



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.

Date

5.2.1.1. Number of outgoing students placed and progressed to higher education during the last five years

| Year | 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 |
|------------|---------|---------|---------|---------|---------|
| Placed | 9 | 1 | 0 | 0 | 0 |
| Progressed | 54 | 18 | 16 | 6 | 4 |
| Total | 63 | 19 | 16 | 6 | 4 |

5.2.1.2. Number of outgoing students year wise during the last five years

| Year | 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 |
|--------|---------|---------|---------|---------|---------|
| Number | 841 | 706 | 740 | 631 | 570 |



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Year-wise List of outgoing students placed during the last five years

| Year | Sl. No. | Name of student who has been placed | Program graduated from | Year of graduation | Name of the employer with contact details | Pay package at appointment (In INR per annum) |
|------------------------|---------|-------------------------------------|------------------------------------|--------------------|--|---|
| 2022-23 | 1 | Laxmi Mukherjee | B.A. Bengali (Honours) | 2022-23 | TeamLease Services Limited. 8033002345 | 1,44,000 |
| 2022-23 | 2 | Rithu Dhyang | B.A. Bengali (Honours) | 2022-23 | Shoishob - A Foundation for Children (info@shoishobfoundation.com) | 1,44,000 |
| 2022-23 | 3 | Shankar Das | B.A. Political Science (Honours) | 2022-23 | Wow Momo | 1,16,400 |
| 2022-23 | 4 | Anwesha Mishra | B.Sc. Zoology (Honours) | 2022-23 | ICICI Prudential (www.iciciprulife.com) | 270,000 |
| 2022-23 | 5 | Pradipta Banik | B.Sc. Zoology (Honours) | 2022-23 | East India Pharmaceutical Works Limited (eastindia@eastindiapharma.org) | 2,88,668 |
| 2022-23 | 6 | Anurup Bose | B.Com. (Honours) | 2022-23 | Kotak Mahindra Bank. 022-66056825/022-67259071 | 3,15,300 |
| 2022-23 | 7 | Debojyoti Chakraborty | B.Com. (Honours) | 2022-23 | ICICI Bank. 022-71872500/022-26531414/022-26531122 | 2,99,004 |
| 2022-23 | 8 | Madhurima Biswas | B.Sc. Food and Nutrition (Honours) | 2022-23 | QUESS Corp Ltd. 1800-572-3333. | Not disclosed |
| 2022-23 | 9 | Megha Pramanick | B.Sc. Food and Nutrition (Honours) | 2022-23 | Srikrishnapur Chittaranjan High School. Kulgachia, Uluberia, Howrah-711306 | Not disclosed |
| Total (2022-23) | | | | | | 9 |
| 2021-22 | 1 | Subhajit Das | B.Sc. Zoology (Honours) | 2021-22 | Intas Pharmaceuticals Ltd. 9378001076 / 9378001076. | 2,58,996 |
| Total (2021-22) | | | | | | 1 |

Budge Budge College

5.2.1.1. Supporting Documents: Appointment Letters of students placed

B.A. Bengali (Honours), 2022-23



Date: 26 Sep 2022

Ms LAXMI MUKHERJEE
9 by 2 Pran Krishna Mukherjee
Road Budge Pujali(m) South 24 Parganas West
Bengal 700138

Employee No: 2586271

Dear Ms LAXMI MUKHERJEE

Appointment Letter

We are pleased to appoint you in our organization as **Branch Relationship Executive** subject to the following terms and conditions:

1. Your contract will commence from 26 Sep 2022 and expire on 25 Sep 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 26 Sep 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations. You requested to report to office at 9.30 am.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 7 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:
Name: LAXMI MUKHERJEE

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The link to undergo the programme and complete the evaluation is given below.

Link : <https://lconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Accent Building , # 77,Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com



Salary Annexure

Employee No: 2586271

| Particulars | Amount |
|--------------------------|---|
| Basic | 9216 |
| House Rent Allowance | 3332 |
| Employer PF Contribution | 1106 |
| ESIC - Employer | 433 |
| Statutory Bonus | 768 |
| Total Amount | 14855 |
| Amount In Words(Rs) | Fourteen Thousand Eight Hundred Fifty Five Rupees |

Net Pay Annexure

| EARNINGS | Amount |
|-----------------------|--------------|
| Basic | 9216 |
| House Rent Allowance | 3332 |
| Statutory Bonus | 768 |
| Gross Earnings | 13316 |

| DEDUCTIONS * | Amount |
|------------------------|-------------|
| Employee ESI | 100 |
| Employee PF | 1106 |
| Professional Tax | 110 |
| Total Deduction | 1316 |

| Net Salary | 12000 |
|------------|-------|
|------------|-------|

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

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Doc ID: TL/A4C9768BA97

TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77,Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

Reg. No. IV-190300695/2021
(Registered under Govt. of India)



Shoishob -
A Foundation for Children

LETTER OF APPOINTMENT

Dear Rithu Dhyang,

Date : 6th October 2022

With reference to your interview, we are pleased to offer you an appointment with us as **Social Reformer** on the following terms and condition.

This appointment is effective from 06/10/2022.

1. You will be paid total Rs. 1,44,000 per annum that is inclusive of Basic salary, allowances and other annual allowances. Your emoluments/salary/cost to company (CTC) includes monthly as well as annual allowances as attached (Annexure I) herewith.

2. You shall be on probation for a period of 6 month from the date of your joining the Trust. Permanent employment in the Trust shall be considered based on periodic reviews made and on finding your performance during probationary period satisfactory. After completion of your probation period, your service will be confirmed in writing within one month from the date of completion of your probation period.

3. During the probationary period you are liable to be discharged with or without assigning any reason(s) and without any notice by the Trust. However, before leaving service you are required to give a notice of one month or salary in lieu thereof as liquidated damages.

4. Presently you will be working from office in Kolkata. However, you are liable to be temporarily / permanently transferred to any unit / department / associate concern of the Trust in or outside Kolkata as it may consider necessary at its discretion from time to time.

5. Attendance bonus and performance bonus is paid as per your performance.

6. Shoishob – A Foundation for Children provides equal opportunity workplace to its employee. Any advancement resulting to sexual harassment will be dealt with very strictly & penal action up to termination can be taken.

7. You have to observe the non-disclosure policy of the company. You will not give to any one, by word of mouth or otherwise, particulars or details of our processes, technical knowhow, or of administrative and /or organizational matters, where or not of confidential or secret nature that may become known to you for being associated with our trust as an employee.

8. Your duty hours will be as advised to you by your Trustee from time to time but will not exceed 48 hours a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.

9. In case you absent yourself from duty for 7 days or more or extend leaves at your own and without consent of management beyond original granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the Trust.

10. Salary cycle is from 21st to 20th of next month.

11. Please note that it is your responsibilities to take care of all the Company information, if we found reasonable grounds to believe that you are guilty of any misconduct, negligence or in material breach, the Company reserves the right to terminate your employment with or without prior notice. Hence, all previous dues will be forfeited in such case.

Registered Office - D1, Saudamini Apartment, 2 No. Chandigarh, Madhyamgram, Kolkata 700130
Head Office - 235/2A/2 NSC Bose Rd, Naktala, Kolkata 700047
Corporate Office - Maya Apartment, 1/1C Khanpur Road, Naktala, Kolkata 700047
www.shoishobfoundation.com | info@shoishobfoundation.com

Reg. No. IV-190300695/2021
(Registered under Govt. of India)



Shoishob -
A Foundation for Children

12. Employees are expected to maintain an acceptable level of performance during the tenure with the organization. Failure to meet expected standards may lead to termination in case of no improvement in performance.

Observation Period:

13. Initial 21 Days will be an observation period. Your performance, Behavior and feedback from all departments including donors will be taken in consideration for a formal review. In case a job role mis-match is found, continued poor performance or negative feedback from donors, then the management decision will be final upon employment continuity.

14. If the management feels that there is a scope of improvement, Additional grace period of 5 Days can be granted. In such case, where the separation is happening, Employee will not be entitled to full salary. Rather payout will be only the Basic Salary as mentioned in Annexure.

Signed copy of this letter to be submitted to us as your acceptance of this offer and the terms /conditions detailed in the letter.

Please note that no commitment other than what is mentioned in this letter & annexure(s) will be applicable to you or entertained by us.

Thank you again, and we look forward to your continued support.

Your Sincerely,

Trustee,

Ambarish Saha | Saubhik Pathak.



Registered Office - D1, Saudamini Apartment, 2 No. Chandigarh, Madhyamgram, Kolkata 700130
Head Office - 235/2A/2 NSC Bose Rd, Naktala, Kolkata 700047
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Reg. No. IV-190300695/2021
(registered under Govt. of India)



Shoishob -
A Foundation for Children

Annexure I

| | |
|-------------------------------|-----------------|
| Name : Rithu Dhyang | |
| Designation : Social Reformer | |
| DOJ : October 6th, 2022 | |
| Monthly Components | INR |
| Basic Salary | 4000 |
| House Rent Allowances | 2400 |
| Other Allowances | 1600 |
| Attendance Bonus | 1600 |
| Performance Bonus | 2400 |
| Monthly Fixed Total | 12,000 |
| Annualized Monthly Earnings | 1,44,000 |
| Cost to Trust | 1,44,000 |

Additional Entitlement

Half –Yearly Appraisal Process.

Your Sincerely,

Trustee,

Ambarish Saha | Saubhik Pathak.

Registered Office - D1, Saudamini Apartment, 2 No. Chandigarh, Madhyamgram, Kolkata 700130

Head Office - 235/2A/2 NSC Bose Rd, Naktala, Kolkata 700047

Corporate Office – Maya Apartment, 1/1C Khanpur Road, Naktala, Kolkata 700047

www.shoishobfoundation.com | info@shoishobfoundation.com

B.A. Political Science (Honours), 2022-23



Kolkata • Delhi-NCR • Bangalore • Chennai • Kochi • Pune • Lucknow • Bhubaneswar

Mr. Shankar Das,

22th-Apr-2022

Letter of Appointment

With reference to the interviews and discussion we have had with you, the Management is pleased to engage you as an "**Team Member (Vertical-Wow Momo)**" in the service of **Wow Momo Foods Pvt. Ltd. in Kolkata** on the following terms and conditions:

1. Your employment as above is from **22th-Apr-2022** and H.Q. will be in **Kolkata**.
2. **SALARY:** In the service of **Wow Momo Foods Pvt Ltd** under terms and conditions mutually agreed between you and us whereas your **Gross Salary per month** is **Rs.9,700/- (Rupees Nine Thousand Seven Thousand Only)**.
3. Your salary is subject to statutory deductions towards Income Tax, Professional Tax, PF, LWF etc. as will become applicable to your category of employees.
4. **Personal Particulars:**
You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
5. **Nature of Work:**
Your KRA & KPI's shall be discussed with you during the course of your employment.
6. **Probation/Confirmation:**
You will be on a probation period for the Six months. Based on your performance your services will be confirmed with the company in written before or after six months.
7. **Assignment, Transfer and Deputation:**
Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India, whether existing at the time of your appointment or to be set up in the future.

Wow Momo Foods Pvt. Ltd

CIN NO - U15122WB2015PTC205829

29A/2E/1 Raja S.C. Mullick Road Jadavpur Kolkata 700032 M 98307 44776 O 033 24292473 E info@wowmomo.co.in

B.Sc. Zoology (Honours), 2022-23



02-Jun-2023

Dear ANWESHA MISHRA,

We are pleased to offer you the position of ASSOCIATE at **Level - 1** of our Company. Your initial posting will be at Kolkatta - Gariahat.

Your compensation details are as follows:

| Components | Components Rs. Per annum |
|-------------------------------|--------------------------|
| Basic | 81,000 |
| Supplementary Allowance | 99,000 |
| Employer's Contribution to PF | 21,600 |
| Statutory Bonus | 7,000 |
| Gratuity | 3,894 |
| Flexible Compensation Pay | 57,506 |
| Total Fixed Pay | 270,000 |

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company.

This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and



conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,

Subhashish Banerji
Executive Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.



EAST INDIA PHARMACEUTICAL WORKS LIMITED

Regd. Office : 6, Nandalal Bose Sarani, (Formerly Known as Little Russell Street), Kolkata - 700 071, India
Telephones : (033) 2287 2262, 2287 3004, 2287 3007, 2287 3009, 2287 3041, 6693 5400
Fax : 91-33-2287 4289, E-mail : eastindia@eastindiapharma.org
CIN : U24231WB1936PLC008598, Website : www.eastindiapharma.org



PER/CONF/194605 /23

16th March, 2023

FORM - A

[Rule 22(1)]

LETTER OF APPOINTMENT

1. Name of the Establishment. : East India Pharmaceutical Works Ltd.,
2. ADDRESS. : 6, Little Russell Street, Calcutta -700 071.
3. Name of the Employer. : East India Pharmaceutical Works Ltd.,
4. Name and Address of the Employee : Mr. Pradipta Banik,
S/O. Deb Kumar Banik,
Nangi Subhash Pally,
Maheshtala,
Dist. - South 24 Parganas,
Pin - 700 140, W.B.
5. Mr. Pradipta Banik was appointed as a Trainee Medical Representative with effect from 11th April, 2022.
6. His appointment is on permanent basis with effect from 1st April, 2023.
7. His scale of Wages/ Rate of increment in wages shall be 3361 - 105 - 3886 - 109 - 4431 + 122 - 4553 - 122 - 5163 - 138 - 5853 + 156 - 6009 - 156 - 6789 - 179 - 7684 + 204 - 7888 - 204
8. He will draw a total wages of Rupees Twenty-Four Thousand Fifty-Five & Paise Sixty-Four only w.e.f. 01.04.2023 (Composed of the following namely)

| | |
|---|--------------|
| i) Basic Pay: | Rs. 3466.00 |
| ii) Dearness Allowance (Subject to fluctuation) | Rs. 16984.64 |
| iii) Other Allowance : | |
| House Rent Allowance | Rs. 1855.00 |
| Medical allowance. | Rs. 50.00 |
| Kit Allowance. | Rs. 1700.00 |

Contd..... 2.

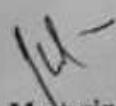


Mr. Pradipta Banik.

Other Conditions of Service :

- i) He will be working under the direction and administrative control of the Head Office, while his services are liable to be transferred to any other part of India, for the present he will be working under **Kolkata Branch (I)**, and in regard to matters connected with his work as well as his Head Quarters, he will receive instructions from the **Branch Manager, Kolkata Branch (I)** and others decided by him. In case of his transfer to any other territory, his Headquarter will also change.
- ii) He will be entitled to enjoy the full benefit of leave regulation and other privileges in force for permanent employees in his cadre. Other benefits, as may be decided upon by the Company, from time to time will also be available to him.
- iii) Retirement from service will be obligatory on his attaining the age of **58 years** and it will be calculated from his date of birth, accepted by us on **20.01.2001**.
- iv) Termination of service is subject to one month's notice from either side or one month's salary in lieu of notice, except in case of any misdemeanor in which event, his services are liable to be terminated without notice.
- v) Other terms and conditions as mentioned in Company's letter No. PER/APT/193300/22 dated **23.03.2022** shall remain unaltered. He will also abide by all rules of the Company.

For East India Pharmaceutical Works Ltd.,



Managing Director.

B.Com. (Honours), 2022-23



Kotak Mahindra Bank

Date: 14-OCT-2022
Ref No: 165566

Anurup Bose
Rampur, Maheshtala (M), South 24 Parganas, Gobindapur

LETTER OF APPOINTMENT

Dear Anurup,

We take great pleasure in extending an offer to you to be a part of Kotak Mahindra Bank. We welcome you to the bank, which values and embraces qualities based on simplicity, prudence, humility and integrity.

When you sign this letter, you would have agreed to be a part of the Kotak family and uphold the 'Kotak DNA'. Kotak DNA includes our values, norms, ideology, beliefs, character, personality, and culture originated by our founding team at Kotak and has evolved over the years with new members joining. Our DNA is what defines the firm, and is the most powerful driver of our performance, which differentiates us from others in the industry.

Please find enclosed the Appointment letter.

We wish you a long and enriching career with Kotak!

In case of any queries please feel free to write to us on onboarding.helpdesk@kotak.com

Signature Not Verified

Digitally signed by MANOJ
PRABHAKAR PHADNIS
Date: 2022.10.14 18:55:48
IST

Manoj Phadnis

Executive Vice President – Human Resources

Anurup Bose

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.



Kotak Mahindra Bank

Date: 14-OCT-2022

Ref No: 165566

Anurup Bose
Rampur, Maheshtala (M), South 24 Parganas, Gobindapur

Dear Anurup,

We are delighted to appoint you as **Assistant Manager, M1** with effect from **17-OCT-2022**, or from your date of reporting to work whichever is earlier. This letter of appointment will cease to have effect if you do not join by **17-OCT-2022**.

1. **Remuneration** - The details of your remuneration are enumerated in Annexure A. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of **Kotak Mahindra Bank Limited** (herein referred to as the Bank).
2. **Location** - You will initially be posted at our office at **Kotak Mahindra Bank Ltd ,6566-Kolkata-Howrah-WBL**, but you may be deputed at any other office / branch of the Bank or any of its associate companies or any other location and your services are liable to be transferred to any subsidiary or associate or affiliate company. As a Kotakite, you will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred/ promoted in future.
3. **Conditions of appointment:**
 - 3.1 Your appointment is subject to you providing, inter alia:
 - a. A relieving letter from your previous employer relieving you from your duties.
 - b. A copy of the last pay slip from the previous employer.
 - c. Proof of date of birth.
 - d. Photocopies of Qualification documents
 - e. The Bank's application form complete with photograph.
 - f. Proof of identity (either Aadhaar card, passport or voter's id)
 - g. Satisfactory Background Verification report conducted by the Bank upon your joining.
 - h. Copy of AMFI/NISM certification (if applicable)
 - i. Copy of IRDA certification (if applicable)
 - 3.2 Your appointment is also subject to your submitting a 'self- certified medical fitness declaration', format of which will be issued by the Bank.
4. **Probation** - Your appointment is subject to a probation period of **6 months**. Permanent placement with us is contingent upon your successful completion of the probation. During this period, your employment may be terminated by the Bank or by yourself by giving 1 months' notice to the other.
5. **Working hours, Leave and Holidays:**
 - 5.1 You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time or in case your role determines, you may be required to work remotely either fully or partially, or full time from office or field working, as per the Bank's 'Remote Working' policy and 'Shift Allowance' policy.
 - 5.2 As a Kotakite and in view of your position and role, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours when the job so requires.
 - 5.3 The hours of work, holidays and paid leave will be in accordance with the Bank's rules and policies. Please note, that if you absent yourself from the services of the Bank without prior written permission of the appropriate authority or overstay sanctioned leave, for the number of days defined in the absconding clause of the Bank's 'Exit Policy', you will be deemed to have abandoned the services of the Bank and your services shall be liable to be terminated by the Bank forthwith.
 - 5.4 Absence from work or disability in performing your duties beyond the period of leave to which you are entitled to under the rules, shall be at the discretion of the management, and the same will be without any remuneration. You shall faithfully observe all the rules and regulations of the Bank and comply with all reasonable orders of your managers and attend to your duties punctually at such place or places, as you may be required.
6. **Governance and Code of Conduct:**
 - 6.1 As a Kotakite, you shall abide by the Kotak "Code of Conduct" which is built over 4 Pillars of Care, upholding the foundation of Trust. The 4 Pillars are:
 - a. **Care for my Colleagues** – You shall ensure that you foster equal opportunity, observe diversity and inclusion, create a harassment free and productive workplace. You shall refrain from financial dealings between colleagues, relatives and others and ensure disclosure of personal relationships and relatives from time to time as mandated under the policy.

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

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www.kotak.com

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- b. **Care for my Customers, Partners, Investors and Public** – According to this pillar you are expected to be sensitive and always act in the interest of Kotak and ensure that any business or personal association including close personal relationships which you may have, do not create a conflict of interest with your role and duties in Kotak or its operations. You owe a sense of loyalty to Kotak by the fact that you have voluntarily accepted employment with Kotak. This duty carries obligation that refrains you from placing yourself in a position that could produce a conflict between your self-interest and interest of Kotak. This includes dealing with gifts and favours, encouraging anti-bribery and corruption free business, anti-money laundering, prohibiting financial interests and declaring the same, disclosing personal investments and avoiding insider trading, personal lending and control on borrowing.
 - c. **Care for my Company Assets** – You shall protect Personal, Confidential and Proprietary Information of Kotak and its employees, customers, partners, etc., safeguard Material Information and Non-Public data and Information. You shall maintain confidentiality in office areas and when you are working remotely. You shall practice accurate record keeping and operate within the delegation of authority.
 - d. **Care for my Company Reputation and Community** – You shall follow defined protocols on engaging with Press, Digital, Social Media Relations and other engagements including Government and Political Involvement or lobbying. You shall procure valid licenses and copyrights. You shall exhibit responsibility towards community and environment and ensure you follow protocols on respecting human rights.
- 6.2 Besides, you must also abide by all other internal policies, rules and procedures, as implemented from time to time throughout the term of your employment. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees through various communication channels. You will be governed by the same from time to time as and when the said changes are made. It is your responsibility to keep yourself updated with the changes, read and comply with the same.
- 6.3 Since the nature of your work requires you to handle confidential information, you shall not, at any time during your employment or after your separation from the Bank, without the prior consent of the Bank in writing, divulge, directly or indirectly, any confidential, proprietary, material and non-public information related to the Bank for any purpose whatsoever.
- 6.4 You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article or blog/vlog or use social media, concerning any matter, which relates to any activity of the Bank.
- 6.5 In case of violation of the Code of Conduct and/or any other Bank's policies, rules and regulations, the Bank reserves the right to take appropriate action. Apart from this, if any financial loss is caused to the Bank due to proven acts of misconduct committed by you, such financial loss caused to the Bank, can also be recovered from your terminal benefits and/or from any other relationship maintained by you with the Bank.
7. **Declarations and mandatory certifications** - On joining, and thereafter every year and whenever required by the Bank, you must fill and sign declaration modules applicable to you from time to time. You must also comply with all mandatory training modules and get certified from time to time. Likewise, you must update disclosures proactively every time there is a change during your employment with the Bank.
8. **Separation:**
- 8.1 **Superannuation** - The age of superannuation i.e. the age of retirement will be as per the Bank's 'Exit policy'. Your date of birth has been recorded as 09/07/2001 in the records of the Bank.
 - 8.2 **Notice Period** - Subject to the right of the Bank to terminate your services in accordance with clause 8.3, it may be terminated either by the Bank or yourself by giving **3 Month(s)** notice to the other. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated as per Bank's 'Exit policy'.
 - 8.3 Your employment can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:
 - a. Any incorrect information furnished by you or on suppression of any material information and/or;
 - b. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter of appointment or a violation on your part of any of the Bank's rules and policies and/or;
 - c. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude and/or;
 - d. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or;
 - e. The results of any background/reference checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion and/or;
 - f. Any misconduct pertaining to moral turpitude, riotous/disorderly behavior, theft, misappropriation, conviction by any court of law and/or;
 - g. Any act or omission, which could be construed as loss of confidence in you by the Management and/or;
 - h. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.
 - 8.4 **Garden Leave** – While serving notice, the Bank may require you to take Garden Leave, at the sole discretion of the Management, for all or part of the remaining period of employment. Garden leave may be applicable if you are in grade M5 and above, under certain circumstances or if you are working in sensitive roles, as defined in the Bank's 'Garden Leave Policy'.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
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Maharashtra, India.



Kotak Mahindra Bank

- 8.5 **Inducing/influencing an employee to leave** – Whilst you are in service of the Bank or upon your separation, you will, not directly or indirectly, either on your own account or on behalf of or in conjunction with any other person, firm or company induce/influence or attempt to induce/influence any employee of the Bank, to leave the employment of the Bank. Failure to observe this would be considered as a breach of contract on your part.
- 8.6 **Joining Competitor** – As per the 'Exit policy', on your separation from the Bank you will declare if you are joining any Banking or Financial Services Company.
9. **Jurisdiction** - If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed excluded to that extent, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
10. This appointment letter shall be governed by, and construed in accordance with, the laws of the Republic of India. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising out of or in connection with this contract.
11. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This appointment letter may be amended by a subsequent written agreement between you and the Bank.

You are requested to send us a copy of this letter signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a long and happy career with us.

Yours faithfully,

For Kotak Mahindra Bank Ltd.,

Signature Not Verified

Digitally signed by MANOJ
PRABHAKAR PHADNIS

Date: 2022.10.14 18:55:48

IST

Manoj Phadnis
Executive Vice President – Human Resources

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

Anurup Bose

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

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Kotak Mahindra Bank

Annexure – A

| Compensation Structure | | | | | |
|---------------------------------|--|--------|---------|-----------|---|
| | Components | P.M. | P.A. | Frequency | Remarks |
| a. Basic | Basic Salary | 17,238 | 206,860 | Monthly | Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any) |
| b. Housing | House Rent Allowance | 862 | 10,345 | Monthly | Upto 50% of Basic Salary |
| c. Allowances and Benefits | Fitness Allowance | 1,000 | 12,000 | Monthly | Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity |
| | Statutory Bonus | 3,448 | 41,372 | Monthly | Payable as per Payment of Bonus Act |
| d. Insurances Premiums | Mediclaim | | 7,750 | Annual | This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Mediclaim Policy. Policy is renewed in April every year. Voluntary top-up and parents policies cover premium is paid by you. |
| | Kotak Term Life + GPA | | 2,200 | Annual | This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy. |
| e. Retirals | Contribution to Gratuity Fund | | 9,950 | Annual | This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years. |
| | Contribution to Provident Fund | | 24,823 | Annual | Company's contribution towards PF @ 12% of Basic |
| f. Total Fixed Pay (a+b+c+d+e) | | 22,548 | 315,300 | | |
| Other Benefits | | | | | |
| Role Based Allowances/ Benefits | <ul style="list-style-type: none"> - Shift Allowance - for employees working in shift as per Shift Working policy - Reimbursement towards Remote Working expenses - for the roles as per Remote working Policy - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy. | | | | |
| Other Benefits | <ul style="list-style-type: none"> - Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details. | | | | |

Annexure – B

Kotak Mahindra Bank Ltd.
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Kotak Mahindra Bank

As per clause 3 of the aforesaid letter, you have been informed that your appointment is subject to a probation period and that you will be confirmed in your services on successful completion of your probation period.

Please note that one of the pre-requisites for confirmation of your services is that you are required to successfully complete one or more of following certifications as required in your role:

- 1. EUIN (NISM Series V-A)
- 2. IRDA (Life and/ or General)
- 3. NSDL (NISM Series VI)

It is mandatory for you to complete all certifications required for your role within a period of 6 months from your date of joining. Your services will not be confirmed if you fail to obtain these mandatory certifications, before the end of your probationary period.

Further you may also be liable to pay such penalty as imposed by regulators/ authorities, for violation of the aforesaid regulations.

You are further advised that as per Regulations, you cannot engage into selling applicable products unless you are certified as mentioned above, by the relevant authorities.

In case you have already been certified, and the certificate(s) so issued stands valid as on this date, please upload a copy of the Certificate on Remedy.

- Open Internet explorer or Google Chrome
- Open Remedy (<https://utils.kotak.com/arsys/shared/login.jsp?/arsys/>)
- You need to login using your windows User Name & Password
- Click on Request Now
- In Classification select Consumer Bank Certification
- Select Type of Certificate(EUIN\IRDA-LI&GI\NSDL-NISM VI)
- In case of NSDL - NISM VI" Upload/attach the certificate & than click on Submit

Or

you may please e-mail it to Consumer Bank Training at bank.ul.training@kotak.com.

For any clarification, please contact your respective HR Relationship Manager or send a mail to Hr.helpdesk@kotak.com

Kotak Mahindra Bank Ltd.
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PRIVATE AND CONFIDENTIAL

Reference No. - 1384280687
Applicant ID - 5340196

11-Oct-2022

Debojyoti CHAKRABORTY

Dear Debojyoti,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384280687

Applicant ID - 5340196

11-Oct-2022

Debojyoti CHAKRABORTY

Dear Debojyoti,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in Branch Banking Dept at KOLKATA - COSSIPORE_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 14-Oct-2022.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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: 2:

Reference No. - 1384280687

Debojyoti CHAKRABORTY

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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:3:

Reference No. - 1384280687

Debojyoti CHAKRABORTY

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

ICICI Bank Limited

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Regd. Office ICICI Bank Tower,

Near Chakli Circle,

Old Padra Road,

Vadodara 390 007, India.



Offer Letter / Employment Contract

:4:

Reference No. - 1384280687

Debojyoti CHAKRABORTY

• General:

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course- graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

SUNEETHA VENKATA
HR MANAGER

Digitally signed by G V SUNEETHA DEVI

Date: 2022.10.11 17:42:46 +05:30

Reason: Offer Letter

Location: Mumbai

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

Debojyoti Chakraborty
Signature of Applicant

Devi

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

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:5:

Reference No. - 13B4280687

Debojyoti CHAKRABORTY

Annexure:

Remuneration:

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is not serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

Debojyoti Chakraborty

ICICI Bank Limited

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:6:

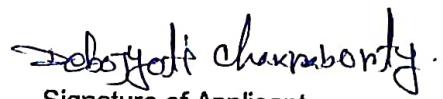
Reference No. - 1384280687

Debojyoti CHAKRABORTY

Benefits:

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

Digitally signed by G V SUNEETHA
DEVI
Date: 2022.10.11 17:42:46 +05:30
Reason: Offer Letter
Location: Mumbai


Signature of Applicant

ICICI Bank Limited
ICICI Bank Towers
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JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

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

Username: Registered email id or Applicant id

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

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIIth/Graduation/ Post graduation)
- 2) Work Experience Document
 - b. Resignation accepted letter from current organisation
 - c. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Debjyoti Chakraborty

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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN : L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



Remuneration Details

Name: Debojyoti CHAKRABORTY

Position: Senior Officer

Group: RETAIL BANKING GROUP

| | Senior Officer | |
|-----------------------------------|----------------|----------|
| | Monthly | Annual |
| Basic | 8,000 | 96,000 |
| HRA | 4,000 | 48,000 |
| Supplementary Allowance* | 7,084 | 85,008 |
| Superannuation Allowance ** | 1,200 | 14,400 |
| Total | 20,284 | 2,43,408 |
| Retirals | | |
| Retirals (PF, Gratuity) *** | 2,466 | 29,592 |
| Total Fixed | 22,750 | 2,73,000 |
| Performance Linked Retention Pay# | 2,167 | 26,004 |
| Total CTC | 24,917 | 2,99,004 |

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

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

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

Digital signature: 2022 G V SUNEETHA DEVI

Date: 2022.10.11 17:42:47 +05:30

Reason: Offer Letter

Location: Mumbai

*Deepti
Debjyoti Chakraborty*

ICICI Bank Limited

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INTAS PHARMACEUTICALS LTD

Corporate House : Near Sola Bridge, S.G. Highway, Thaltej, Ahmedabad - 380054. Gujarat. INDIA.
Ph.No. : 079-39837000, Website : www.intaspharma.com, CIN - U24231GJ1985PLC007866

IPL/OFFER/20115078/2022

March 02,2022

Mr. SUBHAJIT DAS

UTTAR SHYAMPUR PARUI PARA
MAHESHTALA
SHYAMPUR
SOUTH 24 PARGANAS-700137
WEST BENGAL

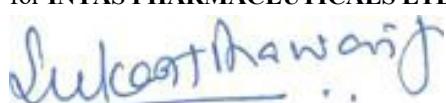
Dear Mr. SUBHAJIT DAS,

With reference to your application and the interview you had with us, the management is pleased to offer you the position of a **BE TRAINEE** in **ARRON** Division of our organisation on the following terms.

1. The training will commence on your joining our organisation.
2. You will be working as a trainee for period of Six months from your date of joining and training can be extended as per Management Discretion. During the training period, Management reserves the right to terminate your traineeship without any prior notice or without any compensation as well as without assigning any reason whatsoever.
3. During the training period as BE trainee You will be paid remuneration and allowances as per company's rules.
4. You are required to participate in classroom training as and when arranged by the company for BE Trainees.
5. You will have to successfully complete the field training at **KOLKATA** Head Quarter or at any location assigned by the the organisation. During the field training, you will be paid Daily Allowance as applicable to BE Trainee at the assigned Location.
6. The formal letter of Traineeship will be issued to you later subject to your submission of all mandatory documents/ testimonials at the time of joining and receipt of satisfactory references about you.
7. Upon confirmation you will be taken in the regular service of the company as BE, and placed in appropriate grade applicable to BE and will entitled to other allowances in accordance with the rules of the company.
8. You are requested to sign the duplicate copy of this offer letter and report to **SUSHOVAN RANA -RBM-KOLKATA POOL (MOB.-9378001076)** If you fail to submit the joining report endorsed by the assigned person within 10 days of receipt of the offer letter, this offer shall be deemed withdrawn.

We are extremely happy to welcome you in our organisation and we have firm confidence that you will give forth nothing but the best and you will justify the faith that the management has reposed in you.

Your faithfully,
for INTAS PHARMACEUTICALS LTD.



SUKANT THAWAIT
Associate Vice President - HRD (Field)

Endorsement : I accept and confirm the above arrangement.

Signature :

Place :

Date :

NOTE: You are required to submit the following documents at the time of joining the organisation.

1. One set of photocopies of the following certificates:
 - A) School leaving certificate indicating date of birth.
 - B) Qualifying examination - degree certificate/mark sheets ((SSC, HSC, Graduation,Post - Graduation, etc).
 - C) Previous work experience certificates (if applicable).
 - D) Any other relevant documents supporting your skills & achievements.
 - E) PAN Card copy with your signature.
 - F) Address proof (Driving license/Election card/Aadhaar card/Passport /Electricity or Landline Telephone bill).
2. If employed, relieving letter/ acceptance of resignation from the current employer.
3. If employed, last 3 months salary slips & latest increment letter from the current employer.
4. 2 passport size latest color Photographs.

If you fail to submit the above required documents, we shall not be able to issue the appointment letter.

Name :Mr. SUBHAJIT DAS

| Salary Structure | |
|--------------------------|---------------|
| Component | Amount |
| BASIC | 8600 |
| HRA | 2150 |
| ADDL. ALLOWANCE | 4051 |
| LTA | 450 |
| COMMUNICATION REIMB. | 500 |
| FFR INTERNET REIMB. | 300 |
| KIT ALLOWANCE | 600 |
| VEHICLE MAINTENANCE | 400 |
| MOBILE ALLOWANCE | 700 |
| MEDICLAIM | 1100 |
| BONUS | 1700 |
| P.F. | 1032 |
| Total P.M. | 21583 |
| Gross Salary p.a. | 258996 |

| Monthly Salary | |
|---|--------------|
| BASIC + HRA + ADDL. ALLOWANCE + LTA + COMMUNICATION REIMB. + FFR INTERNET REIMB. + KIT ALLOWANCE + VEHICLE MAINTENANCE + MOBILE ALLOWANCE | 17751 |
| Less : PF + ESIC + PTAX | 1366 |
| Net Monthly Take Home Through Pay Slip (Subject to IT Deduction) | 16385 |
| Yearly Reimbursement | |
| Mediclaim (Paid annually agaisnt Premium paid) | 13200 |
| Bonus (Yearly Payment) | 20400 |