



Privacy Notice Employees

Record of Release

Version No.	Modified By	Reviewed By	Authorized By	Release Date	Modifications Done
1.0	Pranav Parab Sherlyn Stanley	Vikram Patil	Sanjay Kothary Ajay Tripathi	12-Feb-2020	Document released with requirements of applicable privacy laws at this point in time
1.1	Pranav Parab Sherlyn Stanley	Vikram Patil	Sanjay Kothary Ajay Tripathi	06-Apr-2020	Updated - How Personal Data will be used in-line with mainly applicable privacy laws
1.2	Pranav Parab Sherlyn Stanley	Vikram Patil	Sanjay Kothary Ajay Tripathi	09-June-2020	Updated document with respect to Personal Data Breach Mgmt. Policy and Procedure, Personal Data Retention Guideline, Applicability section

L&T Infotech Limited (hereinafter referred to as "LTI", "we", "our", "us") is committed to protect the privacy and security of your personal data. It is important that you read this Privacy Notice ("Notice") so that you are aware of how and why we are using such personal data.

1. Purpose:

This Notice describes how we process your personal data that you share with us during and after "your tenure of employment" with us.

2. Applicability:

This Notice applies to all current and former employees of LTI.

This Notice does not form part of any contract of employment or other contract to provide services. We may update this Notice at any time, subsequent to which you will be made aware of the change.

This privacy notice uses GDPR as a baseline and privacy laws applicable for LTI offices.

3. Relationship:

We are the "Data Controller" of your personal data. This means that we are responsible for deciding how we process personal data about you. As your employer, we need to process data about you for acceptable employment purposes including recruitment and on-boarding. Processing will include collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, erasure or destruction of your personal data. The data we hold and process will be used for management and administrative purposes only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, and whilst you are working for us, at the time when your employment ends and after you have exited the organisation. This includes using personal data to enable us to comply with the recruitment requirements, legal requirements, to pursue our legitimate interest and protect our legal position in the event of legal proceedings. If you do not provide this data or request for the deletion of data shared, we may be unable to, in some circumstances, comply with it due to legal obligations. We will tell you about the implications of your such decision.

4. What Personal Data Do We Collect?

We collect and process the following categories of personal data about you:

- "Personal details", including but not limited to full name, title, (temporary and permanent) residential addresses, post code, telephone numbers, mobile number, personal/corporate email addresses, date of birth, gender, age, bank account details, emergency contact information (including but not limited to their name, surname, home address and contact number), country, nationality, citizenship, marriage certificate, marriage date, marital status, spouse details (including but not limited to name, date of birth, and passport details (including but not limited to, the work permit if required),

children's details (including but not limited to name, date of birth and passport details), dependant's details, siblings and nominee details, photographs, Language Known, Education Details, Trainings attended, Certification, Details of Extra Curricular Activities signatures etc.

- “National ID details” including but not limited to passport number, driving license, tax identification numbers, national identification numbers, etc.
- “Current Employment Details” including information about your current level of remuneration, including benefit entitlements, etc.
- “Previous Employment Details” including information about your employment history, name and contact details of referee, immediate superior, etc.
- “Recruitment Information”, including copies of right to work documentation, details of your qualifications, skills, experience and employment history, past employment details etc.
- CCTV footage of you in LTI office work-areas wherever cameras are located for security reasons, for the protection of our property and for health and safety reasons
 - (I) Depending on the requirements, LTI may also need to process certain special categories of personal data. Currently only criminal records are being processed as part of background verification.
 - (II) If we process any other sensitive or the special categories of personal data revealing, including but not limited to the following during the course of your employment with LTI, we will inform you about the processing:
 1. racial or ethnic origin,
 2. political opinions,
 3. religious or philosophical beliefs,
 4. trade union membership,
 5. the processing of genetic data,
 6. biometric data for the purpose of uniquely identifying a natural person,
 7. data concerning health,
 8. data concerning a natural person's sex life or sexual orientation,

9. financial data, (including but not limited to Bank Name, Account Holder Name & Number, SWIFT Code and bank account transfer authorization for direct Deposit, Tax Number, previous employment compensation details etc.)
10. official identifiers,
11. transgender / intersex status,
12. caste / tribe,
13. social security document
14. social status

If you are a California resident, the following applies to you:

In the past 12 months, we have or may have collected the following information about you. Please note that the following list represents categories of personal data across all California residents whose personal data we may have collected or received and does not necessarily represent information we have collected specifically about you:

Category	Examples
1. Identifiers.	A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.
2. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).	A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories.
3. Protected classification characteristics under California or federal law.	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).
4. Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.
5. Biometric information.	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.

Category	Examples
6. Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.
7. Geolocation data.	Physical location or movements.
8. Sensory data.	Audio, electronic, visual, thermal, olfactory, or similar information.
9. Professional or employment-related information.	Current or past job history or performance evaluations.
10. Non-public education information (as per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.
11. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

Please also note that the definition of "personal information" under CCPA is subject to certain exceptions as set forth therein and does not include information that is publicly available or has been aggregated or deidentified in accordance with CCPA.

We may have collected and processed personal data for various business purposes in the preceding 12 months, including:

- Auditing related to interactions with consumers in connection with the professional services LTI provides.
- Detecting security incidents, protecting against malicious, deceptive, fraudulent, or illegal activity, and taking appropriate action as a result of any such detected activity.
- Debugging to identify and repair errors that impair existing intended functionality.
- Short-term, transient uses where the personal data is not disclosed to another third party and is not used to build a profile about a consumer or otherwise alter an individual consumer's experience outside the relevant interaction.
- Performing professional services for our clients.
- Undertaking internal research for technological development and demonstration.
- Undertaking activities to verify or maintain the quality or safety of our services, and to improve, upgrade, or enhance our services.

5. How is Your Personal Data Collected?

LTI collects personal data about employees through application, forms and interviews as a part of the recruitment and personal information with supporting documents collected during the LTI joining formalities, on-boarding process, either directly from the employees or sometimes indirectly from third party service providers including an employment agency or background check provider/agency, former employers, credit reference agencies, medical clinics etc.

We will collect additional personal data in the course of job-related activities throughout the period you are working for LTI. All data collected during the recruitment process and additional data collected during the course of your employment will be used and stored for performance of employment agreement as well as for complying with the legal obligations or legitimate interests of LTI.

6. Sale of Personal Data

If you are a California resident, the following applies to you:

We do not sell your personal data for monetary consideration. However, we may allow certain third parties (such as online advertising services) to collect your browsing activity and certain other personal data via automated technologies on our website in exchange for non-monetary consideration. We may share the categories of personal data listed below in order to improve the performance of our website, to enhance your browsing experience, to provide you a more personalized browsing experience, and to improve our advertising efforts. You can view a full listing of those third-party cookies and opt-out of their use through the 'How do I turn off cookies?' section in our [cookie policy](#).

In the preceding 12 months we may have sold the following categories of personal data in connection with such third-party cookies:

- Identifiers. This includes Intinfotech.com visitors' internet protocol ("IP") addresses.
- Internet or network activity. This includes information about visitors' interaction with Intinfotech.com, including information about the visitor's web browser, page location, referrer, and person using the website; cookie-specific data such as cookie ID and the cookie; and button and field data, such as any buttons clicked by site visitors, the labels of those buttons, any pages visited as a result of the button clicks, and the names of any website fields filled in by visitors.

7. How We Will Use Personal Data About You?

We will only use your personal data when the law allows us to and most commonly, we will use the collected personal data for the purposes such as:

- To maintain and develop our relationship with you
- To update our records and keep your contact details up to date

- For our internal business processing, administrative, marketing and planning requirements
- For other purposes that are permitted under any agreement with you or made apparent to you at the time of collection
- For Visa Stamping or Immigration Processing
- To enable us to maintain accurate and up-to-date employee, worker and contractor records and contact details (including details of whom to contact in the event of an emergency)
- To assess your suitability for our engagement or promotion
- To comply with the mandatory statutory and/or regulatory requirements and obligations
- To maintain an accurate record of your employment or engagement terms
- To administer the contract, we have entered in-to with you
- To make decisions about pay reviews and bonuses
- To ensure compliance with your statutory and contractual rights
- To ensure you are paid correctly and receive the correct benefits and pension entitlements, including liaising with any external benefits or pension providers or insurers
- To ensure compliance with income tax requirements, e.g. deducting income tax and insurance contributions where applicable
- To operate and maintain a record of disciplinary, grievance and capability procedures and action taken
- To operate and maintain a record of performance management systems
- To record and assess your education, training and development activities and needs
- To plan for career development and succession
- To manage, plan and organise work
- To enable effective workforce management
- To operate and maintain a record of annual leave procedures
- To operate and maintain a record of sickness absence procedures
- To operate and maintain a record of maternity leave, paternity leave, adoption leave, shared parental leave, parental leave and any other type of paid or unpaid leave or time off work

- To make decisions about continued employment or engagement
- To operate and maintain a record of dismissal procedures
- To provide references on request for current or former employees, workers or contractors
- To ensure network and information security and prevent unauthorised access and modifications to systems
- To ensure effective HR, personnel management and business administration, including accounting and auditing
- To ensure adherence to Company rules, policies and procedures
- To enable us to establish, exercise or defend possible legal claims & prevent frauds
- Where we need to perform a contract that we will be entering into, with you. (For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract, for administration related activities, such as those related to benefit, pension and insurance entitlements).
- Where we need to comply with a legal obligation. (For example, to check your entitlement to work, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which you are entitled, etc.)
- Where it is necessary for our legitimate interests (or those of a third party), and your interests and fundamental rights do not override those interests. (For example, we need to process your data to carry out administrative activities like issuing of laptop, access, id creation etc.)
- We may need to share your profile and background verification status with our clients and its customers if required, as per the contractual obligations
- From time to time, we may consider corporate transactions such as a merger, acquisition, re-org, or similar requirements
- Where we need to protect your vital interests (or someone else's vital interests)
- Where it is needed in the public interest (or for official purposes)

8. If You Fail to Provide Personal Data:

If you choose not to provide your personal data that is mandatory to process your request or for carrying out processing required as per our legitimate interests or any other purpose, we may not be able to provide the corresponding service.

9. Change of Purpose:

We will only use your personal data for the purposes for which we collected it. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so without undue delay. Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

10. Special Categories of Personal Data:

Special categories of personal data require higher levels of protection. We have in place an appropriate policy document and safeguards which are required by law to be maintained when processing such data. Your criminal records are processed by our background verification vendor. We do this as it is in our legitimate interests.

We may also process special categories of personal data in the following circumstances:

- Where we need to carry out our legal obligations or exercise rights in connection with employment;
- Where processing is necessary for the performance of contract to which you will be a party;
- Where processing is necessary for the purpose of legitimate interest pursued by us or third party with appropriate safeguards;
- Where processing is necessary for the purpose of carrying out the obligations and exercising our specific rights and in the event of employment, the specific rights of the employees in fields of employment, social security and social protection law, in so far as is authorised by the applicable data protection law providing appropriate safeguards for the job applicant candidates fundamental rights and interests;
- Where processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
- Where you have provided your explicit consent to allow us to process the data.

11. Data Sharing

We may share your personal data with the following recipients:

- Third parties with whom we have a contractual relationship, including clients, background check vendor, etc. We require third parties to respect the security of your data and to treat it in accordance with our instructions and as per the law.
- Our other entities including but not limited to Larsen & Toubro Group of Companies, for performance of employment contract. We may transfer your personal data transnationally if required for the purpose of processing, wherever there is a requirement of the job to be performed in accordance with the agreements executed amongst LTI offices and its clients.

- Internal departments, including with interviewers, recruitment team, hiring managers, etc.

Disclosure of personal data to LTI teams:

Within LTI your personal information will be made available only to those teams that require your personal information, such as visa information to our Visa Processing Team, tax details to our Taxation Team or bank details to our Payroll and Benefits Team.

Disclosure of personal data to LTI group companies

Your personal data will be made available to the following LTI group companies:

- Larsen & Toubro Infotech India Limited
- Other subsidiaries and branch offices based on legitimate interest

Your personal data will be made available to the above mentioned LTI group companies for all HR, payroll, tax, insurance & immigration related activities.

Disclosure to third parties

We will share your personal information with the following categories of third parties:

- (1) Other parties such as legal and regulatory authorities, accountants, auditors, lawyers and other outside professional advisors; and
- (2) Companies that provide products and services to us, such as:
 - a) Payroll and benefits providers;
 - b) Pension providers;
 - c) Insurance companies, including those providing medical insurance and group income protection;
 - d) Human resources services, such as pre-employment checks and for employee monitoring;
 - e) Recruitment agencies;
 - f) Parties requesting an employment reference;
 - g) Travel agencies and transport providers;
 - h) Information technology systems suppliers and support, including email archiving, telecommunication suppliers, back-up and disaster recovery and cyber security services; psychometric testing providers and
 - i) Other outsourcing providers, such as off-site storage providers and cloud services providers.

We will disclose your personal data to third parties:

- a) Where it is in our legitimate interests to do so to run, grow and develop our business:
 - (I) if we sell or buy any business or assets, we may disclose your personal information to the prospective seller or buyer of such business or assets;
 - (II) if LTI or substantially all of its assets are acquired by a third party, in which case personal information held by LTI will be one of the transferred assets;
- b) If we are under a duty to disclose or share your personal information in order to comply with any legal obligation, any lawful request from government or law enforcement officials and as may be required to meet national security or law enforcement requirements or prevent illegal activity;
- c) To enforce our contract with you, to respond to any claims, to protect our rights or the rights of a third party, to protect the safety of any person or to prevent any illegal activity; or
- d) To protect the rights, property or safety of LTI, our employees, customers, suppliers or other persons.

Restrictions on use of personal data by the recipients:

- 1) Any third parties with whom we share your personal information are limited (by law and by contract) in their ability to use your personal information for the specific purposes identified by us.
- 2) We will ensure that any third parties with whom we share your personal information are subject to privacy and security obligations consistent with this Privacy Policy and applicable privacy laws.
- 3) We will not share, sell or rent any of your personal information to any third party without notifying you.

LTI will never share, sell or rent any of your personal information to any third party without notifying you and/or obtaining your consent. Where you have given your consent for us to share your information but later change your mind, you can contact us at DPO@Lntinfotech.com and we will stop doing so.

12. Transnational Data Transfer:

LTI may transfer the personal data transnationally depending upon the requirements for the performance of the contract with the employee or required for other related activities.

Further, to ensure that the employee's personal data receives an adequate level of protection we have executed Standard Contractual Clauses with our LTI Head office in Powai, India to ensure that personal data is treated in a way that is consistent with and which respects the applicable privacy laws on data protection, including but not limited to the third parties.

13. Data Protection:

LTI has put in place measures for the protection of your personal data. LTI has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities.

Where your personal information is shared with third-party service providers, we require all third parties to implement appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with applicable data protection and privacy laws. They are authorized to process your personal information for specified purposes and in accordance with our written instructions.

LTI also has Personal Data Breach Management Policy and Procedure in place to deal with a suspected data security breach and we will notify the applicable supervisory authority or regulator & you (data subject) of a suspected breach where we are legally required to do so.

14. Data Retention:

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal data so that it can no longer be associated with you, in which case we may use such data without further Notice to you. Once your data is no longer required, we will securely destroy your personal data in accordance with the Personal Data Retention Guideline.

15. Data Protection Officer:

LTI has appointed a data protection officer (DPO) to oversee privacy compliance with this Notice. If you have any questions about this Notice or how we handle your personal data, please contact the DPO at DPO@Lntinfotech.com.

16. Your Duty to Inform us of Changes:

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

17. Rights Available to You:

Under certain circumstances, by law, you have the:

- **Right to be Informed** is about providing you with clear and concise information about what we do with your personal data.
 - **Right of Access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you as well as other supplementary information. It helps you to understand how and why we are using your data, and check we are doing it lawfully.
 - **Right to Rectification** of the personal data that we hold about you. This enables you to have any inaccurate personal data we hold about you rectified. You may also able to have any incomplete personal data we hold about you completed.
 - **Right to Erasure (Right to be Forgotten)** will enable you to ask us to delete or remove personal data which we process about you subject to limited circumstances in accordance with the privacy laws requirements.
 - **Right to Object** to processing of your personal data effectively allows you to stop or prevent us from processing your personal data. Right to Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
 - **Right to Restrict Processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you. You have the right to restrict the processing of your personal data where you have a reason for wanting the restriction, example you may have issues with the content of the information we hold or how we have processed your data.
 - **Right to Data Portability** of your personal data. This enables you to have the right to receive the personal data concerning you, which you have provided to us in a structured, commonly used, and machine-readable format. It also gives you the right to request us to transmit this data directly to another controller in a safe and secure way, without affecting its usability.
 - **Right Related to Automated Decision-Making Including Profiling.** LTI does not carry out any automated decision making currently. However, if in the future we do so, you will have a right not to be subjected to a decision based solely on automated processing, including profiling. Such decisions can be made only if they are necessary for the entry into or performance of a contract or authorized by the Union or Member State law applicable to us or based on your explicit consent.
- ❖ **Withdrawal of Consent (or opt-out)** for processing of personal data where explicit consent if any has been sought. In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your data for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

If you are a California resident, you have the following rights under certain circumstances:

- **Right of access and data portability.** You may have the right to request that we disclose to you information about our collection and use of your personal data in the preceding 12 months, including: (a) the categories and specific pieces of personal data we collect; (b) the categories of sources from which we collect or sell personal data; (c) the business or commercial purpose for which we collect personal data; (d) the categories of third parties with whom we share personal data; and (e) the categories of personal data disclosed for a business purpose or sold to third parties and the categories of third parties to whom such personal data was sold or disclosed.
- **Right to deletion.** You may request that we delete certain personal data that we have collected about you. The foregoing is subject to our right to maintain your personal data for specific purposes permitted under CCPA. If we are unable to comply with any such request, we will notify you.
- **Right to opt-out.** You may have the right to request that your personal data not be sold to third parties.
- **Right to non-discrimination.** You have the right to exercise any of the rights listed above (and any other rights under CCPA) without discrimination by us.

As part of processing your request, we require you to provide certain personal data about you in order to verify your identity in accordance with the CCPA requirements.

This information includes your first and last name, email address, physical address, telephone number, and description of relationship to LTI, but may also include additional information based on the nature of your request and your relationship with us.

Additionally, in accordance with your rights under the CCPA, you may designate an authorized agent to make a request on your behalf. In order to comply with your request, we will require the personal data referenced above to be used for identity verification purposes, as well as the name, email address, and telephone number of your authorized agent.

Please note that you may only make an access request to us for your personal data up to two times in any 12-month period.

18. Exercising my rights / registering complaints or grievances

You may use any of the following methods to exercise your rights or register any grievance / complaint related to our processing of your personal data or related to our processing in accordance to applicable data protection principles, our policies and procedures:

- Send an email to DPO@Lntinfotech.com
- Additionally, for California residents, visit the link [LTI California Privacy Policy](#) for our contact details and the webform for submitting your requests.

- Exercise your right to opt-out of sale via the 'Do not sell my personal information' link on our website or directly by opting-out of third-party cookies **through the 'How do I turn off cookies?' section in our cookie policy.**

19. No Fee Usually Required:

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

20. Changes to this Notice:

We reserve the right to update this Notice at any time, and we will provide you with a new Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

If you have any questions about this Notice, please contact Data Protection Officer of LTI at DPO@Lntinfotech.com You may also refer to our [LTI Privacy Policy](#) and [LTI California Privacy Policy](#) published on the website for further information on LTI's commitment towards privacy.

I acknowledge that I have read and agree to the above terms and conditions.

Name  Digitally signed by: Pradip Gurappa Chavan on 11/26/2021

Date - 11/26/2021

CID - 1566779

Employee Workplace Behaviour Guideline

Dear _____,

We believe that it is important for L&T Infotech (the “Company”/ “us”/ “our”) to share the key points below to enable you to perform your duties diligently with high compliance to the company policies while you are in employment with the Company.

However any other conduct, which threatens the security (physical as well as data security), safety, employee welfare and business, is prohibited.

Any violation of the terms of this document can lead to appropriate disciplinary action.

1. You as an “Infoknight”, in all your interactions both internal and external are expected to adhere to the Code of Conduct policy and live up to our Company’s reputation, vision and core organizational values Agility, Dependability, Innovation, Integrity, Meritocracy & Fair play, Passion & Team Work
2. As part of this organization you are expected to be cognizant of the customer requirements and accept project allocations as per business needs while in India or Abroad.
3. You will carry the Company provided identity card at all times while in India. While on work overseas at client location, check with your onsite coordinator/manager if there is a separate id card that is issued at the client site. During your deputation and while travelling anywhere overseas, do carry copy of appropriate identity proof such as your passport ,Driving license, Residence/Visa status such as Work Permit, country specific personal identification number (e.g. residence permit card/ PIN/SSN/CPR/other identification number) certified and stamped as true and original from the local police station/town hall/municipality/ commune/Social Security office etc.). with you at all times. It is essential to carry your original passport while traveling outstation within and outside a country (e.g. nearby countries within EU where there are no specific emigration/border checks).
 - Do not continue with the local country public registration system depending on the country after the deputation ends, since it is illegal if not cancelled/unregistered and can impact your future entry into the country.
 - Do not indulge in any act/deed /behavior which is not legal and is considered as an offence as per the country you are in.
4. We are committed to providing and maintaining a work environment that is free of harassment and any kind of discrimination based on caste, creed, race, religion, national origin, age, gender, sexual orientation, region, appearance or any disability or other protected classifications while in India or Abroad. All employees must comply with the Company policies (India and International) in generic area of Ethics, Conduct and Governance, Health & Safety, Leave and Attendance, Global Mobility and any country specific policies as applicable while abroad. HR Policies are available on Insight (Path Insight> Quick links > HR > HR Policies) and take appropriate measures to go through the HR Policies and be aware of all updates to policies, that

are published from time to time. In case you are based at the client location, please make sure you follow policies and processes as applicable to you at the client location also.

We believe that it is important for L&T Infotech (henceforth referred to as the "Company"/ "us"/ "our") to emphasize that you always need to conduct yourself in conformity with professional standards of personal integrity, honesty and ethical conduct. You will address any issues or grievances to the appropriate HR and reporting manager of L&T Infotech only. Value people and treat all colleagues and business associates with fairness, dignity and respect. Respect the personal space of all individuals and respect the culture of the country you are in. Meet your colleagues in a warm and friendly (not overtly friendly) manner. Be aware and sensitive of the cultural gestures and adhere to the local laws of the land/country you are in since you could be subjected to identity and spot checks.

- Do not threaten, intimidate, coerce or fight with another employee or any personnel of the customer by word or deed, or make derogatory remarks towards clients, superior officers and other colleagues.
 - Do not commit or get involved in any act of harassment of another individual
 - Do not steal or damage or destroy any property which belongs to the Company, client or any colleague
 - Do not get personally involved with employees of the client at the worksite
 - Do not threaten anyone's personal space by asking personal/uncomfortable questions (questions on marriage, family, religion should be strictly avoided).
 - Do not behave in a manner that can create suspicion
 - Do not use abusive or offensive language, tone or gestures with colleagues or client associates
 - Do not share /discuss details about your salary/allowances/appraisal/promotions with the client manager/associates.
 - Do not make judgments if people are curt and formal, they may be work-oriented.
5. Do adhere to the "dress code policy of the Company" and of the client as applicable in India or while Abroad. Adherence to dress code guidelines of the company and also of the client is a must. Ensure that you take care of your personal hygiene and grooming at all times, (e.g. use of deodorant, mouth freshener whenever required, well-trimmed nails, well groomed hair, men should be clean shaven, etc.). It is important to maintain personal hygiene in client offices, client meetings, discussions, office lifts, public places etc. It will ease your immigration formalities and avoid unnecessary questioning, if you are neatly dressed and well groomed when you meet the immigration officer.
- Do not wear anything flashy/eye-catching
6. Upon joining the Company in India or while abroad, please provide your contact details, emergency contact details and dependent information as required. It is your responsibility to always ensure you update the above details (Keep HR Informed if your dependents are living with you while you work abroad), in the HRMS of the company. It is in your best interest to keep HR updated of any changes to the above.

7. On a regular basis, do submit your time sheet reports. If you have not been allocated to any project, do remember to check the cost code details with the Resource Management Executive in your Business Unit. As responsible project members, you are expected to contribute to effectiveness measures like regular attendance and diligent swipe-in/ swipe-out at all locations where you will be based. Adhere to the start time as per the office timings at the client location, and break time as per the location. Timings need to be matched based on work demands and according to the other team members of your project team. Please do not forget to complete your Splice M Timesheets and Client's Time Sheet. Work within the time provided to you.
 - Do not come late to work
 - Do not exceed your break timings
 - Do not spend extended time in the corridors on your cell phone
 - Do not default your time booking
 - Do not do any personal work during office hours, such as filling up Immigration or Payroll related forms
 - Do not ask client colleagues to stay back beyond their official timings
 - Do not book time used in the gymnasium, indoor recreation room, massager, coffee machines, etc.
8. Always attend a meeting with a note pad and a pen, and take notes wherever required. It is useful to carry printouts of important documents and sheets as needed. If the client has provided you a laptop, carry it where required and ensure the safety of the same. Adhere to the processes/information specific to the client location. Check with your onsite coordinator/manager for any such information and make a note of the same. When your assignment ends, ensure you return all related access cards, parking cards, and laptop cards to the concerned officials at the client site before you leave the country. Attend the compulsory trainings organized by the client and complete the same within the stipulated time after being deputed.
 - Do not decorate your work area/desk like a home. Avoid exhibiting religious pictures, etc.
 - Do not make "ON THE FLY STATEMENTS" in client meetings
 - Do not hold any meetings without the permission of the client at the client premises
 - Do not violate client specific processes and secure information
 - Do not hesitate to ask for client specific information if not clear/told to you explicitly by your reporting manager
 - Do not browse on the Internet except for L&T Intranet sites during office hours.
 - Do not use MP3 players, IPod at the client /work place
9. Since we work as a global organization, you are expected to communicate only in English (Business Communication) with customers/colleagues. Speak clearly only in English and in moderate tone/audible voice for the other party to hear properly. Use your L&T Infotech email id to communicate with offshore/other colleagues outside the project. If you have not understood what the client is trying to communicate, please ask them to repeat it and mention

clearly that you have not understood what they said, and hence requesting a repeat. Follow appropriate email etiquette; use proper salutations while addressing the individual in the email. Always spell check before sending an email.

- Do not talk loudly
 - Do not make use of any client communication network (e.g.: email, phone, printer, fax, scanner) for personal use/to write to offshore
 - Do not indulge in personal talks with client colleagues
 - Do not make fun of the accents of fellow colleagues/superiors
 - Do not use the Indian regional language at client place
 - Do not speak out of turn or continuously without pause, making discussions one sided
 - Do not use client email id to register into any free forums which may compromise client machines
10. Follow Telephone Etiquette while use of phone (land line/mobile). In the case where mobile phones are provided to you by the clients for work-related calls, the same has to be used appropriately for official use only. Prepare your own list of important numbers and carry them in your office bag. For long duration or long-distance calls, ask the off shore location to call the number provided to them. Mobiles should be on silent mode/low ringtone while at work. Keep client provided mobiles safely and ensure you do not lose them. Ensure that you return all client provided mobiles when your assignment comes to an end. When entering a conference call with your team, announce the names/indicate presence of other team members
- Do not use the phone for long durations unless absolutely required for work related matters
 - Do not use the client phone (landline/mobile) for making personal calls
 - Do not misuse the phone usage for personal calls if it has been given to you by the client
 - Do not call off shore locations from the client location and talk for long hours using the land line
 - Do not use loud ring tones
 - Do not leave the important numbers list in your suitcase at home
 - Do not place phones on mute/hold in conference calls to take other calls, so to avoid causing any inconvenience to the listener
11. Ensure that the kitchen facilities such as canteen, coffee machines and microwave and any other kitchen facility available in the Company or at the Client location if provided are moderately used. If you use the microwave to warm your lunch, ensure that it is clean after your meal is warmed up, especially if you are heating Indian food. Use only microwavable plastic/ceramic vessels. Follow table manners when eating in the cafeteria/with colleagues/ with client colleagues. Clean the table after completing your meal. When based in a client location, please buy the lunch coupons for yourself. Take moderate helpings of food while serving you. Ensure that you follow the rules/processes for usage of such facilities provided. When you are in a conference room, ensure that you leave the place clean and not littered with your coffee/ water cups. . Keep the common facilities clean.
- Do not expect your client colleague to buy lunch coupons for you
 - Do not expect any one else to clean up if you spill water/food on the table

- Do not waste time at the coffee machines in groups
 - Do not litter or dirty any common facilities used.
12. Adhere to the usage policy/rules for using any recreational facility such as the gymnasium, sports any other recreational facilities available to you in the Company or at Client Location if permissible for consultants. Unless freely available, pay the necessary charges for usage of the same. Ensure that the usage of such facilities does not hamper your working hours, quality of work and deadline of the work/project
- Do not use such facilities during working hours
13. Adhere to the confidentiality agreement that you have signed with the Company and the client (if applicable). You will ensure the confidentiality, integrity and availability of the information assets of our Company and clients at all times. You will comply with the Information Security Policy and guideline of the Company and also comply with specific security policies/guidelines of the client. Ensure that you obtain such guidelines and understand client expectations on security responsibilities through dialogue and observation of practices of the client. Ensure highest standards of good security conduct to preserve and protect the client systems. In case you are at Onsite client location you are required to get in touch with the client site project manager to access the L&T Infotech intranet sites if these sites are blocked from the client side. Use Internet browsing discreetly and only for work-related information from the Company/Client office. Ensure security of usage of laptop/notebook computers/home computers including data security at all times.
- Do not enter into areas where you do not have access at the client location/ break into rooms where you are not allowed to enter
 - Do not circumvent or subvert security measures on either client's network resources or any other security system connected to or accessible through the internet
 - Do not share with unauthorized personnel any information which is confidential to the Company and client
 - Do not use unauthorized software at the work place
 - Do not install, download or develop a malicious software
 - Do not download free ware while at work unless approved by the client project manager if it is in the interest of the project
 - Do not hack into, attack or compromise any system/network/resources of the Company or use the Company resources for such activities on other systems
 - Do not post information about L&T Infotech and client information on public sites including emails, forums, blogs, etc.
14. While Abroad ensure that you and your family follow the rules and regulations within the residential complexes where you live in. During client and project parties, avoid alcoholic beverages/or restrict them within limits. Always check for official information desks when seeking information especially at public places. Always check in advance the route to the destination that you are heading to. Have the route map with you for reference. Use the public transport systems where possible. Read about the culture and society of the country you are in.
- Do not use conveyance from unknown transporters when travelling late from work to home

- Do not touch unidentified objects
 - Do not be clueless while travelling to an unknown destination.
 - Do not go uninvited to any one's house
15. If you are living in a company provided leased accommodation/rented accommodation which is furnished with amenities, do insist and ensure an inventory check is done before you start living there and also before you exit the rented apartment to ensure that there are no miscommunications on provided/missing items during your entry and exit of the accommodation. You are responsible for the upkeep and any damages should be informed to the local country admin team. You may need to check with the local admin/landlord of the procedure to replace any damaged item during your stay in such company provided/leased accommodation which is furnished.
16. People are extremely cautious about health and hygiene. If you are not well, you are expected to take extreme care at work or while socializing with colleagues so that you do not affect other people. Take good care of your health as the cold weather tends to consume more body energy, and can cause allergies along with other factors. If required, you can work from home instead with prior permission.
- Do not go to the work place or for meetings when down with fever, cough, cold, sneezing, etc.
17. For all certifications and additional qualifications acquired, please reach out to the HR Team along with the original certificate to ensure that the same is updated in the HRMS

Please note that as an employee of L&T Infotech ("the Company"), any conduct which threatens & violates the security, safety, employee welfare, business and any Company policy is strictly prohibited. The below list is illustrative; however any violation will lead to disciplinary action up to and including termination of employment.

1 DO NOT:

- Share confidential information about the Company and its clients with outsiders, post information about Company and client on public sites including emails, forums, blogs etc.
- Come late and remain absent from work without permission
- Present fake bills - towards medical reimbursements, travel related relocation bills, etc.
- Gamble on Company's premises, engage in trade or business outside the assigned duties
- Record the work time of any other employee or allow any other employee to record your work time, which leads to falsifying information
- Threaten, intimidate, coerce or fight with another employee or a customer by word or deed
- Make use of office communication network, usage of phone, printer, fax, scanner for personal use
- Share/discuss your salary or allowance, appraisal, or promotion related details with anyone including client (Any grievance related to salary can be discussed only with your L&T Infotech HR team)
- Indulge in drunkenness, riotous, disorderly or indecent behavior on company premises
- Speculate in shares during company work
- Engage in willful insubordination or disobedience including but not limited to failure or refusal to obey orders of a supervisor or member of management
- Steal or damage or destroy any Company property or the property of any employee or client

Annexure A: Declaration Employee Work place Behaviour to be signed by the employee.

Annexure A - Declaration by the Employee.

I hereby declare that I have received and read the guideline for Employee Work Place Behaviour and undertake to abide by the terms and conditions of this document throughout my tenure in L&T Infotech.

- **Country of Deputation:** IN
- **Employee Name:**
- **Employee Signature:**  Digitally signed by: Pradip Gurappa
- **Date:** 11/26/2021
- **Current Location:** pune

Conflict of Interest Disclosure Form for LTI Employees

A conflict of interest exists when there is evidence of or the appearance that an employee's personal interests have influenced or may influence Agency transactions or operations, or that these interests take precedence over the interests, goals, and/or mission of the Agency. A conflict of interest may relate to you, your spouse/partner, family member, business interests, and/or associates in areas such as:

- I (or a party related to me) may hold, directly or indirectly a position of financial interest in an outside concern from which LTI secure goods or services.
- I (or a party related to me) may render directive, managerial, or consultative service to, or am an employee of, any outside concern that does business with LTI.
- I may accept gifts or other benefits from any outside concern that does, or is seeking to do, business with LTI.
- At LTI, I may participate in management decisions concerning transactions that affect or benefit me, my family, or my personal financial interests.
- A party related to me, may have received or continues to receive services from LTI.

LTI is responsible for knowing what conflicts might exist and to manage, reduce, or eliminate those conflicts. The key to handling these potential conflicts is *full disclosure* of any potential conflict or the appearance of a conflict. It should be noted that we believe it appropriate to disclose any family members that may be supported by, employed by, a vendor of, or business associate of LTI. Each employee will complete an annual conflict of interest disclosure form to inform LTI of situations that pose or may give the appearance of conflict of interest.

If you have questions as to whether a conflict of interest exists, we encourage you to discuss this with Human Resources /or disclose this information on the form.

I certify by signing below I acknowledge receipt of the Employee Conflict of Interest Policy and that I have accurately completed this disclosure form to the best of my knowledge.

Please check the statement that pertain to your disclosure:

- I hereby report that to the best of my knowledge, information and belief, no situation in which I am involved personally or professionally could be construed as a violation of the Employee Conflict of Interest Policy, or as placing me in a position of having a conflict of interest with LTI*.
- I hereby disclose the following individuals/circumstances that may constitute a conflict of interest, as described in above*:

Name – NA

Email id – NA

Relation – NA

PS Number (Optional) - NA

* I understand that it is my responsibility to contact LTI's Human Resources to complete a new Employee Conflict of Interest and Disclose to notify LTI of any changes and/or additions that may occur throughout my tenure with LTI.

 Digitally signed by: Pradip Gurappa Chavan on

Employee Name

Employee Signature

Product Engineer

11/26/2021

Employee Title

Date



Larsen & Toubro Infotech Ltd.

Commercial Software Protection Agreement

I agree that, in consideration for using Larsen & Toubro InfoTech Ltd. ("LTI") computer hardware and all software, including commercial software as part of my employment, I recognize and will abide by the following conditions:

1. LTI licenses the use of its commercial software from a variety of outside companies. LTI does not own such software or its related documentation and unless authorized by the applicable licensor, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, LTI Retainers and consultants shall use the software only in accordance with the applicable license agreement. Information on the license agreement for each piece of software can be obtained from LTI Manager of Information Systems Division.
3. LTI Retainers and consultants learning of any misuse of software or related documentation within the company shall notify their supervisor or the Manager of the Information Systems Division.
4. LTI Retainers and consultants who make, acquire, or knowingly use unauthorized copies of computer software will be disciplined as appropriate under the circumstances.
5. According to the Copyright Law, illegal reproduction of software can be subject to civil damages, and criminal penalties including fines and imprisonment.
6. LTI does not offer protection to any Retainer from prosecution by the owner, developer, maker, distributor or licensor of the original commercial software.

Retainer's Name:

Signature: Digitally signed by: Pradip Gurappa Chavan on 11/26/2021

Date: 11/26/2021



1.1 AGREEMENT FOR ASSIGNMENT OF INVENTIONS, COVENANT

AGAINST DISCLOSURE AND AGREEMENT NOT TO COMPETE

IN CONSIDERATION OF my employment to perform services for Larsen & Toubro InfoTech Ltd., LTI in short, its successors, or assigns (hereinafter "LTI") and in consideration of the wages and salary to be paid to me and of the position which I occupy and which brings me into contact with activities of LTI, and regardless of the duration of such Contract, I agree to perform to the best of my ability all duties required of me from time to time by LTI and I agree to comply with conditions set forth herein.

1. **Property Rights:** I agree that all concepts, designs, inventions, improvements or developments which I may conceive, develop, devise, make, invent, or suggest during my employment with LTI relating generally to any matter of thing, including computer programs, systems, designs, manuals, documentation, products, processes, or methods which may be connected in any way with the LTI's work or with work or tests carried on by LTI, shall become the absolute property of LTI.
2. **Assignment:** I hereby assign and agree to assign, at any time at the request of LTI, to LTI, its successors, assigns or nominees, all my rights, title and interest in or to such concepts, designs, inventions, improvements, and developments, patentable or unpatentable, which during the period of my employment with LTI or with its predecessor or successor in business or with any entity associated with LTI, I have made or conceived, or which, while still in the employment of my LTI, I hereafter may make or conceive, either solely or jointly with others: (a) with the use of LTI's time, material, or facilities; and/or (b) resulting from or suggested by my work for LTI or contact with other employees of LTI; and/or (c) in any way pertaining to any subject matter which shall be within the existing or contemplated business of LTI. All such concepts, designs, inventions, improvements, and developments shall automatically be deemed to be the property of LTI as soon as made or conceived. My obligation to assign the rights to such property shall survive the discontinuance or termination of my employment with LTI for any reason. I hereby expressly waive in favour of LTI any moral rights, artist's rights or other rights of authorship under the relevant copyright laws or other intellectual property rights (which rights otherwise cannot be assigned or transferred to LTI) in and with respect to any concepts, designs, inventions, improvements, developments or other copyrightable works that I may conceive, develop, devise, make, invent, or suggest during my employment with LTI.

3. Disclosure: I agree to disclose promptly to my immediate supervisor all such concepts, designs, inventions, improvements, and developments.
4. Execution of Documents: At any time upon the request of LTI, either during my employment or after termination thereof, and without charge to LTI, but at its expense, I agree to execute, acknowledge, and deliver all papers and documents, including but not limited to applications for patents, copyrights, or trademarks; and I agree to perform such other lawful acts as, in the opinion of LTI, may be necessary, required or of assistance in obtaining or maintaining patents, copyrights, or trademarks, for such concepts, designs, inventions, improvements, and developments in any and all countries and in vesting title thereto in LTI, its successors, assigns or nominees.
5. Actions Required on Termination: Upon termination of my employment with LTI, I agree to return to LTI all property of LTI of which I have had custody and to deliver to my supervisor all notebooks, documentation, files, and notes, and other data relating to research or experiments conducted by me or relating to any concepts, designs, inventions, improvements, or developments pertaining to computer programs, systems designs, manuals, documentations, products, processes, or methods of LTI or otherwise covered by this Agreement.
6. Compliance Not Contingent Upon Additional Consideration: I have not been promised, and I shall not claim, any additional or special payment or compensation for such assignments and for compliance with the other covenants and agreements herein contained.
7. Prior Inventions: If, prior to the date of execution of this Agreement, I have made or conceived any unpatented inventions, improvements, concepts, designs, or developments, whether patentable or unpatentable, which I desire to have excluded from this Agreement, I have attached to this Agreement a complete list and brief description thereof.
8. Covenant Against Disclosure: In addition to all other obligations with respect to the observance of the local government security regulations, I understand that it may be desirable or necessary for LTI or any of its suppliers, licensors, or customers to disclose to me information or data relating including but not limited to the technology, systems, methods of operations, products, business data, financial data and any other information of LTI or its suppliers, licensors, customers or third party and, I therefore agree as follows:
 - (a) To accept and retain such data and information in complete confidence and, at all times during or after the termination of my employment with LTI, not to disclose or reveal such data or information to others and refrain from using such data for purposes other than those purposes authorised in writing by LTI.

- (b) Not to directly or indirectly publish, communicate, divulge, or describe to any unauthorised person nor use, claim, patent, or copyright any such data or information during the term of my employment with LTI or at any time subsequent thereto without the prior written consent of LTI.
- (c) To turn over to LTI all written or descriptive matter containing any confidential or proprietary information or data upon termination of my employment, or sooner, at the request of LTI.
- (d) To keep the contractual relationship of LTI with its suppliers, licensors, and customers confidential. I further agree not to disclose any supplier, licensor, or customer relationships.
9. Agreement Not to Compete: Since I am employed in a position in which I may have intimate and complete knowledge of the operations, products, services, systems, methods and trade secrets of LTI, many of which are unique, patented or patentable, and specially developed by LTI and allow LTI to effectively compete in its business, I hereby agree that during my term of Retainership with LTI I will not directly or indirectly, either as principal, agent, employee/retainer, representative, consultant, or in any other capacity, contact, communicate with, or have any other business dealings with any client of LTI, as defined in this section, with whom I have had any contact, communications, or business dealings with during my terms of employment with LTI, except as specifically authorised by LTI.
- I also agree that for a period of two years after my termination of employment with LTI, I will not contact, communicate, or have any business dealings with, either directly or indirectly, any Client of LTI. "Client" includes those who are clients of LTI on the date of termination of this agreement as well as those who were clients of the Company at any time two years prior to the termination of this agreement. For avoidance of doubts, I understand that my obligation of "not compete" as mentioned in this agreement will apply to all Clients of LTI or customers of Clients on whose projects I am deputed or assigned whilst being in the employment of LTI. It will also apply to all vendors giving services to the Client or customers of Clients.
- "Client", for the purpose of this section, is limited to an individual, trust, partnership, corporation, or other nongovernmental association, or any specific contracting office of any governmental agency or department. It shall not include any other offices or contracting officer within an agency or department where that other office or contracting officer has no contact, communications, or business dealings with LTI.
- I further agree that during my term of employment with LTI, I shall devote my skills and best efforts to the service of LTI and not perform any activities for any competitor of LTI.
10. Agreement not to solicit employees: I acknowledge and stipulate that LTI is engaged in a highly competitive business and its success depends upon the quality and

availability of its personnel. I also acknowledge that my employment with LTI provides me with access to employees of LTI and information about them.

In view of this, I agree not to solicit employees of LTI either for myself or for any other person, firm, partnership, trust or corporation either directly or indirectly while I am in the employment of LTI and for a period of two years after my employment contract with LTI is terminated for whatsoever reason. For this purpose, "employees" shall include those who have been employees of LTI at any time during the two years period prior to the date of termination of my contract of employment.

11. **Reasonable Scope:** I acknowledge and stipulate that LTI is engaged in a highly competitive business and that its success depends upon the quality of its personnel and the confidentiality concerning its products, services, systems, and methods. I also acknowledge and stipulate that the restrictions placed on me are reasonable in terms of duration and scope of activities. I stipulate that said restrictions are no broader than is reasonably necessary to protect LTI and do not unreasonably interfere with my right to earn a living. I further agree that any breach of any provision of this agreement will cause LTI and/or its Clients irreparable harm and therefore that upon any such breach or any threat thereof, LTI shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, without the requirement of posting a bond, in addition to whatever remedies it might have at law .

In the event that any provision of this agreement is deemed to be overly broad and unenforceable, the parties hereto stipulate and agree that any court of competent jurisdiction shall have the right to so limit, amend, or construe said provision so that the same shall be enforceable and hereby request the court to so act.

12. **Severability:** Each paragraph and provision of this agreement is severable from the agreement and if one provision or part thereof is declared invalid, the remaining provisions shall nevertheless remain in full force and effect.
13. **Waiver:** No term or provision of this agreement will be considered waived by LTI, and no breach consented to by LTI, unless such waiver or consent is in writing signed on behalf of LTI's authorized representative. No consent to or waiver of a breach of this agreement by LTI, whether express or implied, will constitute a consent to, waiver of, or excuse for any other, different, or subsequent breach of this agreement by me. No delay of omission of the Company in exercising or enforcing any of its rights or remedies hereunder shall constitute a waiver hereof.
14. **Entire Agreement:** This Agreement shall inure to the benefit of and be binding upon my heirs, executors, administrators, and assigns and the successors and assigns of LTI.

RETAINER:



Digitally signed by: Pradip Gurappa Chavan on 11/26/2021

Witness (Name & signature)

Name & signature

EXECUTED AT

LTI: Larsen & Toubro Infotech Ltd.

Below is the complete list and description of all unpatented inventions, improvements, concepts, designs, or developments, whether patentable or unpatentable, which I desire to exclude from this agreement:

None

Letter of Authorization
To Whomsoever It May Concern

I understand that I've to undergo background verification as per client's requirement by an external agency identified by LTI.

I hereby authorize LTI and its representative to verify information provided in my Employment Application Form and to conduct enquires as may be necessary, at the Company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to LTI or its representative.

In case the Organization finds any information contrary to that provided by me, I accept the decision taken by the Organization.

Signature:  Digitally signed by: Pradip Gurappa Chavan on 11/26/2021

Name in Capital:

PS. No:

Date: 11/26/2021



Information Security Policy Signoff for Employees

Author: Corporate Information Security and Risk Group

Version: 3.4 Date: 17th November 2021**Scope****LTI Information Security Policy Statement:**

"Everyone at LTI is committed to protect Confidentiality, Integrity and Availability of information assets for our employees, vendors, partners and most importantly for our clients and their customers. We shall proactively ensure holistic security of these information assets by continuously evolving information security management system as our first line of defense, well integrated with the business processes."

Information Security has many components, and it is necessary to address each one of them. While many of the aspects of security are addressed by the technical departments and the system administrators, every user has responsibilities to ensure good Information Security posture.

This document brings in a summary in the form of certain "Do's and Don'ts" for employees to understand their roles and responsibilities and ensure information security. A complete list of policies to be adhered to by all employees are detailed in the LTI's Corporate Information security policy document which is hosted at Information Security Intranet site i.e., <http://itsecurity.Lntinfotech.com>. Employees are required to go through the policy and ensure strict compliance with the same. All updates to policies are posted on IT Security website and the user shall visit IT security website regularly to get updated information.

These policies shall be followed by all employees irrespective of their locations or work environment or whether they are working on LTI or Client's systems and from LTI offices or Client locations. All employees and contractors (jointly "User" under this Policy) shall sign this document as a commitment to follow the enterprise's Information Security policies.

Policy**User Responsibilities**

- All LTI information on LTI issued devices, including computers, phones or mobile devices is the property of LTI and subject to LTI's data retention and destruction policies.
- User shall use password while sharing any folders on the networks and remove shares when work that require sharing is completed.
- User shall follow corporate password policy and password hygiene requirements and keep passwords secret and confidential. User must not share passwords of any system or application with anyone under any circumstances
- User must check that Symantec Antivirus has not been disabled and that the virus definition files are updated. This must be done daily.



Let's Solve

- User must not knowingly or otherwise download or install unlicensed or unauthorized software, freeware, shareware, on LTI or client systems
- User must not knowingly or otherwise share any enterprise / client confidential data, restricted or LTI internal use data to unauthorized personnel or personal email addresses
- If a software other than LTI standard baseline software is required, the user shall raise a software request approved by the SBU Head and share with Software Compliance Cell. The Software Compliance Cell shall review and approve/reject all requests based on factors such license availability, security issues, regulatory issues etc.
- Backups of data on user's computers, phones or mobile devices shall be the responsibility of the User. LTI has no responsibility for any personal data stored on a company issued computers, phones, or mobile devices and by signing below, User agrees to not hold LTI responsible for any loss or destruction of personal data
- Project Manager /Project Lead shall discuss specific project data backup requirements with the IT Systems Administrator and take appropriate action as advised based on the backup strategy for that location/SBU.
- All resources including desktop, laptop, email, internet, are provided to the user for carrying out the company's business and shall not be used for any other purpose.
- User shall not attempt to circumvent or subvert security measures on either the company's network resource or any other system connected to or accessible through internet.
- NDA shall be signed by user basis client requirement.
- Client specific Information Security policies shall be followed by the user, wherever specified.
- All employees shall keep themselves up to date on LTI's and client's security policies including any upcoming changes or amendments in requirements future updates. All employees shall follow LTI's and client's security policies. Any non-adherence to the policies shall call for disciplinary action
- Employees shall not post information about LTI and client information on public sites including e-mails, forums, blogs, social media, etc.
- Under circumstances of remote working or work from home, user shall ensure adherence to LTI Work from Home Policy and follow all the LTI / client policies and procedure diligently
- User shall undergo mandatory Information Security Training once available on LTI learning management system and adhere to all the information security guidelines shared through automated or physical mechanisms such as emails and mobile applications



Let's Solve

We shall ensure the Confidentiality, Integrity and Availability of the Information Assets of our customers and our company.

Non-compliance with or violation of any of the above-mentioned policies will be subject to disciplinary action extending up to termination of service as decided by Management.

DECLARATION

I agree to read and abide by the LTI Information Security policy including all updates that are published.

Name:

Signature of Employee

Digitally signed by: Pradip Gurappa Chavan on 11/26/2021

PS no:

Date: 11/26/2021

SHIVAJI UNIVERSITY, KOLHAPUR

Sr. No.: 2013/0497016



(02302F)
PRN : - 1212404063

Seat No. :- 8303

Branch: Mechanical

STATEMENT SHOWING THE NUMBER OF MARKS OBTAINED BY Shri CHAVAN PRADIP GURAPPA
Mother's Name : KAMAL

College : (SDG) GOV. SUSHILA DANCHAND GHODAWAT CHA TRUSTS GROUP OF INSTITUTIONS, ATIGRE, ATIGRE

in each head of passing at the F. E. examination held in Dec. 2013

SEMESTER - I

	Theory Max Min Obt	TermWork Max Min Obt
1. Engineering Chemistry	100 40 P 35	25 10 P 20
2. Engineering Mathematics-I	100 40 P 49	25 10 P 20
3. Applied Mechanics	100 40 P 45	25 10 P 21
4. Engineering Graphics	100 40 P 55	25 10 P 21
5. Basic Electronics and Computer Programming in C	100 40 P 41	25 10 P 17
6. Professional Communication-I	---	25 10 P 20
7. Workshop Practice-I	---	25 10 P 19

Total Marks in Figures(Out Of 675/304) 363

THREE HUNDRED AND SIXTY THREE OUT OF SIX HUNDRED AND SEVENTY FIVE

Result: PASS 80.96 53.78%

SEMESTER - II

	Theory Max Min Obt	TermWork Max Min Obt
1. ENGINEERING PHYSICS	100 40 P 55	25 10 P 20
2. ENGINEERING MATHEMATICS-II	100 40 P 63	25 10 P 20
3. BASIC CIVIL ENGINEERING	100 40 48	25 10 P 17
4. BASIC MECHANICAL ENGINEERING	100 40 66	25 10 P 21
5. BASIC ELECTRICAL ENGINEERING	100 40 49	25 10 P 22
6. PROFESSIONAL COMMUNICATION-II	---	25 10 P 19
7. WORKSHOP PRACTICE-II	---	25 10 P 22

Total Marks in Figures(Out Of 675/304) 422

FOUR HUNDRED AND TWENTY TWO OUT OF SIX HUNDRED AND SEVENTY FIVE

Result: PASS 62.52%

Grand Total (Out Of 1350/608) 785

SEVEN HUNDRED AND EIGHTY FIVE OUT OF ONE THOUSAND THREE HUNDRED AND FIFTY

Result: PASS 58.15%

Kolhapur Date: 13/3/2014

CONTROLLER OF EXAMINATION

SHIVAJI UNIVERSITY, KOLHAPUR

Sr. No. 2014/0304323



(00342F)
PRN : - 1212404063

Seat No. :- 18553

Branch: Mechanical

STATEMENT SHOWING THE NUMBER OF MARKS OBTAINED BY SHRI CHAVAN PRADIP GURAPPA
Mother's Name : KAMAL

College : (SDG) SOU.SUSHILA DANCHAND GHODAWAT CHA.TRUSTS GROUP OF INSTITUTIONS,ATIGRE, ATIGRE

In each head of passing at the S.E. examination held in May, 2014

SEMESTER - 3	Theory Max Min Obt	Practical Max Min Obt	TermWork Max Min Obt
1. Engineering Mathematics -III	100 40 * 35	--- ---	--- ---
2. Applied Thermodynamics	100 40 P 40	25 10 P 16	25 10 P 18
3. Electrical Technology And Computer Programming C++	100 40 P 48	--- ---	50 20 P 40
4. Machine Drawing	100 40 P 47	--- ---	25 10 P 18
5. Manufacturing Processes	100 40 P 52	--- ---	25 10 P 12
6. Fluid Mechanics	100 40 65	25 10 P 17	25 10 P 18
7. Workshop Practice III (Foundry & Processing)	--- ---	--- ---	25 10 P 19

Total Marks in figures(Out Of 825/371) 445

FOUR HUNDRED AND FORTY FIVE OUT OF EIGHT HUNDRED AND TWENTY FIVE

Result: PASS 80.96 53.9%

SEMESTER - 4	Theory Max Min Obt	Practical Max Min Obt	TermWork Max Min Obt
1. Analysis of Mech.Elements	100 40 42	--- ---	25 10 15
2. Numerical Methods	100 40 * 17	--- ---	25 10 18
3. Metallurgy	100 40 62	25 10 16	25 10 16
4. Machine Tool	100 40 41	--- ---	--- ---
5. Theory of Machines-I	100 40 * 13	--- ---	25 10 17
6. Fluid & Turbo Machinery	100 40 53	25 10 14	25 10 15
7. Computer Aided Drafting	--- ---	25 10 19	25 10 21
8. Workshop Practice IV	--- ---	25 10 19	25 10 23

Total Marks in figures(Out Of 875/394) (Excluding ENVIRO) 421

FOUR HUNDRED AND TWENTY ONE OUT OF EIGHT HUNDRED AND SEVENTY FIVE

Result: FAIL ATKT

Grand Total (Out Of 1700/765): 866

EIGHT HUNDRED AND SIXTY SIX OUT OF ONE THOUSAND SEVEN HUNDRED

Result: FAIL ATKT
ENVIRONMENTAL STUDIES : Has Passed in B Grade
Kolhapur Date: 13/8/2014

CONTROLLER OF EXAMINATIONS

Sr. No.: 2014/ 0558284



PRN : - 1212404063
 Seat No. : - 30815
 Branch: Mechanical

STATEMENT SHOWING THE NUMBER OF MARKS OBTAINED BY
 Shri CHAVAN PRADIP GURAPPA Mother's Name KAMAL
 in each head of passing at the T.E. examination held in May. 2015.
 College : (SDG) SOU SUSHILA DANCHAND GHODAWAT CHA. TRUSTS GROUP OF
 INSTITUTIONS, ATIGRE, ATIGRE

SEMESTER - 5	Theory			Practical			TermWork		
	Max	Min	Obt	Max	Min	Obt	Max	Min	Obt
1. Theory of Machine-II	100	40	P 61	25	10	P 13	25	10	P 13
2. Heat and Mass Transfer	100	40	45	25	10	P 15	25	10	P 18
3. Machine Design- I	100	40	55	---	---	---	25	10	P 14
4. Metrology & Quality Control	100	40	P 51	25	10	P 12	25	10	P 11
5. Manufacturing Engineering	100	40	P 47	---	---	---	25	10	P 15
6. Control Engineering	100	40	P 50	---	---	---	25	10	P 15
7. CAD Laboratory	---	---	---	---	---	---	25	10	P 19

Total Marks in figures (Out Of 850/382) 454

FOUR HUNDRED AND FIFTY FOUR OUT OF EIGHT HUNDRED AND FIFTY

Result: PASS 53.41%

SEMESTER - 6	Theory			Practical			TermWork		
	Max	Min	Obt	Max	Min	Obt	Max	Min	Obt
1. Machine Design II	100	40	59	25	10	13	25	10	20
2. Renewable Energy Engineering	100	40	54	---	---	---	25	10	20
3. I.C. Engines	100	40	41	25	10	17	25	10	15
4. Industrial Fluid Power	100	40	59	---	---	---	25	10	17
5. Computer Integrated Manufacturing	100	40	68	---	---	---	25	10	15
6. Industrial Management And Operation Research	100	40	55	---	---	---	25	10	21
7. Workshop Practice V AND VI	---	---	---	25	10	18	25	10	22
8. Testing & Measurement	---	---	---	25	10	18	25	10	15

Total Marks in figures (Out Of 900/405) 547

FIVE HUNDRED AND FORTY SEVEN OUT OF NINE HUNDRED

Result: PASS 60.78%

Grand Total (Out Of 1750/788) 1001

ONE THOUSAND AND ONE OUT OF ONE THOUSAND SEVEN HUNDRED AND FIFTY

Result: PASS 57.20%

Kolhapur Date: 25/6/2015

CONTROLLER OF EXAMINATIONS

SHIVAJI UNIVERSITY, KOLHAPUR



Sr. No.: 2015-16 / 0249964



DN : - 1312404063
Seat No. : - 50326
Branch: Mechanical

STATEMENT SHOWING THE NUMBER OF MARKS OBTAINED BY
Shri CHAVAN PRADIP GURAPPA Mother's Name : KANAL
in each head of passing at the B.E. examination held in May 2016.
College : (SDG) SOU SUSHILA DANCHAND GHODAWAT CHA. TRUSTS GROUP OF
INSTITUTIONS. ATIGRE, ATIGRE

SEMESTER - 7	Theory		Practical		TermWork		External		
	Max	Min	Obt	Max	Min	Obt	Max	Min	Obt
1. Refrigeration & Air Conditioning	100	40	P 47	---	---	---	25	10	P 12
2. Mechanical System Design	100	40	P 53	25	10	P 21	25	10	P 18
3. Finite Element Analysis	100	40	P 49	---	---	---	25	10	P 13
4. Experimental Mechanics	100	40	P 78	---	---	---	25	10	P 19
5. Industrial Product Design	100	40	P 60	---	---	---	25	10	P 16
6. Seminar	---	---	---	---	---	---	50	20	P 42
7. Project	---	---	---	---	---	---	50	20	P 39
8. Industrial Training	---	---	---	---	---	---	50	20	P 45

Total Marks in Figures (Out of 850/382) 551

FIVE HUNDRED AND FIFTY ONE OUT OF EIGHT HUNDRED AND FIFTY

Result: PASS 64.82%

SEMESTER - 8	Theory		Practical		TermWork				
	Max	Min	Obt	Max	Min	Obt			
1. Mechatronics	100	40	63	25	10	16	25	10	21
2. Industrial Engineering	100	40	54	---	---	---	25	10	18
3. Power Engineering	100	40	58	25	10	19	25	10	17
4. NEMS	100	40	61	---	---	---	25	10	14
5. Industrial Automation & Robotics	100	40	56	---	---	---	25	10	18
6. Project	---	---	---	75	30	61	100	40	98

Total Marks in Figures (Out of 850/382) 564

FIVE HUNDRED AND SIXTY FOUR OUT OF EIGHT HUNDRED AND FIFTY

Result: PASS 65.35%

Grand Total (Out Of 1700/765): 1115

ONE THOUSAND ONE HUNDRED AND FIFTEEN OUT OF ONE THOUSAND SEVEN HUNDRED

Result: First Class 65.59%

Kolhapur Date: 27/6/2016

CONTROLLER OF EXAMINATIONS

SHIVAJI UNIVERSITY, KOLHAPUR

Sr. No. : 043607



Passing.No. : 07609158
Date : 12-Jul-2016

PASSING CERTIFICATE

This is to certify that **Shri CHAVAN PRADIP GURAPPA**

Mothers Name **KAMAL**

appeared for and Passed the **B.E. (Mechanical)**

Examination held by Shivaji University in the month of **May. 2016**

and was placed in the **First Class.**

A handwritten signature in black ink, appearing to read "Asstt. Registrar".

Asstt. REGISTRAR

(On Exam)

PRN : 1212404063

Seat No. : 50326

College : SDG

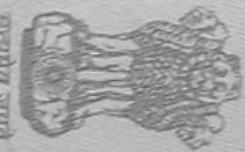
Sou.Sushila Danchand Ghodawat Cha.Trusts Group of Institutions,Atigre

Vidyanagar
Kolhapur - 416 004

आधिकार विभाग

INCOME TAX DEPARTMENT

CHAVAN PRADIP GURAPPA



भारत सरकार

GOVT. OF INDIA

GURAPPA MOTIRAM CHAVAN

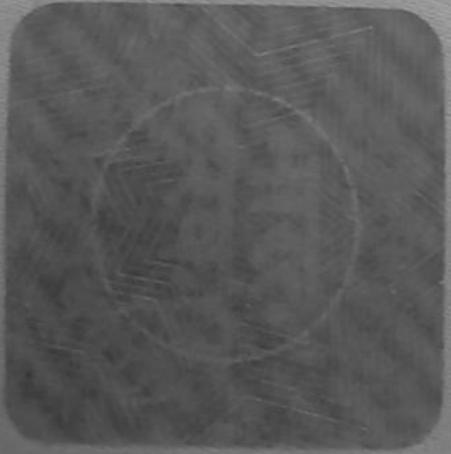
07/06/1995

Permanent Account Number

BIRPC9332F

A handwritten signature in black ink, appearing to read "Pradip Gurappa Chavhan".

Signature



16112016

इस कार्ड के खोने / पाने पर कृपया सूचित करें / लौटाएँ:
आयकर पैन सेवा इकाई, एनएसडीएल
5वीं मंजिल, मंत्री स्टर्लिंग, प्लॉट नं. 341, सर्वे नं. 997/8,
मॉडल कालोनी, दीप बंगला चौक के पास,
पुणे - 411 016.

*If this card is lost / someone's lost card is found,
please inform / return to :*

Income Tax PAN Services Unit, NSDL
5th floor, Mantri Sterling,
Plot No. 341, Survey No. 997/8,
Model Colony, Near Deep Bungalow Chowk,
Pune - 411 016.

Tel: 91-20-2721 8080, Fax: 91-20-2721 8081
e-mail: tininfo@nsdl.co.in

भारत सरकार
Government of India

भारतीय विशिष्ट ओळख प्राधिकरण
Unique Identification Authority of India

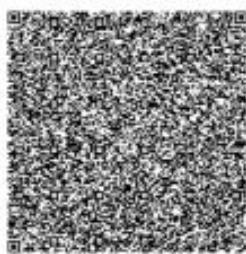
नोंदणी क्रमांकः/ Enrolment No.: 1207/03817/03747

To
प्रदीप गुरापा चवाण
Pradip Gurappa Chavan
C/O: Vhanappa Limba Rathod
Narsinhpur
Narsihapur
Narsinhpur
Sangli Maharashtra - 415409
8552970393

Download Date: 28/09/2021

Issue Date: 03/03/2013

Signature Verified
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Date: 03/03/2013 To 10:45
IST



आपला आधार क्रमांक / Your Aadhaar No. :

XXXX XXXX 7649

VID : 9122 3505 6008 9897

माझे आधार, माझी ओळख



भारत सरकार
Government of India



प्रदीप गुरापा चवाण
Pradip Gurappa Chavan
जन्म तारीख/DOB: 07/06/1995
पुरुष/ MALE

Download Date: 28/09/2021

XXXX XXXX 7649

VID : 9122 3505 6008 9897

माझे आधार, माझी ओळख

Issue Date: 03/03/2013

माहिती

- **आधार** ओळखीचा पुरावा आहे नागरिकत्वाचा नाही
- सुरक्षित QR कोड / ऑफलाईन XML / ऑनलाईन प्रमाणीकरण वापरून ओळख सत्यापित करा.
- हे इलेक्ट्रॉनिक प्रक्रिये द्वारा तयार झालेले एक पत्र आहे.

INFORMATION

- **Aadhaar** is a proof of identity, not of citizenship.
- Verify identity using Secure QR Code/ Offline XML/ Online Authentication.
- This is electronically generated letter.

- **आधार** देशभरात वैध आहे
- **आधार** आपल्याला विविध सरकारी आणि खाजगी सेवा सुलभतेने घेण्यास मदत करते
- आपला मोबाइल नंबर आणि ईमेल आयडी **आधार**मध्ये अद्यावत ठेवा
- आपल्या स्मार्ट फोनमध्ये **आधार** घ्या - mAadhaar App वापरा

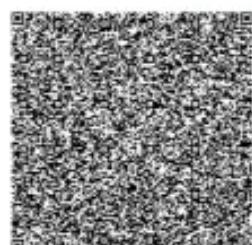
- **Aadhaar** is valid throughout the country.
- **Aadhaar** helps you avail various Government and non-Government services easily.
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- Carry Aadhaar in your smart phone – use **mAadhaar** App.

भारतीय विशिष्ट ओळख प्राधिकरण
Unique Identification Authority of India



पत्ता:
C/O: व्हानापा लिंबा राठोड, नरसिंहपूर, नरसिंहपूर,
सापाती,
महाराष्ट्र - 415409

Address:
C/O: Vhanappa Limba Rathod, Narsinhpur,
Narsihapur, Sangli,
Maharashtra - 415409



XXXX XXXX 7649

VID : 9122 3505 6008 9897

1947 | help@uidai.gov.in | www.uidai.gov.in

पिता / कानूनी अधिकारक या वापर / Name of Father / Legal Guardian

GURAPPA MOTIRAM CHAVAN

माता का नाम / Name of Mother

KAMAL GURAPPA CHAVAN

पति या पत्नी का नाम / Name of Spouse

पता / Address

NARSINHPUR

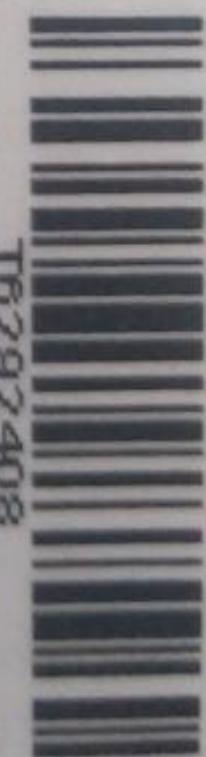
NARSINHPUR, SANGLI

PIN: 415409, MAHARASHTRA, INDIA

पुस्ते पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं. / File No.

PN1063846852619





Letter of Appointment

Date: 11th Sept 2018

Pradip Gurappa Chavan

Renuka Residency, Karvenagar Canal Road Lane No 4,
Pune, Maharashtra, 411052

Dear **Pradip Gurappa Chavan**

This has reference to the discussions you had with us. We are pleased to offer you the position of "**Jr. Software Developer**", on the following terms and conditions:

1. Your joining date will be from **3rd Oct 2018**. You will be paid a consolidated salary of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only) Per Annum**. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management.
2. a) This order of appointment can be terminated on either side by giving one months' notice or payment of salary (basic) in lieu thereof.
b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a one months' notice in writing or an equivalent of one months' salary in lieu thereof.
c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
3. Initially, you will be posted at Pune and report to the person nominated by the company. However, your services could be transferred to any other Departments / Divisions / Factories of the Company, anywhere in India. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the Pride Group. You may also be assigned such

Corp. Office: Office No B-18, Shivam Complex, Shankar Math, Hadapsar, Pune-411028

Email: hr@pride-tech.co.in Web: www.pride-tech.co.in



other duties as may become at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

4. This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.
5. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.
6. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.
7. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.
9. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the Secrecy Agreement upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.
10. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.



11. During the course of your employment and if the nature of your business so requires, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event you will be required to execute a training bond with the Company.
12. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.
13. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made thereunder as also other applicable laws, if any, as may be in force from time to time.
14. Your appointment is with effect from the date of joining.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the Pride Group, we wish you good luck and a very bright career with us.

Best Regards,
Pride Technologies

Pallavi Singh
Head – Human Resource



Name : Pradip Gurappa Chavan

Designation: Jr. Software Developer

Annexure-1

	Yearly	Grand Totals	Monthly	Grand Totals
Gross Salary	4,50,000		37,500	
Basic	1,35,000		11,250	
HRA	90,000		7,500	
City Compensatory All	1,35,000		11,250	
Conveyance	9,600		800	
Special Allowance	80,400	4,50,000	6,700	37,500
Less : Deduction				
Medical Insurance	9,360		780	
Professional Tax	2,500	11,860	200	980
Net Salary Payable		4,38,140		36,520
Add Performance Bonus		18000		
		4,56,140		



PRIDE

Date: 25th Mar 2020

Letter of Promotion 2020

Pradip Gurappa Chavan,
Jr. Software Developer

Dear,

Pradip Gurappa Chavan,

Congratulations!

Based on your sustained performance over the years and our assessment of your readiness to take up higher responsibilities, you have been promoted as **Software Developer** & your salary stands revised to **Rs. 6,00,000/- per annum (Rupees Six Lakh Only)** as per annexure-1 and this coverage as applicable to your grade, with effect from **1st April 2020**.

We are confident that you will discharge your new responsibilities effectively and redeem our trust in you.

We take this opportunity to thank your family for having supported you to deliver your best

Best Regards,
Pride Technologies

A handwritten signature in black ink, appearing to read "Pallavi Singh".

Pallavi Singh
Head – Human Resource



Name: Pradip Gurappa Chavan

Designation: Software Developer

Annexure-1

	Yearly	Grand Totals	Monthly	Grand Totals
Gross Salary	6,00,000		50,000	
Basic	1,80,000		15,000	
HRA	1,20,000		10,000	
City Compensatory All	1,80,000		15,000	
Conveyance	9,600		800	
Special Allowance	1,10,400	6,00,000	9,200	50,000
Less : Deduction				
Medical Insurance	9,360		780	
Professional Tax	2,500	11,860	200	980
Net Salary Payable		5,88,140		49,020
Add Performance Bonus		18000		
		6,06,140		



PRIDE

Pride Technologies
Corp. Office : B-18, Shivam Complex, Shankar
Math, Hadapsar, Pune-411028

Payslip for the month of August 2021

Date Of Joining	3rd Oct 2018	Emp Name	Pradip Gurappa Chavan	
PAN No.	BIRPC9332F	Bank Acc.	32737132080-SBIN0000534	
Days Worked	31	LWP	0	
Emp Code	PT-6395	Designation	Software Developer	
	Yearly	Grand Totals	Monthly	Grand Totals
Gross Salary	6,00,000		50,000	
Basic	1,80,000		15,000	
HRA	1,20,000		10,000	
City Compensatory All	1,80,000		15,000	
Conveyance	9,600		800	
Special Allowance	1,10,400	6,00,000	9,200	50,000
Less : Deduction				
Medical Insurance	9,360		780	
Professional Tax	2,500	11,860	200	980
Net Salary Payable		5,88,140		49,020
Add Performance Bonus		18000		
		6,06,140		

Note: This is a computer generated Pay Slip



Date: 12th Oct 2021

Experience Certificate

This is to certify that **Pradip Gurappa Chavan**, (Emp Code No. PT-6395), was employed with our organization during the period **3rd Oct 2018 to 12th Oct 2021**.

His designation at the time of leaving was "**Software Developer**". We found him sincere, hardworking and result oriented during his tenure.

We take this opportunity to thank for his contribution and wish him success in his future Endeavors.

During this period his code of conduct was good. He was very sincere and responsible at the time of employment.

Yours faithfully,

Pallavi Singh
Head – Human Resource



PRIDE

Pride Technologies
Corp. Office : B-18, Shivam Complex, Shankar
Math, Hadapsar, Pune-411028

Payslip for the month of July 2021

Date Of Joining	3rd Oct 2018	Emp Name	Pradip Gurappa Chavan	
PAN No.	BIRPC9332F	Bank Acc.	32737132080-SBIN0000534	
Days Worked	31	LWP	0	
Emp Code	PT-6395	Designation	Software Developer	
	Yearly	Grand Totals	Monthly	Grand Totals
Gross Salary	6,00,000		50,000	
Basic	1,80,000		15,000	
HRA	1,20,000		10,000	
City Compensatory All	1,80,000		15,000	
Conveyance	9,600		800	
Special Allowance	1,10,400	6,00,000	9,200	50,000
Less : Deduction				
Medical Insurance	9,360		780	
Professional Tax	2,500	11,860	200	980
Net Salary Payable		5,88,140		49,020
Add Performance Bonus		18000		
		6,06,140		

Note: This is a computer generated Pay Slip



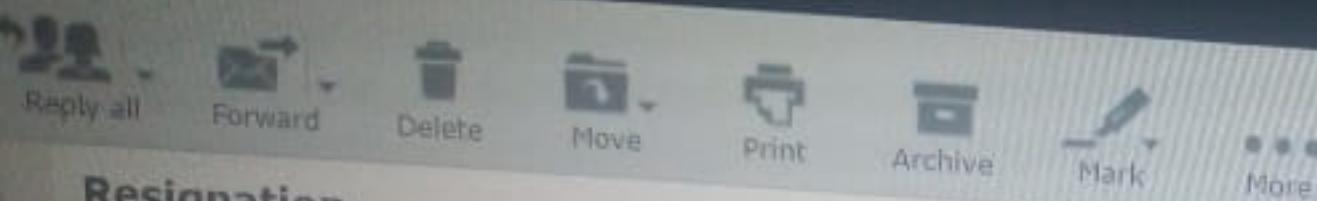
PRIDE

Pride Technologies
Corp. Office : B-18, Shivam Complex, Shankar
Math, Hadapsar, Pune-411028

Payslip for the month of June 2021

Date Of Joining	3rd Oct 2018	Emp Name	Pradip Gurappa Chavan	
PAN No.	BIRPC9332F	Bank Acc.	32737132080-SBIN0000534	
Days Worked	30	LWP	0	
Emp Code	PT-6395	Designation	Software Developer	
	Yearly	Grand Totals	Monthly	Grand Totals
Gross Salary	6,00,000		50,000	
Basic	1,80,000		15,000	
HRA	1,20,000		10,000	
City Compensatory All	1,80,000		15,000	
Conveyance	9,600		800	
Special Allowance	1,10,400	6,00,000	9,200	50,000
Less : Deduction				
Medical Insurance	9,360		780	
Professional Tax	2,500	11,860	200	980
Net Salary Payable		5,88,140		49,020
Add Performance Bonus		18000		
		6,06,140		

Note: This is a computer generated Pay Slip



Mail

Contacts

Calen

Resignation

From pradipc@pride-tech.co.in
To hr@pride-tech.co.in
Date Today 12:45

Dear Ma'am,

Please accept this Mail as formal notification that I am resigning from my position as Software Developer with Pride Technologies.
My last day will be 12 October 2021.
Regretfully, I must submit my immediate resignation for some reasons.
Thank you so much for all of the opportunities this company has provided me. I have learned so much these past three years, and will never forget the kindness of .
I know that my leaving so quickly will likely to create some difficulties so You can always contact me at c_pradipc@gmail.com or 7620233186.
Thank you again for your years of support and encouragement.

Respectfully yours,

Pradip Chavhan
7620233186





Date: 12th Oct 2021

Relieving Letter

Dear Pradip Gurappa Chavan,

It is with a sense of deep regret that we accept your letter of resignation dated **1st Oct 2020** expressing your intention to resign from the services of the Company. This was placed before the senior management of our company which has decided to accept the same.

We place on record our appreciation of your dedicated services to the company.

Your last date of service would be **12th Oct 2021**, and you would accordingly be relieved, effective from the close of working hours on the same day, subject to clearance of all dues and submission of the clearance certificate.

We thank you for your services to our company and we wish you all the best in your future endeavours.

Best Regards,
Pride Technologies

Pallavi Singh
Head – Human Resource



PRIDE

Pride Technologies
Corp. Office : B-18, Shivam Complex, Shankar
Math, Hadapsar, Pune-411028

Payslip for the month of September 2021

Date Of Joining	3rd Oct 2018	Emp Name	Pradip Gurappa Chavan	
PAN No.	BIRPC9332F	Bank Acc.	32737132080-SBIN0000534	
Days Worked	30	LWP	0	
Emp Code	PT-6395	Designation	Software Developer	
	Yearly	Grand Totals	Monthly	Grand Totals
Gross Salary	6,00,000		50,000	
Basic	1,80,000		15,000	
HRA	1,20,000		10,000	
City Compensatory All	1,80,000		15,000	
Conveyance	9,600		800	
Special Allowance	1,10,400	6,00,000	9,200	50,000
Less : Deduction				
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