFINIMINDS as under & according to terms and conditions in brief herein**. The detailed Terms and conditions and other information shall be a part of the letter of appointment which will be issued to you on the date of your reporting for duty.

1. If you accept our offer and join us, you will be designated as Desktop Support Engineer L1. Your employment will be on a **FIXED TERM BASIS** and subject to the standard terms and conditions of employment of INFINIMINDS and will be governed by the Core Values, policies, guidelines and rules of INFINIMINDS.
2. This offer of employment with INFINIMINDS is subject to successful completion of background verification checks, employment reference checks and confirmation of your medical and physical fitness for employment by a qualified registered medical practitioner, appointed by the Company.
3. Your Annual Cost to Company (CTC) for the position will be: **Rs 1,96,152.00/-**. Please refer details of Cost to Company including break up of components in Annexure 1.
4. Your date of appointment is effective from the date of your reporting for duty which shall not be later than **10 February 2021** until which date this offer shall stand valid and thereafter ceases.
5. This term of engagement on **FIXED TERM BASIS** is valid for **Twelve months** from the date of appointment. This term may be renewed solely at the discretion of the Client / INFINIMINDS. However in the absence of any renewals, this engagement will automatically cease to exist beyond the last date of the fixed term engagement as outlined above.
6. The aforesaid position is a client-facing role and your services shall bear engagement with our Client **WIPRO LIMITED**, at their Mumbai work location.
7. Please note that you will be required to agree upon and sign and be duty bound by the Employee Non-disclosure, Non-solicitation and Non-compete Agreements, should you decide to join the employment of the Company.

For INFINIMINDS PRIVATE LIMITED

*V. Anurag*  
AUTHORISED SIGNATORY



(Accepted the Offer & Terms)  
CANDIDATE

KIT/HRD/LOE/1234  
15-01-2021  
Neha Sanjay Dubal  
Masur Satara ,Maharashtra - 415106

### LETTER OF SERVICE AGREEMENT

Dear Neha,

Further to our discussions with you, we are pleased to offer you a job opportunity with us. The terms and conditions of your job offer have been detailed below:

<b>Position Offered:</b>	Delivery Support
<b>Gross Remuneration:</b>	14916
<b>Date of Joining:</b>	18-01-2021
<b>Reporting Time for joining:</b>	10:00 AM
<b>Regional Location:</b>	Mumbai, Maharashtra, India
<b>Place of Work:</b>	Mumbai, Maharashtra
<b>Reporting Manager:</b>	Sheetal Rajesh Kadam

This Letter of Service Engagement letter is extended based on your technical proficiency, qualification, skills, work related experience that you have declared to possess as per the information or documents furnished by you.

By accepting this Letter of Service Engagement, you hereby authorize **Karvy Innotech Limited** (hereinafter referred to as the 'Company') or any external agency instructed by the Company to verify your educational, employment antecedents, conduct or other particulars and make any other background checks prior to your date of joining the Company and/or signing of 'Letter of Service Engagement' or thereafter and waive your confidentiality, data protection or privacy rights, if any, to the extent mentioned in this Letter of Service

### **Karvy Innotech Limited**

Corporate Office: "Karvy Gateway", Plot No.38 & 39, Financial District, Gachibowli H. - 500032.  
T: +91-40-67162222/33211000 | www.karvyinnotech.co  
Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Sarakhamba Road, U95000D12012PLC242933  
Tel: 011-49382500 Fax: 011-49382500 Email ID: KITL@karvy.com



**Annexure A**  
**Breakup of Salary Remuneration**

Name of Associate : Neha Sanjay Dubal  
Position ID : KIT/HRD/LOE/1234  
Designation : Delivery Support  
Location : Mumbai, Maharashtra, India  
Effective Date : 18-01-2021

SALARY COMPUTATION		
Components	Per Annum	Per Month
<b>A – Salary</b>		
Basic Salary	158364	13197
House Rent Allowance	7440	620
Bonus	13192	1099
<b>Total Salary</b>	<b>178996</b>	<b>14916</b>
<b>Part B – Benefits</b>		
Employers Contribution to PF	19004	
Employers Contribution to ESI	5817	
<b>Total Benefits</b>	<b>24821</b>	
<b>Cost to Company</b>	<b>203817</b>	

**Notes:**

1. Income Tax will be deducted at source if applicable as per Income Tax rules.
2. As per applicable statutory rules / policies of the Company.
3. Compensation related information is strictly confidential. It should not be shared with anyone other than your reporting manager.



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Registered Office: Flat No. 502 & 503, 5<sup>th</sup> Floor, Arunachal Building, 19 Sarakhamba Road, New Delhi- 110001. CIN:

U93000DL2012PLC242938

Tel: 011-49382500, Fax: 011-49382500, Email ID: KITL@karvy.com

**ANNEXURE 1  
COMPENSATION DETAILS (INR) OF OFFER**

10 February 2021

<b>NAME</b>	<b>Tejaswi Balasa Mohite</b>	<b>DESIGNATION</b>	<b>Genetic Support Engineer L1</b>
<b>CLIENT DEPUTATION</b>	<b>WIPRO LIMITED</b>	<b>LOCATION</b>	<b>MUMBAI</b>

**SALARY ANNEXURE**

<b>Fixed Salary - A</b>			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	12568.00	150816.00
HRA	Fixed	628.00	7536.00
Statutory Bonus	Fixed	1047.00	12564.00
<b>Total Fixed Salary - A</b>		<b>14243.00</b>	<b>170916.00</b>
<b>Other Benefit - B</b>			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Provident Fund	Variable	1834.00	19608.00
Employee State Insurance	Variable	463.00	5556.00
<b>Total Other Benefit - B</b>		<b>2097.00</b>	<b>25164.00</b>
<b>Additional Benefit - C</b>			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
LWF	Variable	6.00	72.00
<b>Total Additional Benefit - C</b>		<b>6.00</b>	<b>72.00</b>
<b>Total Gross Yearly CTC ( A + B )</b>		<b>16340.00</b>	<b>196080.00</b>
<b>Total Gross Yearly CTC [( A + B ) + C]</b>		<b>16346.00</b>	<b>196152.00</b>

All Comp & Benefit plans are subject to change according to Company Policies & Guidelines. Decimal values of Rs / Paise are rounded up to the nearest value. \* IM QPAP/HPAP if applicable is paid on quarterly/Half yearly basis. Refer Annexure 2 for details

\*\*The current CTC stack for employees may/may not have PF component, in line with recent amendments of the EPF Act. In the event that any changes may be effected in the EPF Act which will in future require the company to enable the PF component for Employer and Employee contribution the same will be effect in current CTC structure, without altering the overall CTC of the Employee

For INFINIMINDS PRIVATE LIMITED

*(Signature)*  
AUTHORISED SIGNATORY

(Accepted)  
CANDIDATE



Date: 30 January 21



To,  
Mr. Suraj Tushhram Patil

Dear Mr. Suraj,

We refer to your application for employment & the subsequent interviews you had with us, we are pleased to inform you that, you have been offered an employment in VDA Infosolutions Pvt. Ltd. as FMS Engineer for our Pune Location on the following terms & conditions:

**REMUNERATION:**

1	a) BASIC	9504
	b) HRA	475
	c) Other Allowance	12
	<b>Monthly Gross</b>	<b>9991</b>
2	<b>Employer Contributions</b>	
	a) Provident Fund Employer Contribution	1142
	b) ESIC Employer Contribution	325
	<b>Total Employer Deductions</b>	<b>1467</b>
3	<b>Employee Deductions</b>	
	a) Provident Fund Employee Contribution	1142
	b) ESIC Employee Contribution	75
	c) Professional Tax	175
	<b>Total Employee Deduction</b>	<b>1392</b>
4	<b>Other annual Perquisites.</b>	
	As per Company policy	
	a) Medical Insurance. PM	292
	b) Bonus PM	792
	c) Gratuity PM	458
	<b>TOTAL</b>	<b>1542</b>
*****	<b>Monthly CTC</b>	<b>13000</b>
	<b>Monthly Gross</b>	<b>9991</b>
	<b>Net Pay</b>	<b>8599</b>
	<b>Take Home ( Bonus + Net Pay)</b>	<b>9391</b>
	<b>Total ANNUAL CTC (FIX + Variable)</b>	<b>156000</b>

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer and report for duty at Pune on or before 03-January-2021. You will get the appointment letter once you complete the joining formalities.

We welcome you to the VDA family & wish you a rewarding career over the years to come.

Yours Faithfully,  
For VDA Infosolutions Pvt. Ltd,

Sugandha Shah  
HR Executive



Accepted Date



**VDA INFOSOLUTIONS PVT. LTD.**

Head Office : 76, Shakuntala , 5th Road, Khar West Mumbai - 400052.  
Pune Office : A - 201, 2nd Floor, Teerth Technospace, Baner, Pune - 411045





10

IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 67, Noida, U.P. 201301  
Tel.: +91-120-6350000

Dated: 26-Feb-21  
Ref. No IDC/OBHR/2021/W0327

Mr./Ms. Sana Ramjan Shaikh,  
Beghar Vasti  
Koparde Haveli  
Satara  
Maharashtra - 415115

Letter of Intent

Dear Sana Ramjan Shaikh,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a Desktop Support Level 1. 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 26-Feb-21 at Mumbai. Your gross annual compensation, inclusive of all applicable taxes shall be INR 196152/- (Details Attached in Annexure -"A"). In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of intent.

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

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

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

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

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

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Sana Ramjan Shaikh

**"ANNEXURE-A"**

**Compensation Details w.e.f 26-02-2021**

<b>Name :-</b>	<b>Sana Ramjan Shaikh</b>
<b>Designation :-</b>	<b>Desktop Support Level 1</b>
<b>Location :-</b>	<b>Mumbai ( Maharashtra )</b>

Salary Component		Amount in (INR)	
		Per Month	Per Annum
A.	Basic & DA	12568	150816
	Bonus	1047	12564
	House Rent Allowance	634	7608
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
<b>GROSS SALARY ( Salary of Tax) ( A )</b>		<b>14249</b>	<b>170988</b>
B.	Employers Contribution - Provident Fund	1634	19608
	Employers Contribution - ESIC	463	5556
	Gratuity	0	0
	Insurance	0	0
<b>TOTAL ( B )</b>		<b>2097</b>	<b>25164</b>
C.	<b>Less Deduction</b>		
	Employee - Provident Fund	1508	18096
	Employee - ESIC	107	1284
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>		<b>1815</b>	<b>21780</b>
Net Take Home Salary ( A ) - ( C )		12434	149208
<b>FIXED CTC ( A ) + ( B )</b>		<b>16346</b>	<b>196152</b>

Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms. 2) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Mediclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.

Sana Ramjan Shaikh

Signature





IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 67, Noida, U.P. 201301  
Tel: +91-120-6350000

Dated: 26-Feb-21  
Ref. No IDC/OBHR/2021/W0328

Mr./Ms. Dipali Madan Jadhav,  
Gaythan Masur  
Police Station Kade  
Masur Satara  
Maharashtra - 415106

Letter of Intent

Dear Dipali Madan Jadhav,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a Desktop support Level 1. 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 **26-Feb-21** at Mumbai. Your gross annual compensation, inclusive of all applicable taxes shall be **INR 196152/- (Details Attached in Annexure -"A")**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of intent.

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

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

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

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

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

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

Thanking you,

Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Dipali Madan Jadhav

**"ANNEXURE-A"**

Compensation Details w.e.f 26-02-2021

Name :-	Dipali Madan Jadhav
Designation :-	Desktop support Level 1
Location :-	Mumbai ( Maharashtra )

Salary Component	Amount in (INR)		
	Per Month	Per Annum	
A.	Basic & DA	12568	150816
	Bonus	1047	12564
	House Rent Allowance	634	7608
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Spacial Allowance	0	0
<b>GROSS SALARY ( Salary of Tax) ( A )</b>		<b>14249</b>	<b>170988</b>
B.	Employers Contribution - Provident Fund	1634	19608
	Employers Contribution - ESIC	463	5556
	Gratuity	0	0
	Insurance	0	0
<b>TOTAL ( B )</b>		<b>2097</b>	<b>25164</b>
C.	<b>Less Deduction</b>		
	Employee - Provident Fund	1508	18096
	Employee - ESIC	107	1284
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>		<b>1815</b>	<b>21780</b>
Net Take Home Salary ( A ) - ( C )		12434	149208
FIXED CTC ( A ) + ( B )		16346	196152

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 Mediclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.

Dipali Madan Jadhav

Signature



IM/WIP/OLT00210/2021

08 March 2021

Ms. Dhanshri Balaso Jagdale  
Po- Ambak, Taluka- Kadegaon, Sangli, Maharashtra- 415303.

Dear Ms. Dhanshri Balaso Jagdale

**CONGRATULATIONS!**

We thank you for your keen interest in our Organisation.

Consequent to the interactions you had with us for suitable career opportunities at INFINIMINDS PRIVATE LIMITED (hereinafter known as INFINIMINDS), we have assessed your candidature and we find it meeting requirements. Accordingly, we are pleased to offer you a **Career role with INFINIMINDS as under & according to terms and conditions in brief herein**. The detailed Terms and conditions and other information shall be a part of the letter of appointment which will be issued to you on the date of your reporting for duty.

1. If you accept our offer and join us, you will be designated as Service Desk Executive. Your employment will be on a **FIXED TERM BASIS** and subject to the standard terms and conditions of employment of INFINIMINDS and will be governed by the Core Values, policies, guidelines and rules of INFINIMINDS.
2. This offer of employment with INFINIMINDS is subject to successful completion of background verification checks, employment reference checks and confirmation of your medical and physical fitness for employment by a qualified registered medical practitioner, appointed by the Company.
3. Your Annual Cost to Company (CTC) for the position will be: **Rs 2,00,616.00/-**. Please refer details of Cost to Company including break up of components in Annexure 1.
4. Your date of appointment is effective from the date of your reporting for duty which shall not be later than **08 March 2021** until which date this offer shall stand valid and thereafter ceases.
5. This term of engagement on **FIXED TERM BASIS** is valid for **Twelve months** from the date of appointment. This term may be renewed solely at the discretion of the Client / INFINIMINDS. However in the absence of any renewals, this engagement will automatically cease to exist beyond the last date of the fixed term engagement as outlined above.
6. The aforesaid position is a client-facing role and your services shall bear engagement with our **Client WIPRO LIMITED**, at their Mumbai **work location**.
7. Please note that you will be required to agree upon and sign and be duty bound by the Employee Non-disclosure, Non-solicitation and Non-compete Agreements, should you decide to join the employment of the Company.

For INFINIMINDS PRIVATE LIMITED

  
AUTHORISED SIGNATORY



(Accepted the Offer & Terms)  
CANDIDATE

**ANNEXURE 1  
COMPENSATION DETAILS (INR) OF OFFER**

08 March 2021

NAME	Dhanshri Balaso Jagdale	DESIGNATION	Service Desk Executive
CLIENT DEPUTATION	WIPRO LIMITED	LOCATION	Mumbai

**SALARY ANNEXURE**

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	12854.00	154248.00
HRA	Fixed	642.00	7704.00
Statutory Bonus	Fixed	1071.00	12848.00
<b>Total Fixed Salary - A</b>		<b>14567.00</b>	<b>174800.00</b>
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Provident Fund	Variable	1671.00	20052.00
Employee State Insurance	Variable	474.00	5688.00
<b>Total Other Benefit - B</b>		<b>2145.00</b>	<b>25740.00</b>
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
LWF	Variable	6.00	72.00
<b>Total Additional Benefit - C</b>		<b>6.00</b>	<b>72.00</b>
<b>Total Gross Yearly CTC ( A + B )</b>		<b>16712.00</b>	<b>200540.00</b>
<b>Total Gross Yearly CTC [( A + B ) + C]</b>		<b>16718.00</b>	<b>200612.00</b>

All Comp & Benefit plans are subject to change according to Company Policies & Guidelines. Decimal values of Rs / Paise are rounded up to the nearest value. \* IM QPAP/HPAP if applicable is paid on quarterly/Half yearly basis. Refer Annexure 2 for details

\*\*The current CTC stack for employees may/may not have PF component, in line with recent amendments of the EPF Act. In the event that any changes may be effected in the EPF Act which will in future require the company to enable the PF component for Employer and Employee contribution the same will be effect in current CTC structure, without altering the overall CTC of the Employee.

For INFINIMINDS PRIVATE LIMITED

AUTHORISED SIGNATORY



(Accepted the Offer & Terms)  
CANDIDATE

INSPIRISYS/HRD/DL/2021/A01579

27-Mar-21

Mr. Sagar Sarjerao Patil  
Madhali Lane, Panumbre tarf warun,  
Shirala, Sangli, Shirala  
Maharashtra - 415405

**OFFER LETTER**

Dear Sagar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in **Inspirisys Solutions Limited** as per the terms and conditions given in the subsequent paragraphs. Your initial place of posting will be at **Pune**.

1. **SALARY & BENEFITS**

Your salary and other emoluments are given in the **Annexure**.

2. **DESIGNATION & GRADE**

Your designation will be **ASSOCIATE ENGINEER - TECHNICAL SUPPORT** and the equivalent grade in accordance with our policies will be **EL IIO**.

3. **SERVICE RULES**

- a) Your employment with Inspirisys Solutions Limited is full time and you shall not engage in any commercial business or pursuit on your own account or as an agent for others during the course of employment.
- b) You are required to seek permission from the management before you undertake any course of study.
- c) You are required to treat all information and official correspondence as confidential. You shall not at any time or times, without the consent of the company disclose, divulge or make public except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, software development, technical know-how, security arrangements, administration, accounts or any other dealings of the company known to you in the course of your service or otherwise.
- d) As per company Policy, you shall be required to give necessary undertakings to the company.
- e) You shall work under the supervision of such officer/s as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.
- f) You shall keep the company informed of any change in your residential address or civil status.
- f) You shall be responsible for the safekeeping and return in good condition and order of all the company's property which may be in your use, custody or charge.
- g) The retirement age as per the company's policy is **55 years**. The date of birth given by you and taken on record is **02-Jul-1999**
- i) You shall abide by the rules and regulations of the company which are in force and/ or which may be framed from time to time.
- j) You shall regularly check the internal policies of the company and abide by such policies.

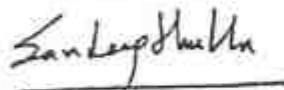


ANNEXURE		
COMPENSATION STRUCTURE		
NAME	Sagar Sarjarao Patil	
GRADE	EL 110	
DESIGNATION	ASSOCIATE ENGINEER - TECHNICAL SUPPORT	
DEPARTMENT	DELIVERY MANAGEMENT	
LOCATION	Pune	
COMPONENTS	Per Month	Per Annum
Basic	8,691	104,292
HRA	5,794	69,528
<b>Total Gross (A)</b>	<b>14,485</b>	<b>173,820</b>
<b>Company Contribution</b>		
Provident Fund	1,043	12,516
Employees State Insurance @ 3.25%	47	5,652
Bonus @ 8.33% ( Approx)	584	7,008
Gratuity @ 4.8%(approx)*	417	5,004
<b>TOTAL (B)</b>	<b>2,515</b>	<b>30,180</b>
<b>TOTAL CTC (A+B)</b>	<b>17,000</b>	<b>204,000</b>

\* Gratuity is payable as governed by the Gratuity policy of the company.

\* Declaration of bonus is subject to availability of profit computed in accordance with the Payment of Bonus Act

With Best Wishes,  
For INSPIRISYS SOLUTIONS LIMITED



Sandeep Shukla  
Senior Manager - Human Capital Enablement

#### ACKNOWLEDGEMENT

I, Sagar Sarjarao Patil hereby acknowledge the terms and conditions of the above letter dated \_\_\_/\_\_\_/\_\_\_/ and confirm my date of joining as \_\_\_/\_\_\_/\_\_\_/

Signature:  
Date:







IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-67, Noida, U.P. 201301  
Tel. : +91-120-6350000

Dated: 11-May-21  
Ref. No IDC/OBHR/2021/W1040

Mr./Ms. Apeksha Ganpat Mane,  
Puscsawali  
Khatav  
Satara  
Maharashtra - 415512

**Letter of Intent**

Dear Apeksha Ganpat Mane,

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

You are advised to join our organization on or before 11-May-21 at Mumbai. Your gross annual compensation, inclusive of all applicable taxes shall be INR 200604/- (Details Attached in Annexure -"A"). In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

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

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

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

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

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

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

Thanking you,

Your Sincerely,

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Apeksha Ganpat Mane

**"ANNEXURE-A"**

Compensation Details w.e.f 11-05-2021

Name :-	Apeksha Ganpat Mane		
Designation :-	Service Desk		
Location :-	Mumbai ( Maharashtra )		
Salary Component		Amount in (INR)	
		Per Month	Per Annum
A.	Basic & DA	12854	154248
	Bonus	1071	12852
	House Rent Allowance	647	7764
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
<b>GROSS SALARY ( Salary of Tax) ( A )</b>		<b>14572</b>	<b>174864</b>
B.	Employers Contribution - Provident Fund	1671	20052
	Employers Contribution - ESIC	474	5688
	Gratuity	0	0
	Insurance	0	0
<b>TOTAL ( B )</b>		<b>2145</b>	<b>25740</b>
C.	<b>Less Deduction</b>		
	Employee - Provident Fund	1542	18504
	Employee - ESIC	109	1308
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>		<b>1851</b>	<b>22212</b>
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>12721</b>	<b>152652</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>16717</b>	<b>200604</b>
<b>Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms. 2 ) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Medclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.</b>			
Apeksha Ganpat Mane			
Signature			



IM/WIP/OLT00399/2021

19 May 2021

Ms. Muskan Firoz Mulla

Sumangal Nagar Karve Naka Inam Masjid Javal, Karad, Satara MH- 415110.

Dear Ms. Muskan Firoz Mulla

**CONGRATULATIONS!**

We thank you for your keen interest in our Organisation.

Consequent to the interactions you had with us for suitable career opportunities at INFINIMINDS PRIVATE LIMITED (hereinafter known as INFINIMINDS), we have assessed your candidature and we find it meeting requirements. Accordingly, we are pleased to offer you a **Career role with INFINIMINDS as under & according to terms and conditions in brief herein**. The detailed Terms and conditions and other information shall be a part of the letter of appointment which will be issued to you on the date of your reporting for duty.

1. If you accept our offer and join us, you will be designated as Desktop Support Engineer L1 Your employment will be on a **FIXED TERM BASIS** and subject to the standard terms and conditions of employment of INFINIMINDS and will be governed by the Core Values, policies, guidelines and rules of INFINIMINDS.
2. This offer of employment with INFINIMINDS is subject to successful completion of background verification checks, employment reference checks and confirmation of your medical and physical fitness for employment by a qualified registered medical practitioner, appointed by the Company.
3. Your Annual Cost to Company (CTC) for the position will be: **Rs 2,00,616.00/-**. Please refer details of Cost to Company including break up of components in Annexure 1.
4. Your date of appointment is effective from the date of your reporting for duty which shall not be later than **20 May 2021** until which date this offer shall stand valid and thereafter ceases.
5. This term of engagement on **FIXED TERM BASIS** is valid for **Twelve months** from the date of appointment. This term may be renewed solely at the discretion of the Client / INFINIMINDS. However in the absence of any renewals, this engagement will automatically cease to exist beyond the last date of the fixed term engagement as outlined above.
6. The aforesaid position is a client-facing role and your services shall bear engagement with our **Client WIPRO LIMITED**, at their Mumbai work location.
7. Please note that you will be required to agree upon and sign and be duty bound by the Employee Non-disclosure, Non-solicitation and Non-compete Agreements, should you decide to join the employment of the Company.

For INFINIMINDS PRIVATE LIMITED

*K. Anand Raj*  
AUTHORISED SIGNATORY



(Accepted the Offer & Terms)  
CANDIDATE

**ANNEXURE 1  
COMPENSATION DETAILS (INR) OF OFFER**

19 May 2021

<b>NAME</b>	Muskan Firoz Mulla	<b>DESIGNATION</b>	Desktop Support Engineer L1
<b>CLIENT DEPUTATION</b>	WIPRO LIMITED	<b>LOCATION</b>	Mumbai

**SALARY ANNEXURE**

<b>Fixed Salary - A</b>			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	12854.00	154248.00
HRA	Fixed	642.00	7704.00
Statutory Bonus	Fixed	1071.00	12852.00
<b>Total Fixed Salary - A</b>		<b>14567.00</b>	<b>174804.00</b>
<b>Other Benefit - B</b>			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Provident Fund	Variable	1671.00	20052.00
Employee State Insurance	Variable	474.00	5688.00
<b>Total Other Benefit - B</b>		<b>2145.00</b>	<b>25740.00</b>
<b>Additional Benefit - C</b>			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
LWF	Variable	6.00	72.00
<b>Total Additional Benefit - C</b>		<b>6.00</b>	<b>72.00</b>
<b>Total Gross Yearly CTC ( A + B )</b>		<b>16712.00</b>	<b>200544.00</b>
<b>Total Gross Yearly CTC [ ( A + B ) + C ]</b>		<b>16718.00</b>	<b>200616.00</b>

All Comp & Benefit plans are subject to change according to Company Policies & Guidelines. Decimal values of Rs / Paise are rounded up to the nearest value. \* IM QPAP/HPAP if applicable is paid on quarterly/Half yearly basis. Refer Annexure 2 for details

\*\*The current CTC stack for employees may/may not have PF component, in line with recent amendments of the EPF Act. In the event that any changes may be effected in the EPF Act which will in future require the company to enable the PF component for Employer and Employee contribution the same will be effect in current CTC structure, without altering the overall CTC of the Employee.

For INFINIMINDS PRIVATE LIMITED

*V. Anurag*  
AUTHORISED SIGNATORY



(Accepted the Offer & Terms)  
CANDIDATE

ANNEXURE

Salary details of AKASH JAYAVANT KUMBHAR

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

Confidential



**SIRCO**  
**RESEARCH**  
**LABORATORIES**  
**PVT. LTD.**



**Komal Pawar**  
Desig.: Jr. Chemist - QC  
DOB : 25-02-1999  
Blood Group: B +ve  
Aadhaar: 7503 8479 0081  
Issue Date: 01-09-2022 (Valid till 31-12-2024)

H-4, Talaja Industrial Area  
MIDC, Talaja, Dist. Raichur,  
Maharashtra - 5 022-27402307

*S. K. Agarkar*  
Managing Director



*[Signature]*  
**Principal**  
Yashwantrao Chavan College  
of Science, Karad

70  
67

18-10-2021

**VISHAL DILIP SHINDE****HINJAWADI PUNE**

India

**Sub.: Offer Letter****Dear VISHAL DILIP SHINDE,**

This has reference to discussions you had with us on **07-10-2021**, we are now pleased to offer you the post of **Officer - Quality Control (Grade – 001-Officer)** for our **P03-Genova Factory - Maan** on mutually agreed terms and conditions.

The detailed appointment letter will be issued on your joining the company.

You are expected to join us on or before **20-10-2021**, failing which this offer stands cancelled.

This offer letter is valid subject to you being declared medically fit on submission of medical fitness report as per company's medical policy.

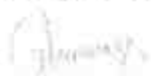
We are looking forward to a mutually beneficial association.

Thanking you.

Yours truly,

**For Genova Biopharmaceuticals Ltd.**

Abhay Deshmukh



**Authorized Signatory**

---

**Genova Biopharmaceuticals Limited**

Registered Office : "Emcure House", T-184, M.I.D.C., Bhosari, Pune 411 028 (India) Tel. : +91 20 - 30610000 / 27120084, Fax : +91 20 - 30610111  
E-mail : corporate@emcure.co.in, Web : www.emcure.com, CIN - U24231PN2001PLC016253

18-10-2021

VISHAL DILIP SHINDE

HINJAWADI PUNE

India

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Sub.: Offer Letter

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Dear VISHAL DILIP SHINDE,

This has reference to discussions you had with us on **07-10-2021**, we are now pleased to offer you the post of **Officer - Quality Control (Grade – 001-Officer)** for our **P03-Genova Factory - Maan** on mutually agreed terms and conditions.

The detailed appointment letter will be issued on your joining the company.

You are expected to join us on or before **20-10-2021**, failing which this offer stands cancelled.

This offer letter is valid subject to you being declared medically fit on submission of medical fitness report as per company's medical policy.

We are looking forward to a mutually beneficial association.

Thanking you.

Yours truly,

For Genova Biopharmaceuticals Ltd.

Abhay Deshmukh



Authorized Signatory

---

**Genova Biopharmaceuticals Limited**

Registered Office: "Emcure House", T-184, M.I.D.C., Bhosari, Pune-411 026 (India) Tel.: +91 20-30610000 / 27120084, Fax: +91 20-30610111  
E-mail: corporate@emcure.co.in, Web: www.emcure.com, CIN - U24231PN2001PLC016253



**Annexure A**

<b>SALARY COMPUTATION</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
Basic	180000	15000
HRA	9000	750
Special Allowance	32432	2704
<b>Monthly Gross</b>	<b>221432</b>	<b>18453</b>
Provident Fund	21600	1800
Gratuity	8658	721
ESIC	7196	599
<b>Statutory Benefits</b>	<b>37454</b>	<b>3121</b>
Bonus	31114	2593
<b>Other Benefits</b>	<b>31114</b>	<b>2593</b>
<b>Fixed CTC</b>	<b>290000</b>	<b>24167</b>
<b>CTC</b>	<b>290000</b>	<b>24167</b>
<b>Total CTC</b>	<b>290000</b>	<b>24167</b>

**Important Note: The above CTC structure may be modified in compliance with government regulations that are in force from time to time.**

ST

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CN102159667

Model Contract of Apprenticeship Training for Major/Minor\* Apprentices

- 1. Name and Registered Address of Establishment : Hitech Bio Sciences India Private Limited (E10212700165)  
with Telephone no. & E-mail address : Hissa No. 1 and 2, S. No. 298, Hissa No. 1 and 5, Plot No. 6, 8, 10 out of S. No. 297, S. No. 303/3, S. No. 304, Hissa No. 1 and 3, ambervet, Ambervet, Pune, Maharashtra, 412108, PunePune, Maharashtra  
: 020-67903000  
: gm\_hr@htblindia.com
- 2. (a) Name of Apprentice (Block Letters) : TANUJA SUNIL YADAV (A1021177964)  
(b) Father's/Mother's /Spouse's Name : Sunil Yadav
- 3. Address of apprentice : Dughi,Nigdi, Satara, Satara, Maharashtra
- 4. Gender : Female
- 5. Date of Birth : 02-04-1999
- 6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No  
(b) Name of the Category : General
- 7. Educational Qualification (Highest) : Post Graduate - M.Sc
- 8. (a) Category of Apprenticeship : Optional  
(b) Name of the trade for which Apprentice is training : QC Chemist Microbiology
- 9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No  
(b) If Basic Training is exempt - reason for exemption  
(i) Name of the Course : Post Graduate  
(ii) Duration of Training/Course : N/A  
(iii) Name of the Institute : Yashwantrao Chavan Science College  
(iv) Name of the Sector Skill Council (if applicable) : N/A
- 10. Apprenticeship Training duration (Total) : 1929 Hours  
(a) Duration of Basic Training : N/A  
Period of Basic Training : N/A  
(b) Duration of On-the-Job Training : 1929 Hours  
Period of On-the-Job Training : From 25-10-2021 to 24-10-2022  
(c) Training Type : Sequential
- 11. Apprenticeship Training Location : Sutarwadi, Paud  
(a) Name and address of facility where Basic Training is to be provided : N/A  
(b) Name and address of the facility where On-the-Job Training is to be provided : Hitech Bio Sciences India Private Limited  
Sutarwadi, Paud  
Pune  
Maharashtra
- 12. (a) Date of execution of contract : 30-10-2021  
(b) Age of Apprentice on the date of execution of contract : 22 years, 6 months and 28 days
- 13. Is the establishment opting for benefits under NAPS\*? : Yes  
\*If yes, Annexure 2 to this contract will also be applicable.
- 14. Monthly stipend amount  
(a) During 1st year of training : 14000  
(b) During 2nd year of training : N/A



## Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.



# VIJAYKANT DAIRY AND FOOD PRODUCTS LTD

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

www.adityamilk.com  
Email: ndityamilk@vijaykantdairy.com

CIN: U51201KA2004PLC034702

Ref. No: VDFPL/2021-22/763

Date :

20.08.2021

To,  
Mr. **MUSTAKEEM ILAHI SHAIKH**,  
HOUSE NO.870, KHAN BHAG,  
KADALASKAR GALLI, SANGLI,  
SANGLI DISTRICT,  
MAHARASHTRA - 416416.

## APPOINTMENT LETTER

Dear, Mustakeem,

It is my privilege to welcome you to Vijaykant Dairy & Food Products Ltd fold and we are pleased to appoint as QC Executive in our Organization.

Your monthly salary will be Rs. 13,000/- (Rupees Thirteen Thousand Only). You will be on a probationary period of one year. As QC Executive you are responsible for testing of all types of products, Planning, Wastage Control, Costing, Manpower Coordination, Smooth functioning, Maintenance of sound hygienic system and achieving QA targets. Your daily activity is to be reported to the Manager QA/QC. You will be governed by the rules and regulations of the Company.

This offer comes to you as the culmination of a rigorous selection process and you are sure to find a challenging peer group at Vijaykant Dairy & Food Products Ltd.

Welcome to the family of Vijaykant Dairy & Food Products Ltd. Wishing you all the best and hope to have a long term association with you. You may join us as early as possible, on or before 25.08.2021.

A. N. Pathan  
H R MANAGER,



**Note:** In case of any disputes / litigation arising, it shall be subjected to Belagavi jurisdiction, Belagavi, Karnataka.



jagdish.waghmode@serumi... 1/9/2021

Dear Mr. Saurabh, Congratulations.. You are selected as Trainee - Officer in our Production



14



Draft 1/9/2021

to jagdish.waghmode, Laxmikant, c...



I accept the offer.

On Wed, Sep 1, 2021, 7:47 PM <jagdish.waghmode@seruminstitute.com> wrote:

Dear Mr. Saurabh,

Congratulations.. You are selected as Trainee - Officer in our Production department.

As discussed, Please find below your proposed compensation structure.

PROPOSED COMPENSATION STRUCTURE	
<b>Name : Sourabh Sunil Shinde</b>	
<b>Designation: Trainee Officer</b>	
Particulars	Per Month
Basic	5000.00
VDA	12500.00
Transport Allowance	1600.00
HRA	1970.00



jagdish.waghmode@serumi... 1/9/2021

Dear Mr. Saurabh, Congratulations.. You are selected as Trainee - Officer in our Production



Draft 1/9/2021

to jagdish.waghmode, Laxmikant, c... v



I accept the offer.

On Wed, Sep 1, 2021, 7:47 PM <jagdish.waghmode@seruminstitute.com> wrote:

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Congratulations.. You are selected as Trainee - Officer in our Production department.

As discussed, Please find below your proposed compensation structure.

PROPOSED COMPENSATION STRUCTURE	
<b>Name : Sourabh Sunil Shinde</b>	
<b>Designation: Trainee Officer</b>	
Particulars	Per Month
Basic	5000.00
VDA	12500.00
Transport Allowance	1600.00
HRA	1970.00



# SERUM INSTITUTE OF INDIA PVT. LTD.

CYRUS POONAWALLA GROUP

Laboratories: S. No. 105-110, Manjari BK, Tal- Haveli, Pune - 412307, INDIA  
CIN - U80901PN19B4PTC012945

August 13, 2021

**Saurabh Shashikant Haware**

**Department: Recombinant - Chadox**

Dear Mr Saurabh Shashikant Haware

Warm Welcome!!!

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

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

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

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

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

Best regards,

**Mahendra Inge**  
Head - HR

58 68 (48)



# SERUM INSTITUTE OF INDIA PVT. LTD.

CYRUS POONAWALLA GROUP

Laboratories: S. No. 105-110, Manjari BK, Lal Haveli, Pune - 412307, INDIA  
CIN - UB0903PN1904PTC032945

August 13, 2021

Rahul Shankarrao Girigosavi

Department: Recombinant - Chadox

Dear Mr Rahul Shankarrao Girigosavi

Warm Welcome!!!

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

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

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Best regards,

**Mahendra Inge**  
Head - HR



SB  
SD  
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## Proposed Compensation Structure & Pre-Employment Medical Check-up forms: Mr. Mahesh S Patil

in messages

Laxmikant Khisti <laxmikant.khisti@seruminstitute.com>

Thu, 29 Jul, 2021 at 12:07

To: maheshpatil1816@gmail.com

Cc: Shailesh Sarolkar(HR) <shailesh.sarolkar@seruminstitute.com>, Bhushan Apte <bhushan.apte@seruminstitute.com>, Chinmay Kulkarni(HR) <chinmay.kulkarni@seruminstitute.com>, Jagdish.waghmode@seruminstitute.com

Dear Mr. Patil,

Congratulations.. You are selected as Trainee – Officer in our Production department.

As discussed, Please find below your proposed compensation structure.

PROPOSED COMPENSATION STRUCTURE	
<b>Name : Mahesh Sitaram Patil Officer</b>	
<b>Designation: Trainee</b>	
Particulars	Per Month
Basic	5000.00
VDA	12500.00
Transport Allowance	1600.00
HRA	1970.00
Performance Allowance	700.00
Special Allowance	2000.00
<b>Total A</b>	<b>23770.00</b>
PF (Employer's Contribution)	2100.00
<b>Total B</b>	<b>2100.00</b>
<b>Total Per Month (A+B)</b>	<b>25870.00</b>



Laxmikant Khisti, Shailesh Sarolkar(HR),  
'Bhushan Apte', Chinmay Kulkarni(HR), jagdis...



SV  
SI

Dear Mr. Varute,

Congratulations.. You are selected as Trainee -  
Officer in our Production department.

As discussed, Please find below your proposed  
compensation structure.

PROPOSED COMPENSATION STRUCTURE	
Name : Jeevan K Varute	Designation: Trainee Officer
Particulars	Per Month
Basic	<u>5000.00</u>
VDA	<u>12500.00</u>
Transport Allowance	<u>1600.00</u>
HRA	<u>1970.00</u>
Performance Allowance	700.00
Special Allowance	<u>2000.00</u>
<b>Total A</b>	<b><u>23770.00</u></b>
PF (Employer's Contribution)	<u>2100.00</u>
<b>Total B</b>	<b><u>2100.00</u></b>
<b>Total Per Month (A+B)</b>	<b><u>25870.00</u></b>
<b>Total Per Annum</b>	<b><u>310440.00</u></b>

Final offer letter will be issued after your consent  
on the same and medical fitness clearance by  
medical department of Serum Institute of India  
Pvt Ltd.



Kindly note following:



Reply



Reply all



Forward



Delete



More

MS  
SD

Date: 25/10/2021

Ref: HR/OL/21-38

OFFER LETTER

To  
Ms. Gaurav Mali  
Plot No. 33, New Timber Area,  
Samrajy Nagar Colony, Saugh - 416416

Dear Ms. Gaurav Mali,

This has reference to your application and the subsequent interview. We are pleased to make you an offer for the position of **Junior Officer** in R and D department at our **HTBS Works, Pune** as per the following terms and conditions:

1. The details of your salary and other allowances are as discussed with you.
  2. Your appointment is subject to:
    - a. Your written acceptance of the offer letter.
    - b. The verification of your testimonials.
    - c. Receipt of satisfactory reports from your references.
    - d. You being found to be medically fit for the job by the company's Medical Officer or Medical Practitioner appointed by the company, as applicable.
    - e. Your joining the services of the company shall be not later than 27/10/2021
  3. **Training:** Upon joining you shall be under Training for a period of **Three (3) months**. The training period can be extended based on training evaluation.
  4. **Probation period:** On successful completion of Training period, you will work on probation for a period of **Six (6) months**. The probation period can be further extended at the company's discretion.
  5. On satisfactory completion of your probation period, you would be absorbed in regular employment of the organization, which shall be communicated to you by an appropriate written communication.
- During probation period the management reserves the right to terminate your services with **24 hours' notice**, without assigning any reasons whatsoever. In case you wish to leave the organization during this period, you may do so by giving **45 days**.
6. You will have to abide by the service rules as applicable to your grade.
  7. **Separation from employment:** Following conditions shall govern the termination (voluntary or involuntary) of tenure of your regular employment:
    - a. The management reserves the right to terminate your services with one calendar month notice without assigning any reasons.

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Proposed Compensation  
Structure & Pre-Employment  
Medical Check-up forms: Mr.  
Girish B Vibhute Inbox



Laxmikant Khisti 29/07/2021

to me, Shailesh, Bhushan, Chin...



Dear Mr. Vibhute,

Congratulations.. You are selected as Trainee  
– Officer in our Production department.

As discussed, Please find below your  
proposed compensation structure.

PROPOSED COMPENSATION STRUCTURE	
<b>Name : Girish Balkrishna Vibhute</b> <b>Designation: Trainee Officer</b>	
Particulars	Per Month
Basic	5000.00
VDA	12500.00





