



Shree Dhanlaxmi Foundation's
VISHWAKARMA - DADASAHEB CHAVAN
INSTITUTE OF MANAGEMENT & RESEARCH

Shri. Dilliprao D. Chavan (Founder & President)



At: Malwadi, Post: Masur - 415 106. Tal. Karad, Dist. Satara, MS-India.
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DTE Institute Code No.
 MB 6650

Affiliated to
 Shivaji University

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(Signature)

I/c. Director

Vishwakarma Dadasaheb Chavan Institute of
 Management & Research, Malwadi (Masur)

Date: August 24, 2022

Vishal Baburao Honmane
Matoshri House, Near ST
Stand, Wangi, Tal - Kadegaon,
Sangli - 415305, Maharashtra,
India

Subject: Offer Cum Appointment Letter

Dear Vishal,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

Designation: Sr. Corporate Agency Manager

Department: Bancassurance

Organizational Band / Grade: J2

Location: Pune - City Mall

Date of Joining: Within 15 days of August 29, 2022

Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Compensation & other Benefits

1. Your annual emoluments will be **4,50,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
 - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245



+91 22 6751 6666



1860-267-9999

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DO NOT prefix any country code e.g. +91 or 00.



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- b. Medical Hospitalisation Scheme, as applicable
 - c. Group Term Insurance plan, as applicable
 - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
 - e. Employees State Insurance Corporation: You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
4. The Company in line with its business requirement or based on your performance as applicable to you from time to time reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

Probation Period

6. You will be on probation for a period of 6 months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 3rd and 6th month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 Days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

Transfer

7. Although you are initially appointed at our Pune - City Mall, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

Conflict of interest

10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.

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11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of 30 Days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- a. breach of governing laws, applicable rules and regulations;
 - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
 - c. performance below defined targets as applicable from time to time;
 - d. any act/s which is/are regarded as breach to the interest of the Company.

Other Terms and Conditions

19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
21. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
22. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

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23. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.


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Regards,

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
Vice President - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

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Annexure 1

Date: August 24, 2022
 Name: Vishal Baburao Honmane
 Designation: Sr. Corporate Agency Manager
 Location: Pune - City Mall
 Band: J2

CTC STRUCTURE	
COMPONENTS	Per Annum
(I) Fixed Pay	
Basic	135,000
House Rent Allowance	81,000
Other Allowance	121,054
Bonus	32,971
(II) Reimbursements	
LTA	11,250
Fuel	21,600
Mobile Handset	10,000
Total Fixed Pay and Reimbursements	412,875
(III) Retirals	
Provident Fund	21,600
Gratuity	6,525
(IV) Valued Benefits	
Group Insurance Benefit	9,000
Fixed Cost to Company (FCTC)	450,000

Other Eligibilities

On appointment you will be covered under the Group Term insurance as per Company policy.
 You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

Note: The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.


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1st October 2018

Mr. Alok Tanaji Nalawade,
Flat No 201, Laxmi Krupa Building No. 116,
Netaji Subhashchandra Nagar Lane No 1,
Pimpale Gurav ,
PUNE – 411 061.

Dear Mr. Nalawade,

Further to the interview you had with us, we are pleased to appoint you as **IT – ABAP Executive**, in our Organisation w.e.f. 1st October 2018, on the following terms and conditions :

1. **Compensation & Benefits :** The detailed break up of your Compensation & other benefits applicable to your grade is enclosed as Annexure – I.
2. You will be entitled to benefits of leave according to the rules of the Company in force.
3. You will be covered under a Mediclaim Insurance Policy for coverage of Rs. 2,50,000/- as per eligibility. Medical coverage is only for employee, spouse and two dependent children according to the existing Mediclaim Policy, subject to the conditions in the Policy.
4. Although your normal work will consist of the duties assigned to you in the capacity of as **IT – ABAP Executive**, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

...2/-



पद्मभूषण क्रांतिवीर डॉ. नागनाथअण्णा नायकवाडी हुतात्मा किसान अहिर सहकारी साखर कारखाना लि;

नागनाथअण्णानगर,वाळवे, ता.वाळवा, जि.सांगली. (महाराष्ट्र राज्य) पिन :- ४१६ ३१३

Padmabhushan Krantiveer Dr. Nagnathanna Nayakawadi Hutatma Kisan Ahir Sahakari Sakhar Karkhana Ltd;

Nagnathannanagar, Walwe, Tal. Walwa, Dist. Sangli (Maharashtra State) Pin- 416 313



E-mail : ast_hkl@bsnl.in, hutatmassk@gmail.com Web : hutatmasugar.com Phone : (02342) 267538 /40 /41 Fax : (02342) 267539

जा.पक्रांडॉनाअनाहुकिअससाका/टाईम/प्रशा/२०२१-२२/

२५०

दिनांक-२२/११/२०२१

नेमणूक आदेश

प्रति,

श्री. विजय रामचंद्र चव्हाण

मु.पो. इस्लामपुर, ता.वाळवा, जि.सांगली

मो.८६६८६३२४५४.

तुम्हास कळविणेत येते की, आपणाशी झालेल्या प्रत्यक्ष मुलाखतीस अनुसरून, तुमची आमचे कारखान्यात प्रशासन विभागामध्ये ' लिगल ऑफिसर ' या पदी निवड करून नेमणूक करणेत येत आहे. तरी तुम्ही सत्वर कामावर हजर रहावे. कामावर हजर रहावे. कामावर रूजु झालेनंतर रितसर ऑर्डर देणेत येईल.

कळावे,

कार्यकारी संचालक



BVG INDIA LTD.

A BHARAT VIKAS GROUP COMPANY

2nd Floor, Aundh Chest Hospital, Aundh Camp

New Sangvi, Pune - 411027, INDIA.

Tel : 91 20 27165000/01/02/03/04/05

Fax: 91 20 27165100

Email : mems@bvgindia.com

Website : www.bvgindia.com

Congratulations

Date: 06-11-2017

Mr. /Ms. **Ashish Jotiram Kanase**
Pune.

Sub: Offer for "BVG - Maharashtra Emergency Medical Services
(BVG- MEMS) Project"

Dear Mr. /Ms. **Ashish,**

This has reference to your interview at our office, we are pleased to inform you that you have been selected as Dispatch Closer Officer (DCO) and we hereby invite you to join: "BVG MEMS Project" in our organisation.

You are offered gross as per Annexure-1. You are requested to join us on 06-11-2017. You will be reporting to our ERC Centre at following address: BVG MEMS, Aundh Hospital Campus-Aundh-Pune.

Please acknowledge the duplicate copy of this letter, as a token of acceptance of the invitation. Kindly bring all the document mention in enclosure to this letter at the time of your joining.

Thanking you,

Yours faithfully,

For **BVG INDIA LTD.**

Authorised Signatory



Star Union Dai-ichi
Life Insurance

Authorized Agent | Star Union Dai-ichi Life Insurance Co., Ltd. | Dai-ichi Life

21-06-2022

To,
Kalavati Rajendra Pate,

,
,
..

Dear Kalavati Rajendra Pate,

Offer Letter: Relationship Manager - Bancassurance_BOI

With reference to your interview with us, we are pleased to offer you the position of **Relationship Manager, M11, in Satara, Maharashtra, India, (Satara BO)**. You will be on probation for a period of 6 months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

1. Your Cost to Company has been enclosed in Annexure A.
2. Your initial posting will be in **Bancassurance_BOI, Satara, Maharashtra, India, (Satara BO)**. However, the company reserves the right to utilize your services at any other place within or outside the country.
3. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:
 - a. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
 - b. Actual production of documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, personal data sheet.Please refer to the Annexure B for the list of documents.
4. (i) Joining in the company is subject to generation of employee code. Submitting joining documents does not make you eligible as the employee of the company. Company upon receiving your joining documents will validate, post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.
4. (ii) Candidate who has worked with Star Union Dai-ichi Life Insurance Co. Ltd. (SUD Life) earlier will be considered as rehiring instance. Please note that rehiring is subject to fulfilling certain specific criteria and approval of the Competent Authority. It is advised to bring it to the notice of the company in writing if you have worked with SUD Life earlier before acceptance of this offer. Any non-compliance to this effect will be considered as a case of non-disclosure of material facts influencing the decision with respect to hiring of the candidate. All such cases will be considered as violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

Star Union Dai-ichi Life Insurance Company Limited

Registered Office: 11th Floor, Vishwaroop IT Park, Plot No. 34, 35 & 38, Sector 30A of IT, Vashi, Navi Mumbai - 400 703.
Toll Free No.: 1800 266 8633 (9.30 am to 6.30 pm - Mon to Sat) | Tel: 022-7196 6200 | Fax: 022-7196 2811
Email: customercare@sudlife.in | Website: www.sudlife.in | IRDAI Regn. No. 142 | CIN: U66010MH2007PLC174472

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We mean Life!

To,

Date: 31/8/2021

Miss. Rutuja Dubal

C-type colony koyna

Vasahat, Malkapur

Karad - 415539

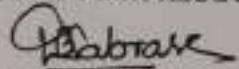
Experience letter

This is to certify that Miss. RUTUJA DUBAL was employed with ABS SPATIAL TECH ASSOCIATES from 21 November 2020 To 15 July 2021 in back office department as BACK OFFICE EXECUTIVE.

During this tenure her performance was better, we wish her success in future.

Thanking you,

ABS SPATIAL TECH ASSOCIATES



For ABS SPATIAL TECH ASSOCIATES



K WASAN INSURANCE BROKING PVT. LTD

Offer Letter

To,
MR. GHANSHYAM ASHOK JADHAV
Address: VANAWASMACHI,
HAJARMACHI, KARAD SATARA
MAHARASHTRA-415105

Date: 13/04/2023

Dear Mr. GHANSHYAM ASHOK JADHAV,

With reference to your application and subsequent interview with us we are pleased to offer you an appointment in our company as a **SENIOR SALES MANAGER** on the following terms and conditions of the organization.

1. Date of joining: You will join the company on or before **30th APRIL 2023**.
2. Place/Transfer: Your present place of work will be **CHENBUR**. During the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment at the sole discretion of the Management.
3. Salary: **Rs 27,083/- Gross Per Month (Rupees Twenty-Seven Thousand and Eighty-Three Per Month) (All inclusive)**.
4. You will be on probation for a period of 3 months. After completion of probation period if you wish to leave the service, minimum 90 days' notice period should be given. Management Has sole discretion to release you from your service without giving any notice if your Performance is not satisfactory during your service tenure.
5. This offer letter is being issued to you based on the information and particulars given by you in your application (including biodata), at the time of your interview and subsequent discussion. If it transpires that you have made a false statement (or have not disclosed material fact) resulting in your being offered this offer letter, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Please sign and return the undersigned letter signifying your acceptance.

With Regards,
For K Wasan Insurance Private Limited

Name: **SAYALI RANSHIYAR**
(HR EXECUTIVE)



Date:

Signature:
Name:

Wasan Insurance Broking Private Limited
Corporate Identity Number: U66030MH2021FTC371301
Insurance Broker (Life & General) IRDAI License No. 821. Validity 31.05.2002 to 30.05.2025
Registered Office: Office No-7, Ground Floor, Swastik Chambers, CST Road, Chenbur, Mumbai-400071
Email No: 022-6683 2222



Ref : HR/2023

Date : 01-04-2023

Employee Name : Yogesh Vilas Kadam
Emp. No. : 10001040
Department : PPIC

Dear Yogesh,

Congratulations!!!

It gives us immense pleasure to announce merit increase for the performance year 2022.

Consequent to your performance evaluation and your superior recommendation, your compensation and benefits stands revised to INR: 416002 with effect from 1st April, 2023 as per attached annexure.

Post Pandemic economic viability, geopolitical tensions and other challenges have impacted business performance. Year 2023 is a Challenging year where are focussing on increasing the operating profits and improving our market share. However, we at Hyundai Construction Equipment India are looking long term and will continue with our investments in increasing and improving our production capacity.

I am confident that 'Team Hyundai India' will put in their efforts to achieve our goal by Continuous innovation and saving cost without compromising the quality.

All the other terms & conditions of your Appointment Order will be changed as applicable to your applicable grade. It is needless to mention that the compensation structure is strictly personal and confidential; hence you are advised not to divulge this information to anyone in the organization.

We look forward to higher levels of dedication & perseverance from you to make "Hyundai" a great place to work.

Regards,
For Hyundai Construction Equipment India Private Limited,



BYOUNG HAK CHOI
GENERAL MANAGER - OPERATIONS



MANISH PHANSALKAR
HEAD - HR AND ADMINISTRATION

Revised Salary Annexure, W.e.f, 01st April 2023

Employee Name	Yogesh Vilas Kadam	
Employee Code	10001040	
Position	Engineer	
Department	PPIC	
Salary Components	Existing Salary	Revised Salary
Basic Salary	157000	180000
Basic Salary (A)	157000	180000
House Rent Allowance	54950	63000
Uniform Allowance	0	0
Vehicle Maintenance Allowance	0	0
Driver Salary	0	0
Education Allowance	0	0
Executive Pay	15265	74957
Productivity Linked Incentive (PLI)	15800	20800
Conveyance Allowance	0	0
Vehicle Support Allowance	0	0
Total (B)	86015	158757
Monthly Gross (A+B)	243015	338757
Provident Fund	20672	21600
Gratuity	7548	8654
Retirals Monthly Total (C)	35604	30254
Performance Linked Bonus (PLB)	24300	31991
Exgratia/ Diwali Bonus	13083	15000
Variable Pay (D)	37383	46991
Total CTC A+B+C+D (Per annum)	316002	416002

Note:

1. All the other terms & conditions of your Appointment Order will be changed as applicable to your applicable grade.
2. The above mentioned CTC components may be restructured as per company policy and/or Government Regulations.

For Hyundai Construction Equipment India Private Limited,



 BYOUNG HAK CHOI
 GENERAL MANAGER – OPERATIONS



 MANISH PHANSALAKR
 HEAD – HR AND ADMINISTRATION



मुंबई जिल्हा मध्यवर्ती सहकारी बँक मर्यादित. Mumbai District Central Co-op. Bank Ltd.

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Website : www.mbank.coop

जा.क्र.मु.बँक/प्रशासन/फा-मरती /२०२०-२०२१/८८६

दिनांक : १८/०६/२०२०

प्रति,

श्री. / श्रीमती JADHAV JAGDISH ASHOK

विषय :- बँक सहाय्यक (सर्वसाधारण) पदाकरीताचे नियुक्ती पत्र.

उपरोक्त विषयानुषंगाने तसेच आपला सदर पदाकरीता ऑनलाईन सादर केलेला अर्ज व तदनंतर दिनांक ०९/०२/२०२० रोजीची ऑनलाईन परिक्षा व मौखिक मुलाखत यास अनुसरून आपणांस कळविण्यात येते की, आपली बँक सहाय्यक (सर्वसाधारण) या पदाकरीता निवड करण्यात आलेली आहे. सदर निवड खालील नमूद बाबींच्या / अटी व शर्तीच्या पूर्ततेच्या अधिन आहे.

- पदाचे नाव : बँक सहाय्यक (सर्वसाधारण)
- प्रशिक्षण कालावधी : सदर पदावर बँकेच्या सेवेत रुजू झाल्यापासून १ वर्ष
- उमेदवारी कालावधी : प्रशिक्षण यशस्वीरित्या पार पाडल्याचे नंतर ६ महिने
- प्रशिक्षण कालावधीमध्ये मिळणारे एकत्रित वेतन (प्रशिक्षण भत्ता) : मासिक मुळ वेतनाच्या (बेसिक + डिए. + व्हिडीए च्या कमाल २५%) रु.५,६३२/- एकत्रित वेतन
- उमेदवारी कालावधीमध्ये मिळणारे एकत्रित वेतन : मासिक मुळ वेतनाच्या (बेसिक + डिए. + व्हिडीए च्या कमाल ५०%) रु.११,२६४/- एकत्रित वेतन
- प्रशिक्षण व उमेदवारी असा एकूण दिड वर्षांचा कालावधी यशस्वीरित्या पूर्ण केल्याचेनंतर आपणांस बँकेच्या सेवेमध्ये बँक सहाय्यक (सर्वसाधारण) या पदावर सामायून घेतले जाईल व तदनंतर सदर पदाकरीता असलेली वेतन श्रेणी आपणांस लागू करण्यात येईल. (४००-२७/४-५०८-३०/३-५९८-३५/२-६६८-४२/४-८३६-५३/२-९४२-७५/२-१०९२-१००/४-१४९२-१२५/३-१८६६-१५०/१-२०१७ = २५ वर्षे) व त्यानुसार आपणांस मिळणारे सुरुवातीचे एकत्रित वेतन व इतर भत्ते तसेच कायम कर्मचा-याला त्या त्या वेळच्या वेतन करारानुसार मिळणारे लाभ दिले जातील.
- बँकेच्या सेवेत रुजू होण्यापूर्वी आपणांस बँकेने सूचना दिल्यानुसार वैद्यकीय चाचणी करावी लागेल. वैद्यकीय चाचणीचा खर्च उमेदवारांनी स्वतः करावयाचा आहे. वैद्यकीय चाचणी झाल्याचेनंतर वैद्यकीय चाचणी घेणा-या संस्थेकडून आपले चाचणीसंदर्भात अहवाल बँकेस प्राप्त झाल्याचेनंतर बँकेतर्फे आपणांस दूरध्वनी / भ्रमणध्वनी / ई - मेलद्वारे रुजू होणे संदर्भात सूचना देण्यात येईल. सदर सूचनेनुसार आपण सदर पत्रात नमूद

केल्याप्रमाणे कागदपत्रासह रुजू व्हायचे आहे. (रुजू होणेकरीता बँकेतर्फे सूचना दिल्याच्या तारखेपासून १ महिना इतका कालावधी वैध करण्यात येईल.) परंतु वैद्यकीय चाचणीत अपात्र ठरल्यास आपली नेमणूक रद्द करण्यात येईल याची नोंद घ्यावी.

- प्रशिक्षण कालावधी व उमेदवारी कालावधीतील सुट्ट्या : प्रशिक्षण व उमेदवारी कालावधीतील कर्मचारी / अधिका-याला एका वर्षाकरीता फक्त १३ दिवसांची पूर्ण पगारी किरकोळ रजा उपभोगता येईल. या व्यतिरिक्त त्यांनी घेतलेल्या रजा ह्या बिनपगारी असतील. तसेच अशा बिनपगारी रजेच्या कालावधीमुळे तितक्या दिवसांनी प्रशिक्षण व उमेदवारी कालावधी पुढे जाईल. परिणामी सेवेत कायम होण्याची तारीख देखील पुढे जाईल. तसेच वारंवार पूर्वपरवानगीशिवाय गैरहजर राहिल्यास अथवा बिनपगारी रजा विनाकारण घेतल्यास उमेदवारास सेवेतून कमी करण्यात येईल.
- सानुग्रह अनुदान / बोनस :- प्रशिक्षण व उमेदवारी कालावधीत आपणांस कोणत्याही प्रकारचे सानुग्रह अनुदान/ बोनस दिला जाणार नाही.
- प्रॉव्हीडंट फंड :- प्रॉव्हीडंट फंडाचे नियमानुसार आपणांस प्रॉव्हीडंट फंड योजना लागू करण्यात येईल.
- ग्रॅज्युईटी :- आपणांस ग्रॅज्युईटीबाबतचे नियम पेमेंट ऑफ ग्रॅज्युईटी ॲक्ट व मान्यताप्राप्त व प्रातिनिधी कर्मचारी संघटनेबरोबर होणा-या करारानुसार लागू होतील.
- प्रशिक्षण तसेच उमेदवारीच्या कालावधीत रोजच्या रोज कामाची दैनंदिनी ठेवणे आवश्यक आहे. तसेच सदर दैनंदिनी नेमून दिलेल्या वरिष्ठ अधिका-यास तपासणीसाठी उपलब्ध करून दिली पाहिजे. आपण रुजू झालेचेनंतर आपणांस ठराविक नमुन्यामध्ये ऑफिस वर्कशीट ठेवावी लागेल. सदर वर्कशीटमध्ये नोंदविलेल्या कामाबद्दल निश्चित मत देऊन विभाग प्रमुख / सक्षम अधिकारी सही करतील. संबंधित अधिका-याचे शरे लक्षात घेऊन प्रशिक्षण कालावधी अखेर व उमेदवारी कालावधी अखेर गोपनीय अहवाल तयार केला जाईल. जर प्रशिक्षण तसेच उमेदवारीच्या कालावधीत आपले कामकाज कमी प्रतीचे (असमाधानकारक) असल्याचे आढळून आल्यास आपला प्रशिक्षण तसेच उमेदवारी कालावधी पुढील सहा महिन्यासाठी वाढविला जाईल किंवा कोणतेही कारण न देता आपणांस बँकेच्या सेवेतून कमी करण्यात येईल.



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- बँकेच्या सेवेत रुजू होण्यापूर्वी आपणांस शैक्षणिक पात्रतेचे दाखले, जन्म तारखेचा दाखला, पॅनकार्ड, आधारकार्ड यांची स्वसांशकारित छायांकित प्रत व जातीचे सक्षम अधिका-याकडील प्रमाणपत्र, रजिस्टर्ड मेडिकल प्रॅक्टीशनरकडील शारिरीकदृष्ट्या बँकेचे काम करण्यास लायक असल्याबाबतचा दाखला सादर करावा लागेल. याबाबत बँकेकडून खातरजमा केली जाईल. यामध्ये माहिती खोटी असल्याचे आढळल्यास बँकेची फसवणूक केली असे गृहीत धरून सदर आपली नेमणूक रद्द करण्यात येईल व आपणाला अदा केलेल्या वेतनातील ५०% रक्कम वसूल केली जाईल.
- बँकेच्या सेवेत रुजू होताना कर्मचा-याने ३ वर्षांचा बॉण्ड लिहून देणे आवश्यक आहे. प्रशिक्षण अथवा उमेदवारी कालावधीमध्ये नोकरी सोडून जात असल्यास एक महिन्याची नोटीस व रु.५०,०००/- इतकी रक्कम बँकेकडे जमा केल्यानंतरच आपला राजीनामा मंजूर होईल.
- बँक सहाय्यक (सर्वसाधारण) या पदावर सेवेत कायम झाल्याचे नंतर आपणांस तीन वर्ष पूर्ण होण्यापूर्वी सेवेचा राजीनामा द्यावयाचा असल्यास एक महिन्याची नोटीस व एक महिन्याचे एकूण वेतन तसेच बँकेस देय असणारी इतर रक्कम उदा.गृहकर्ज, कर्मचारी पतसंस्था कर्ज इ. बँकेकडे जमा केल्यानंतरच आपला राजीनामा मंजूर होईल.
- बँकेतील सेवेच्या कालावधीमध्ये आपणाला इतर कोणत्याही संस्थेच्या सेवेमध्ये पूर्णवेळ, अर्धवेळ कर्मचारी अथवा अधिकारी / पदाधिकारी म्हणून बँकेच्या पूर्व परवानगीशिवाय कार्यरत रहाता येणार नाही. (गृहनिर्माण सहकारी संस्था व्यवस्थापन कमिटी सदस्य अथवा पदाधिकारी वगळून परंतु NGO अथवा तत्सम सामाजिक संस्थेमध्ये काम करीत असल्यास त्याबाबत बँकेची परवानगी आवश्यक असेल.) तसेच इतर आस्थापनांमधून कोणत्याही स्वरूपाचे कंत्राटी / सल्लागाराचे काम स्विकारता येणार नाही. तसेच अशा स्वरूपाच्या कामापोटी वेतन तसेच इतर लाभ स्विकारता येणार नाहीत. असे आढळल्यास बँकेचे नियमानुसार आपणावर शिस्तभंगाची कारवाई करण्यात येईल.
- बँकेमधील सेवेच्या कालावधीमध्ये कामाचे संदर्भात आपल्या ताब्यात असणा-या बँकेमधील कागदपत्रांची / माहितीची, इलेक्ट्रॉनिक स्वरूपातील माहितीची सुरक्षितता / गोपनीयता राखण्याची जबाबदारी आपली राहिल. गोपनीयतेचा भंग झाल्याचे आढळल्यास अथवा गैरवापर झाल्याचे आढळल्यास बँकेचे त्या त्या वेळचे नियमानुसार आपणावर शिस्तभंगाची कारवाई करण्यात येईल.

- बँकेतील सेवेच्या कालावधीमध्ये बँकेच्या नाव - लौकीकास बाधा उत्पन्न होईल असे वर्तन आपणाकडून घडल्यास बँकेचे नियमानुसार आपणावर शिस्तभंगाची कारवाई करण्यात येईल.
- बँक सहाय्यक (सर्वसाधारण) या पदावर बँकेच्या सेवेत रुजू होताना आपणांस सुरक्षा अनामत म्हणून रु.१०,०००/- रोख रक्कम भरावी लागेल. सदर रक्कम सेवेतून निवृत्त होताना परत करण्यात येईल. सदर रक्कमेवर कोणतेही व्याज देण्यात येणार नाही. प्रशिक्षण व उमेदवारी कालावधीमध्ये कामकाज असमाधानकारक आढळल्यामुळे सेवेतून कमी केल्यास सदर अनामत रक्कम परत केली जाईल. परंतु सदर कालावधीमध्ये अथवा कायम नोकरीमध्ये स्थायी आदेशाचा भंग केल्यास, बँकेची फसवणूक केल्याचे आढळल्यास सदर रक्कम परत केली जाणार नाही.

उपरोक्त रु.१०,०००/- सुरक्षा अनामत रक्कमेव्यतिरिक्त आपणांस प्रत्येकी रु.५०,०००/- इतक्या रक्कमेची Personal Sureties बँकेच्या विहित नमुन्यामध्ये दोन व्यक्तींकडून घावी लागेल. सदर व्यक्ती आपल्या जवळच्या नात्यातील नसाव्यात.

- बँकेच्या सेवेमधील कालावधीमध्ये (प्रशिक्षण व उमेदवारी कालावधीसह) आपणाकडून कोणत्याही प्रकारचे गैरवर्तन झाल्याचे आढळल्यास अथवा आपणाकडून अफरातफर, अनियमितता इत्यादीमध्ये सहभाग, अप्रामाणिकपणा, विश्वासघात, शिस्तभंग, कार्यालयीन आज्ञेचे पालन न करणे, कामकाजात दुर्लक्ष / हलगर्जीपणा, बिनपगारी रजा अशा स्वरूपाचे वर्तन झाल्याचे आढळल्यास बँकेचे नियमानुसार आपणावर शिस्तभंगाची कारवाई करण्यात येईल. तसेच बँकेचे झालेले आर्थिक स्वरूपाचे नुकसान आपणाकडून वसूल करण्यात येईल.
- बँक सहाय्यक (सर्वसाधारण) पदाच्या प्रशिक्षण व उमेदवारी कालावधीमध्ये अथवा सदर पदावर कायम झाल्याचे नंतर व्यवस्थापनाच्या निर्णयानुसार आपली बदली बँकेच्या कार्यक्षेत्रात अथवा अन्य कामाचे ठिकाणी आवश्यकतेनुसार केली जाईल. त्यानुसार नेमणूकीचे ठिकाणी आपणांस हजर व्हावे लागेल.
- बँक सहाय्यक (सर्वसाधारण) पदाच्या प्रशिक्षण व उमेदवारी कालावधीमध्ये अथवा सदर पदावर बँकेच्या सेवेमध्ये कायम झाल्याचेनंतर आपणांस व्यवस्थापनाचे निर्णयानुसार सहकारी संस्थेमध्ये अथवा अन्य ठिकाणी परसेवेवर पाठविण्यात येईल. परसेवेवर पाठविताना अतिरिक्त शुल्क अदा करण्याबाबतचा निर्णय सर्वस्वी व्यवस्थापनाचा राहिल. परंतु सदर नेमणूकीच्या ठिकाणी आपणांस हजर होणे बंधनकारक राहिल.



मुंबई जिल्हा मध्यवर्ती सहकारी बँक मर्यादित. Mumbai District Central Co-op. Bank Ltd.

Mumbai District Central Co-op. Bank Ltd., Fort, Mumbai - 400 001
Phone : (022) 2261 7154/29

Fax : (022) 2267 1127

E-mail : mumbai@districtbank.coop
Website : www.mdcbank.com

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- बँक सहाय्यक (सर्वसाधारण) या पदावर बँकेच्या सेवेत रुजू झाल्यावर आपणांस बँकेचे सेवानियम व स्थायी आदेश यामधील अटी व नियम बंधनकारक राहतील. तसेच वेळोवेळी लागू करण्यात येणारे या संदर्भातील नियमांचे पालन करणे आपणास बंधनकारक राहील.
- प्रशिक्षण व उमेदवारी कालावधीमध्ये बँकेच्या दैनंदिन व्यवहाराशी संबंधित कोणत्याही प्रकारचा खर्च / रक्कम मंजूर करता येणार नाही. तसेच कोणतीही देयके मंजूर अथवा अदा करता येणार नाहीत.
- सदर नियुक्ती पत्र आपण बँकेकडे सादर केलेल्या कागदपत्रांचे आधारे करण्यात आलेली आहे. सदर कागदपत्रे व दिलेली माहिती खोटी व दिशाभूल करणारी आढळल्यास आपणाला सेवेतून विनाचौकशी तात्काळ कमी करण्यात येईल.

सदर नियुक्ती पत्र बँकेने रुजू होणेबाबत आपणांस दूरध्वनी, भ्रमणध्वनी अथवा ई-मेल द्वारे दिलेल्या सूचनेच्या तारखेपासून १ महिन्यापर्यंत वैध राहिल. या कालावधीमध्ये आपणांस रुजू होणे आवश्यक आहे. लॉकडाऊनचे परिस्थितीमुळे रुजू होण्यास आपणास वाजवी अडचण निर्माण होत असल्यास आपणांस लेखी (ई-मेलद्वारे - hr@mumbaidistrictbank.com) तसेच भ्रमणध्वनी / दूरध्वनीद्वारे (022-22617154 to 59, Extn. No.316, 317, 318 & 354 and 022-22695488) प्रशासन विभागास अवगत करणे आवश्यक आहे. अन्यथा आपणांस बँकेच्या सेवेत रुजू होण्यास रस नाही असे समजून आपली नियुक्ती रद्द समजली जाईल व त्याबाबत आपणाबरोबर कोणताही पत्रव्यवहार केला जाणार नाही अथवा आपणांस नियुक्ती रद्द केल्याबाबत कळविले जाणार नाही याची नोंद घ्यावी. सदर नियुक्तीपत्रास रुजू होताना विनाअट स्विकृती पत्र सादर करणे आवश्यक राहिल.

मुख्य कार्यकारी अधिकारी
तथा
कार्यकारी संचालक

प्रत :

वैयक्तिक संचिका



To,
Mr. Nitin Nagesh Patil,
Parale, Satara,
Maharashtra 415124

23rd March, 2022

Sub: Offer Letter

Dear Nitin,

This has reference to your interview you had with us. We are pleased to offer you employment in our organization as a "Senior Officer – Training & Development" at our Chakan Plant. The details of terms & conditions agreed during the discussion you had with us which are as follows:-

1. As indicated, you will join us on or before 11th April, 2022. A detailed Letter of appointment will be issued to you after joining. If you fail to join us on the above mentioned date the offer would automatically stand cancelled.
 2. You will be paid emoluments as per the discussions you had with us at the time of interview.
 3. Your appointment is subject to your being found fit in the pre-employment Medical Examination.
 4. You are requested to bring along with you following documents at the time of joining
 - Three copies of recent passport size photographs.
 - Copies of Education Qualifications along with originals for verification
 - Copy of Pan Card & Aadhaar Card
 - Blood Group Certificate
 - Proof of DOB
 5. Confidentiality agreement will be signed at the time joining with the organization.
 6. Salary offered to you is liable for modification as per the applicability of new labor codes without affecting your CTC; it will have impact on your take home.
- Please sign the duplicate copy of this offer letter as token of acceptance and submit back to us within 03 days from the release of this offer letter.

Thanking you,
Yours faithfully,

For Kalyani Technoforge Limited


Anant Chincholkar
Head HR

I have read and understood the terms and conditions mentioned above and in the Annexure-I. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms & conditions. By accepting this offer, I authorize _____ to verify the documents from an outside background screening agency, which includes my current /previous employment history, educational/ professional credentials and background verification. Company reserves right to withdraw offer in the event the background verification is found unsatisfactory.

Name & Signature: _____ Date: _____



KALYANI
DRIVING INNOVATION

KALYANI TECHNOFORGE LIMITED

KALYANI TECHNOFORGE LIMITED

Continuation Sheet...

ANNEXURE

NAME OF THE CANDIDATE – MR. NITIN NAGESH PATIL		
DESIGNATION		SENIOR OFFICER
SN	PARTICULARS	AMOUNT
1	Basic	9000
2	HRA	1000
3	Education Allowance	200
4	Washing Allowance	1500
5	Additional Allowance	7340
6	Training Allowance	4000
TOTAL A		23040
7	PF (As per the Act)	1800
8	Bonus (As per the Act)	2613
TOTAL B		4413
TOTAL MONTHLY (A+B)		27453
TOTAL CTC		329436
Mediclaime Insurance - Family Floater Policy Rs. 1 Lacs (Self, spouse, 2 children age up to 25 years)		
**One time Performance Incentive –You shall be eligible for Performance Incentive after completion of one year of training. It shall be paid as mentioned below: Performance Rating : A Outstanding 50000 B Very Good 35000 C Good 15000		
***Above compensation structure will be replaced/modified as per the applicability of new labour codes without affecting your CTC.		

For Kalyani Technoforge Limited

Anant Chincholkar
Head HR

26th July, 2018

Mr. Avadhut Shivaji Kokate,
Akshar Colony, Road No.9,
Islampur, Dist. Sangali.

Subject: Offer for Officer -Legal, Grade - BX

Dear Mr. Avadhut,

We are pleased to confirm our intent, and take this opportunity to offer you the appointment as **Officer-Legal, Grade - BX** for our company on the agreed terms & conditions. Your initial place of posting will be in our unit at **Asurle Porle, Kolhapur, Maharashtra.**

Upon formally joining the organization, you shall receive your appointment letter and other documents subject to our being medically fit and the positive outcome of credentials verification process.

On behalf of all of us at Dalmia Bharat Sugar and Industries Limited, we look forward to your joining latest by **1st September, 2018** and wish you a mutually satisfying tenure with us.

Please feel free to get in touch in Mr. Kuldeep Khobragade (His Contact no. 9146003020) for any assistance required.

Do visit us at www.dalmiasugar.com for more information on us.

Please sign a duplicate of this letter in acceptance of the terms mentioned herein.

Thanking you,

Yours truly,

For Dalmia Bharat Sugar & Industries Ltd.



Anand Kamoji
Dy. General Manager - HR

Shri Datta Sakhar Karkhana

(A Unit of Dalmia Bharat Sugar and Industries Limited)

Ind. Park, Dist. Kolhapur, Post : Porle Tarf Thane - 415 229, Maharashtra, India

Pin 231 2664 655 w www.dalmiasugar.com CIN - L26942TN1951PTC000640

Registered Office : Dalmiapuram, Dist. Tiruchirappalli, Tamil Nadu-621 651, India

A Dalmia Bharat Group company, www.dalmiabharat.com



PRIVATE AND CONFIDENTIAL

Reference No. - 13B4358307

Applicant ID - 5691062

20-Dec-2022

PRASAD JAGADALE

Dear PRASAD,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline-, which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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

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

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

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

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384358307

Applicant ID - 5691062

20-Dec-2022

PRASAD JAGADALE

Dear PRASAD,

We are pleased to make you an offer of appointment as Assistant Manager-II in ICICI Bank. You will be placed in BBG-BUSINESS LOANS GROUP at KOLHAPUR - RADHANAGARI ROAD_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 04-Jan-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

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Bandra-Kurla Complex
Mumbai 400 061, India

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Fax: (91-22) 2653 1122
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CIN : L65190GJ1994PLC021012

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



of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

2:

Reference No. - 1384358307

PRASAD JAGADALE

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

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

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

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
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Vadodara 390 007, India.

Reference No. - 1384358307**PRASAD JAGADALE**

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
 - c) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - d) Suppression of any material information by you.
 - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Bandra-Kurla Complex
Mumbai 400 051, India.

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Reference No. - 1384358307

PRASAD JAGADALE

• **General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

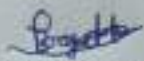
If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to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

Yours sincerely,

Pritesh Ranjan

Digitally signed by Pritesh Ranjan
Date: 2022.12.20 09:10:42 +05:30
Reason: Offer Letter

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


Signature of Applicant

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

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

Regd. Office : ICICI Bank Tower,
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Reference No. - 1384358307
PRASAD JAGADALE

Annexure:

Remuneration:

- Your Base Salary will be Rs. 99,600/- (Rupees Ninety Nine Thousand Six Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 92,964/- (Rupees Ninety Two Thousand Nine Hundred Sixty Four only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 49,800/- (Rupees Forty Nine Thousand Eight Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,940/- (Rupees Fourteen Thousand Nine Hundred Forty only) per annum.

Reference No. - 1384358307

PRASAD JAGADALE

Benefits:

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

Digitally signed by Pritesh Ranjan
Date: 2022.12.20 09:10:42 +05:30
Reason: Offer Letter
Location: Mumbai


Signature of Applicant

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

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

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



JOINING FORMALITIES

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

The login credentials are provided below:

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

Username: Registered email id or Applicant id

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

Following documents (Photocopies) are required to be uploaded:

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

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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

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

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

Remuneration Details
Name : PRASAD JAGADALE

Position: Assistant Manager-II

Group: RETAIL BANKING GROUP

	Assistant Manager-II	
	Monthly	Annual
Basic	8300	99,600
HRA	4,150	49,800
Supplementary Allowance *	7,747	92,964
Superannuation Allowance	1245.00	14,940
Total	21,442	2,57,304
Retirals		
Retirals (PF, Gratuity) ***	2,491	29,892
Total Fixed	23,933	2,87,196
Performance Linked Retention Pay #	5,000	60,000
Total CTC	28,933	3,47,196

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

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

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

Date: 20-Dec-2022

Digitally signed by Pritesh Ranjan

Date: 2022.12.20 09:10:43 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited

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

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

Website www.icicibank.com

CIN.: L65190GJ1994PLC021012

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

PONCHO HOSPITALITY PRIVATE LIMITED

Reg. No. 2339, 2nd Floor, Krishna Complex, 17th Cross, HSR Layout, Sector-1, Bangalore, Karnataka-560102. Mob : +91 7710006271 Email : accounts@box8.in • website : www.box8.in

CIN -U55204KA2012PTC087024

Date: 05-Nov-19

Offer Letter

Dear Prashant Satish Khape,

We are pleased to extend an offer to join Poncho Hospitality (Box8) at **HR Executive** Position. Your joining location would be **Pune Office**.

- Please refer to Annexure 1 for the compensation and benefits details
- Please refer to Annexure 2 for documentation to be submitted by you at the time of joining
- Please see Annexure 3 for declaration

The date of joining will be 07-Nov-19

The first three months will be training-cum-probation period. During this period, you would undergo intensive training covering various facets of the role, which you would be performing.

Training session is going held in Mumbai at **Box8 Head Office 55 Corporate Avenue, Saki Vihar Road, Tunga Village, Chandivali, Powai, Mumbai, Maharashtra 400072**

You may get in touch with me at nikhil.singh@box8.in if you need any clarification or help.
We look forward to having you join the Box8 family!

Yours faithfully,
Nikhil Kumar Singh
Poncho Hospitality (Box8)
+91-8441973134

Corp. Office : Box8 Office, 3rd Floor, Bhagyashree Building, Above Cream & Stone, opp Varsha park society, Baner road, Baner, Pincode - 411045

PONCHO HOSPITALITY PRIVATE LIMITED

Reg.: No. 2339, 2nd Floor, Krishna Complex, 17th Cross, HSR Layout, Sector-1, Bangalore, Karnataka-560102. Mob : +91 7710006271 Email : accounts@box8.in • website : www.box8.in

CIN -U55204KA2012PTC087024

ANNEXURE 1

Salary Structure with Performance Bonus		
PRIVATE & CONFIDENTIAL		
COMPENSATION & BENEFITS SHEET		
Name	Prashant Satish Khape	
Grade	Corporate	
Designation	HR Executive	
Department	Human Resource Management	
Job Location	Pune BOX8	
Training Location	Mumbai	
Components	CTC	CTC
	Monthly	Annual
Basic	5,900	70,800
HRA	2,950	35,400
Transport Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Telephone Allowance	2,000	24,000
Special Allowance	1,270	15,240
Gross Salary*	14,970	179,640
Employer Contribution to PF	788	9,459
Performance Bonus**	3000	36000
ESIC (Employer Contribution)	711	8,533
Cost to Company (CTC)	18,758	225,099
*Final Monthly In-Hand salary will be paid after making statutory deductions viz. Provident Fund, Labour Welfare Fund, Professional Tax & Income Tax as and when applicable.		
**Performance bonus will be paid on a Monthly basis upto Rs 3000 above your fixed pay. Final payout will vary according to your performance on pre defined criteria for your role.		
PF (Employee Contribution)	708	8,496
ESIC (Employee Contribution)	262	3,144
Professional Tax	-	-
Approx Income Tax		-
Monthly In-hand	14,000	168,000

Corp. Office : Box8 Office, 3rd Floor, Bhagyashree Building, Above Cream & Stone, opp Varsha park society, Baner road, Baner, Pincode - 411045

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Harjai Computers Pvt. Ltd.

4th Floor, Business Park, Next to Bajaj Bhavan, S. V. Road, Malad (West), Mumbai - 400 064.
Phone : (+91-22) 4066 8200 . Fax : (+91-22) 2873 7077 . E-mail : harjai@harjai.com . Website : www.harjai.com



Appointment Letter

HCPL / 0132 / SSI / 03 / 2022

24th March, 2022

To,
Mr. Sandip Sadashiv Ingavale,
Risvad, Satara,
Maharashtra - 415106.

Dear Mr Sandip Sadashiv Ingavale,

Subject: Position of Software Engineer

With reference to your application and subsequent interview you had with us, we have pleasure in offering you the above position in our Company on the following terms and conditions.

1. Remuneration:

Your remuneration will be as per the details given in Annexure-I to this letter.

2. Effective Date of Appointment:

Your appointment shall be effective from the date of your joining the Company, which, however, shall not be later than 05/04/2022. Your appointment shall become effective from the date of your joining at the site of our Client or such location as may be designated by them. Should the Client decide to cancel the assignment / project for what-ever reasons, this letter of appointment shall stand withdrawn with immediate effect without any liability of any sort to the Company / the Client.

3. Period of Probation:

You will be on probation for a period of Fifteen (15) days from the date of your joining. This period of probation will be liable to be extended for a further period of Fifteen days at the sole discretion of the Management. During the said probation period (including the extended period, if any), and thereafter you will serve in the Company in such capacity as the Management may, in their assessment of the nature and load of work, determined from time to time.

During the tenure of the said probation period (including the extended period, if any), the Management shall have the right to terminate your services without giving you any prior notice or assigning any reasons thereof.

4. Place of Work:

a) You will form a part of the Members of Staff of the Company's establishment located in Mumbai (in the State of Maharashtra) and hence your employment with us will be regulated under the appropriate Statutory enactments / rules, framed / laid down by the Government of Maharashtra and as made applicable from time to time to the employees belonging to your category as defined in such statutory rules and regulations.

b) You may be posted on need basis or based on work exigencies, to such place or places within India or out of India, as the Management may from time to time decide at their sole discretion for the purpose of carrying out official assignments including rendering services to our clients located all over the country as well as places outside of India.

ISO 9001 : 2015 Certified Company

CIN : U72100MH1996PTC104114



5.

Hours of Work:

You will be employed as the whole-time employee of the Company. Your working hours may be regulated/specified from time to time by the Management. Further your schedule of work may be altered, modified and/or regulated to suit the administrative convenience and the exigencies of work and for which you will not be entitled to any element of additional remuneration or time off.

6.

Duties and Obligation

- a) You shall, as an employee of Harjai Computers Pvt. Ltd., conduct yourself with decorum and shall honestly and efficiently discharge all duties and functions pertaining to your employment as also such other duties entrusted by the Management through any duly authorized member of the Management Team.
- b) You shall comply with all lawful orders and directives issued by your designated Supervisors / Manager, consistent with all the rules, regulations and stipulations of the Company for the time being in force and that may be introduced from time to time in future.
- c) You shall devote productively the whole of your time exclusively to carry out the duties and assignments entrusted by the Company and you shall not engage yourself, directly or indirectly, without the prior consent in writing of the Company, in any business or activities which the Company in its sole discretion consider as contrary to or inconsistent with the duties and obligations stated herein and which the Management in their judgement deem prejudicial to the interests of the Company.
- d) You shall not take up, directly or indirectly, any employment or service or assignments on behalf of third parties or on your own behalf. Also you shall not engage privately in any type of activities of commercial nature unless specifically authorized in writing by the Management of the Company to do so.
- e) You shall inform the Company at once of any act of dishonesty and or any action prejudicial to the interest of the Company on the part of any person and which may come to your knowledge.
- f) You should be aware that in the event a project-in-hand extends beyond the initially estimated time-frame, and the Company or their clients require you to remain on that project for an extended period of time to ensure unimpeded progress of that project, you shall remain on such assignment for the extended duration specified by the Company or their clients. In this connection, you should appreciate that the company is required to provide, through their designated employees, uninterrupted and reliable services to their clients. Hence, it would be necessary for you to remain on client assignment / project for a minimum uninterrupted duration of 12 months.
- g) You shall neither assign nor pledge to third parties any financial or other benefits to which you are entitled to under the terms of and conditions laid down in this letter of appointment.
- h) You shall ensure that the details and particulars of your compensation package are treated and Maintained as strictly confidential information of the Company. The Management strictly discourages any discussions (or disclosure of any element) of your compensation package with anyone except your Department Head or HR Manager. Non-compliance of this stipulation will be construed as breach of the terms and conditions governing your employment with us, and for which the Management will be at liberty to take strict disciplinary action against you. You should also be aware that your remuneration package is formulated by taking into account your unique profile and hence the information therein shall not be open for comparison with that of any other employee.
- i) You shall not accept or undertake to accept either directly or indirectly without the prior knowledge of the Management, any gifts, commission, or favours of any kind whatsoever related with your work which, in the opinion of the Management, is prejudicial to the interest of the Company or against their avowed business ethics.
- j) You should be aware that the Management attaches a great deal of importance to sustaining their hitherto established good will in the related business circle and also avoiding any kind of

Losses of Company resources. Hence it is essential for every employee of the Company to put in conscious and disciplined efforts to perform / discharge his duties directed towards achieving, inter alia, the said two goals of the Company with due care, acumen and responsibilities so as to avoid any possible cause leading to damage / loss to Company's assets, revenue and good will, since any efforts to establishing, post-event, the reasons for such losses becomes cumbersome, cost intensive and, more often than not, counter productive.

7. **Termination**

a) Your employment with us is liable to be terminated when the Project assigned to you by us / our Client has been completed or if the Project has been cancelled by us / our Client without assigning any reasons whatsoever, by giving you the same length of notice period or 15 days' notice period (which-ever is less) as may have been given by the Client our company.

b) In the event you wish to resign from the services of the Company, you shall do so by giving 90 days prior notice in writing in that behalf and also after having completed conclusively the projects handled by you, duly supported with Certificate of Completion or relevant NOC (No Objection Certificate), in writing, from the concerned Project-in-Charge.

In the event of your leaving the employment with the Company without giving the notice as aforesaid, you shall pay to the Company an amount equivalent to three months of your immediate last drawn salary. However the decision to accept such payment in lieu of notice period shall vest solely with the Company.

c) Not with standing what has been stated in sub-clauses 7(a) and 7(b) hereof, the Company may terminate your employment forthwith without giving any notice whatsoever or without payment in lieu there of in case of any act of disobedience, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance, or other serious misconduct or negligence on your part, or any incompetence displayed in the discharge of your duties, or the breach on your part of the terms of your employment, or if you become bankrupt or you are adjudged insolvent or on your compromising with your creditors. In such eventualities, the judgement of the Company as to whether any of the events mentioned therein has occurred shall be final and binding on you and you shall not be entitled to question the same on any ground whatsoever.

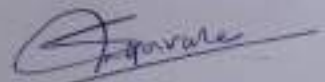
d) This offer of appointment is made on the basis of information and other documents / records furnished by you in support of your past services elsewhere. If at any time it is revealed that the employment with us has been obtained by furnishing untrue, misleading, partial information or by with-holding or suppressing material information, the Company will be at liberty to terminate your services at any time without any prior notice.

8: **Actions upon Termination of Employment:**

a) Upon termination of your employment with the Company for any reasons whatsoever, you shall immediately

i) Hand over your office charge to such person or persons as may be authorized by the Company on that behalf;

ii) Surrender to the Management or their authorized representative, all official business documents in your possession such as blue prints, reproduction of any data tables, calculation sheets, diaries, notes, pamphlets or books, and correspondence either addressed to you by the company or received by you for and on behalf of the Company, and also all items of use belonging to the Company such as Software, data carriers, and any other documents, records, property and effects of the Company that may be in your possession / custody pertaining to or connected with the business of the Company, or their clients or of any of the Company's subsidiaries, associates or affiliates. Further, if required by the Management to do so, surrender such documents and items at any time even during the tenure of employment with the Company.





b) Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments the amount towards any claims that the Company may have against you either under the terms of your employment or any other supplementary commitment as per this letter of appointment.

(9) Miscellaneous:

a) Your Date of birth as per our record is 7th August, 1991. You will, in normal course, retire from the employment of the company at the end of the month in which you attain 60 years of age.

b) The failure of the Company to assert any claim or right, against you, hereunder, on any one or more instances shall not constitute a waiver of such claims or rights with respect to future performance of such obligations and any other obligation under this letter of appointment.

c) The rights and obligations of the Company and your rights and obligations created, in particular with this letter of appointment, is in effect, but not limited to, transfer of intellectual property, proprietary rights, confidentiality, non-competition, non-solicitation and non-interference will sustain indefinitely the termination of this letter of appointment and such rights and obligations shall be binding upon permitted assigns, successors and legal representatives.

Note-Annexure-II embodies the document "Non-disclosure and Proprietary Rights Agreement" which forms an integral part of this letter of appointment.

d) All notices under this letter of appointment / Agreement shall be in writing and be deemed as served to the respective addresses if sent by Registered Post. In the case of the Company the proper address is the Registered office of the Company. And in your case it is your last known address as recorded in our H.R Department Records. In establishing service of such correspondence, it shall be sufficient to show that such Notices were properly addressed and posted.

e) The Company shall have the right to add, to modify, to alter or abrogate from time to time any terms of the employment including remuneration and perquisites, and such changes will be communicated to you by individual letter or by Circular.

f) The Company's entire liability towards you is limited to the salary and reimbursement of expenses, if any, legitimately payable.

g) You shall comply with all State and local laws and rules & regulations pertaining to the performance of this agreement and those governing the employment.

We are forwarding this letter in duplicate, and request you to kindly return to us the duplicate copy duly signed and dated by you in token of your acceptance of the aforesaid terms and condition of employment as soon as possible or at least by close of office hours on 05/04/2022 failing which this offer will stand withdrawn.

On the day of your joining our organization, please submit originals plus photocopies of all your certificates along with copies of your Pan Card & Aadhar Card. The originals will be returned to you immediately after verification, preferably on the same day. Please also submit two passport size photographs.

In case you require any clarification please contact the undersigned.

Please note that once you acknowledge acceptance of this offer, you are bound by all the above terms and conditions incorporated in this letter of appointment. In the event of your failure thereafter to join the Company and honour the terms and conditions of this letter of appointment, the Company may initiate such action against you as deemed suitable or as advised.

For and on behalf of Harjai
Computers Pvt.Ltd.

I accept the afore said terms and will join the duty on 4th April 2022

Name of Employee: SANDEEP SADASHIV INGAVALLE
Place: PUNE

Signature: [Signature]
Date: 26/03/2022

Am



Appointment Letter No. HCPL / 0132 / SSI / 03 / 2022

Dated: 24th March, 2022

The details of your remuneration areas given below

ANNEXURE-I

Name	Sandip Sadashiv Ingavale	Date of Joining	1 st April, 2022
Designation	Software Engineer		

Salary Component		Monthly	Yearly
Basic Salary	Rs.	16000.00	-
House Rent Allowance	Rs.	8000.00	-
Conveyance Allowance	Rs.	700.00	-
Medical Allowance	Rs.	4200.00	-
Mobile Allowance	Rs.	700.00	-
Advance Statutory Bonus	Rs.	2400.00	-
Gross Salary	Rs.	32000.00	384000.00
Provident Fund Contribution by Company	Rs.	1800.00	-
Gross Cost to the Company	Rs.	33800.00	405600.00
Budgeted Gratuity	Rs.	-	9231.00
Mediclaime	Rs.	-	6000.00
Net Cost to the Company	Rs.	-	420831.00
Rs. Four Lakh Twenty Thousand Eight hundred Thirty One Only.			

***Budgeted Gratuity**-Gratuity amount payable after you Complete 5 years of continuous service with the Company.

*TDS will be deducted as per prevailing Law

"IMPORTANT:-The particulars of the remuneration here in stated and the policies underlying the same, constitute an important part of our Company's Strictly Confidential Information shared between the employer and the employee concerned only. Any part of these particulars SHALL NOT BE DISCLOSED to any other person/persons or any outside entity. For any clarification regarding in individual item/items of remuneration, the employee concerned shall approach the Manager- H.R., who may explain the same in a personal (one-to-one) discussion only."

(Authorised Signatory)

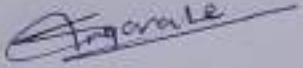
Date: 26/03/2022

I understood my above Salary Structure

Signature of Employee

Date: 26/03/2022



Net Salary	Amount
Gross	32000
PF	1800
PT	200
NET Take Home	30000
TDS will be deducted as per prevailing Law	
I understood my above Salary Structure	
Signature	
	
Name: Mr. Sandip Sadashiv Ingavale	



Harjai Computers Pvt. Ltd.

4th Floor, Business Park, Next to Bajaj Bhavan, S. V. Road, Malad (West), Mumbai - 400 064.
Phone : (+91-22) 4055 8200 . Fax : (+91-22) 2873 7077 . E-mail : harjai@harjai.com . Website : www.harjai.com



EMPLOYEE NON- DISCLOSURE & PROPRIETARY RIGHTS AGREEMENT

AND

Mr. Sandip Sadashiv Ingavale, aged 31 years, Son of Mr. Sadashiv Ingavale residing at Risvad, Satara, Maharashtra - 415106, having Passport No- NA Issued at - NA, On- NA and Expiring on NA, Pan Card No AEGPI2711C(herein after called the 'EMPLOYEE' or 'the said EMPLOYEE') Of The Other Part.

WHEREAS

i The employee is in the employment of the Company as per the letter of appointment dated 24th March, Two Thousand and Twenty Two.

ii It is agreed by and between the EMPLOYER and the EMPLOYEE that the EMPLOYER and the employee shall enter into this presents:

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES as follows:

1. The EMPLOYEE shall maintain in confidence and will not disclose or use, either during or after the term of this employment, without the prior express written consent, of the EMPLOYER, any proprietary or confidential information or know-how belonging to or in the possession of the EMPLOYER (termed as "PROPRIETARY INFORMATION"), whether or not it is in written or permanent form, except to the extent required to perform duties on behalf of the EMPLOYER in the capacity as an employee of the COMPANY. Such PROPRIETARY INFORMATION includes, but is not limited to, technical and business information with relation to the EMPLOYER'S inventions, or products, research and development, finance, clients, marketing and future business plans. The PROPRIETARY INFORMATION also includes information belonging to clients and suppliers of the COMPANY, which may have been disclosed to the EMPLOYEE in his capacity as an EMPLOYEE and / or by virtue of the EMPLOYEE'S status as an EMPLOYEE of the COMPANY.
2. All materials belonging to the EMPLOYER, such as records, books, plans, formulae, letters, notes, reports, drawings, photographs or other documents or compilations, or other recorded matter, and copies or reproductions thereof, relating to the EMPLOYER'S operations, activities, or business or briefs in respect of any such or other documents (relating in any way directly or incidental to the affairs of the Company), made or received by the EMPLOYEE during the tenure of his employment, or / and shall remain the EMPLOYER'S exclusive property, and the EMPLOYEE shall keep the same at all times in the EMPLOYER'S custody and subject to its control. Upon termination of employment of the EMPLOYEE, or at the request of the EMPLOYER during the tenure of the EMPLOYEE'S services, or upon his / her ceasing to be in the EMPLOYER'S employment for any reason whatsoever, the EMPLOYEE shall deliver to the EMPLOYER all written and tangible material in the possession of the EMPLOYEE including the PROPRIETARY INFORMATION and all other information incidental to the EMPLOYER'S material.

ISO 9001 : 2015 Certified Company

CIN : U72100MH1908PTC104114



3. All past and current work done by the EMPLOYEE for the EMPLOYER relating to and in respect of the COMPANY's product in any form leading to the conception, design, development or support of products and services for the EMPLOYER is and shall continue to remain the sole and exclusive property of the EMPLOYER and not of any third party. In this connection the EMPLOYEE will promptly disclose and describe to the EMPLOYER all inventions, improvements, discoveries, technical developments, and works of authorship, whether or not patentable or copyrightable, which the EMPLOYEE conceives, reduces to practice, or author solely or jointly with others, relating in any way or useful to the EMPLOYER's business as presently conducted or as conducted at any future time during the EMPLOYEE'S tenure of employment shall be termed as 'WORK PRODUCT'. The EMPLOYEE hereby assigns to the EMPLOYER, the entire right of the EMPLOYEE to the entire WORK PRODUCT, by which the said WORK PRODUCT is and shall remain the sole and exclusive property of the EMPLOYER. The EMPLOYEE, shall not make the WORK PRODUCT available to others without the prior written permission of the EMPLOYER during or following the term of Employment with the 'EMPLOYER' upon his / her ceasing to be in the employment of the company for any reason whatsoever.

Any discovery or invention or secret process or improvement in procedure made or discovered by the EMPLOYEE while in service of the company in connection with or in any way affecting the work relating to the business of the EMPLOYER or capable of being used or adopted therein or in connection therewith shall forthwith be disclosed to the EMPLOYER and shall belong to and be the absolute property of the EMPLOYER.

4. The EMPLOYEE further agrees to cooperate with the EMPLOYER or its designees, both during and upon his / her ceasing to be in the employment of the company for any reason what so ever (after the term of employment of the EMPLOYEE), in the procurement and maintenance of the EMPLOYER's rights in WORK PRODUCT, including but not limited to, patents and copy rights The 'EMPLOYEE' shall sign papers, which the EMPLOYER may deem necessary and desirable for vesting the EMPLOYER or its designees with such rights. The 'EMPLOYEE' will keep and maintain adequate and current written records of all WORK PRODUCT in the form of notes, sketches, drawings, or reports related to said WORK PRODUCT, which records shall be and continue to remain the sole property of the EMPLOYER and be available to the EMPLOYER at all times. Further, the employee agrees that during the tenure of his employment with the Company or any time after leaving the employment of the Company, voluntarily or otherwise, shall not use the Company's official e-mail id, logo, letter-head, and / or any other medium of communication in the Company's name to send / receive / broadcast any personal messages / views / feedback or any other type of direct / indirect / oblique messages related to the EMPLOYER and its business, either personally or through a third party acting as his spokesman or agent.

There is no other agreement / letter of appointment or duty on the 'EMPLOYEE's part now in existence (a) to assign WORK PRODUCT or (b) that is inconsistent with the AGREEMENT, unless a copy or description thereof is attached hereto and the 'EMPLOYEE' has initiated in the following space: (initial only if other agreement or description attached). The 'EMPLOYEE' will not disclose or induce the EMPLOYER to use or bring on to the EMPLOYER'S premises any confidential information or material that the 'EMPLOYEE' is or shall become aware of and which belongs to any one other than the EMPLOYER. During the employment of the 'EMPLOYEE' by the EMPLOYER, the 'EMPLOYEE' shall not accept or engage himself directly or indirectly (a) in any employment, consulting, or other activity in consistent or incompatible with obligations of the 'EMPLOYEE' to the EMPLOYER, including, without limitation, the terms of the AGREEMENT or (b) in any business competing with the EMPLOYER's business as presently conducted or as conducted at any future time during employment of the 'EMPLOYEE'.



5. The 'EMPLOYEE' acknowledges that obligations and promises of the 'EMPLOYEE' under this AGREEMENT are of a unique and intellectual character, which gives them a particular value. A breach of any of the promises or agreements contained herein will result in irreparable and continuing damage to the EMPLOYER and his business for which there will be no adequate remedy at law, and the EMPLOYER shall be entitled to injunctive relief and / or a decree for specific performance, and such other relief as may be proper (including monetary damages if appropriate).
6. The 'EMPLOYEE's' employment may be terminated at any time, with or without cause by the EMPLOYER. However such termination shall not affect the EMPLOYER's rights or 'The EMPLOYEE's obligations under this AGREEMENT. This AGREEMENT represents the entire understanding between the EMPLOYEE and the EMPLOYER as to the subject matter hereof.

This AGREEMENT may not be modified except in a signed written agreement by authorized representative of the 'EMPLOYER' and the 'EMPLOYEE'. The AGREEMENT shall inure to the benefit of successors and assigns of the EMPLOYER, and shall be binding on the 'EMPLOYER's heirs and legal representatives.

7. The waiver, exceptionally, if any, by the EMPLOYER of a breach of any provision of this AGREEMENT by the 'EMPLOYEE' shall not operate or be construed as a waiver of any other or subsequent breaches by the 'EMPLOYEE'. If any provision of the AGREEMENT is held to be invalid, void, or unenforceable, the remaining provisions shall invalidated in any way.

8. Non-competition and Non-solicitation.

i Non-Competition during Employment. During employment with the EMPLOYER, the 'EMPLOYEE' shall not, directly or indirectly, engage or participate in any business that is in competition with the business of the EMPLOYER.

ii Covenant Not to Compete after Termination of Employment. The 'EMPLOYEE' promises and agrees that for a period of one year after the termination of this agreement, The 'EMPLOYEE' will not engage in competition with the EMPLOYER by working directly or indirectly for any clients or vendors (including potential clients) of the EMPLOYER.

iii Solicitation of Employees. The 'EMPLOYEE' will not solicit any of the Employees of the EMPLOYER for a competing business or otherwise induce or attempt to induce any employee to terminate employment with the EMPLOYER, directly or indirectly, either during employment of the 'EMPLOYEE' with the EMPLOYER, or after termination of his employment or upon his / her ceasing to be in the EMPLOYER's employment for any reason whatsoever.

iv Breach. In the event of a breach of this and foregoing paragraphs, the EMPLOYER shall be entitled to claim damages. The damages shall be awarded in a manner so as to make the EMPLOYER getting fully compensated for loss of revenues, profits, clients, projects and / or good will as a result of the breach. Where appropriate, the EMPLOYER may seek injunctive relief to restrain a violation of this paragraph.

9. A) When entrusted with job responsibilities during 'Work From Home' schedule', the Employee shall abide by all the special / additional instructions received from 'the employer' in writing or verbally. The salient features of the special instructions may include (but not limited to) the following a 'the EMPLOYEE' shall strictly abide by the instructions from the 'the employer' defining what can and cannot be done with the company owned devices (including mobile phones) and all hardware and software.



- B) The Employee working from home shall use the machines and devices of the Company for the bona fide work activities of the Company and shall not share them for transmitting personal information in messages and or social media.
- C) During 'on-line' official meeting, The Employee shall remain cautious when sharing his / her screen, and not leave any other windows open to avoid overseeing of the contents that are not to be viewed by others.
- D) If 'The Employee' is using a computer provided by the Employer, it should have been checked and approved by the competent staff of 'the Employer'.
If for some reasons, 'The Employee' has to use his / her own personal computer, he / she should seek guidance from 'the Employer', for getting VPN to server the connection and encrypt the data.
- E) 'The Employee', while working from home, shall ensure that the devices are kept safe and shall not allow other members of his / her house-hold to access them, their work lap tops, mobile and other forms of hardware.
- F) If 'The Employee' feels unsure of the credibility of a particular platform, he / she shall refer the matter to 'the Employer' or to the person designated by 'the Employer'.
- G) The Employee shall make sure that e-mails are secured, accessed via the employer's VPN. Also it should be ensured that the devices encrypt data / while at rest, to protect e-mail data on the device if it (the Data) is lost.
Besides the fore-going
- H) 'The Employee' shall ensure regular work hours, by taking into consideration the following:-
 - i) The employee to be available, when his / her boss needs,
 - ii) Time of the day when he is most "productive"
 - iii) Performing highest priority task first,
 - iv) Planning a schedule to periodical clean up and self implementation (i.e. not through others),
 - v) Lock the devices before walking away if automatic locking is not provided.

IN WITNESS where of the parties have executed these presents the day and year first above written.

Signed and delivered by the within named
(HARJAI COMPUTERS PVT.LTD.)

Date: 26/03/2022

Signed and delivered by the within named EMPLOYEE

In the presence of

Date: _____