DRN,	/HR/	IEF-F	MT/	002
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DRN DEFINITE SOLUTIONS PRIVATE LIMITED

Pre Interview Form

lame:	ANIL H
OOB:	dd/mm/yyyy
Address:	Leyout, rocya Stuthalli Bargalone (1)
Contact No:	9740123319
Email ID:	andiniario la guielle con
Total Experience:	S Year O Months
Relevant Experience:	Year Months
Previous Company 1:	Crchestrate Systemy Put Ital
Previous Company 2:	Inducanin Global Soulies.
Reason for leaving prev	ious Company:
Current Package:	INR 3.3(, 1/4) 23 NOCE
Expected Package:	INR
Typing Skills:	Speed: Accuracy
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Refer 2 name & contac	t nos Collegues Referred By
Refer 2 name & contac	t nos Collegues Referred By

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C V4 Gyan Litter

ANIL H

#51, RMV 2ND STAGE, BASAVESHWARA LAYOUT, NAGASHETIHALLI BANGALORE-560094

PH NO. +91-9740123319

E-mail: anilh1992@gmail.com

DIA Linew

Detter Salay

Career Objective:

To secure a responsible & challenging position in the field of work that utilizes my skills and knowledge for the assured growth of the company and to deliver the results expected of me with high degree of quality sincerity and to achieve superlative performance Letd March - 17 2 mm on Line Salar March

Career Profile

: Orchestrate Systems Pvt. Ltd 1. Company

: Senior Process Associate Designation

: March 2015 - Present Duration

Worked with "Orchestrate Systems Pvt. Ltd." as a Senior process associate for a US Mortgage Refinancing process

• Worked for a Mortgage Payoff and Tax process.

Process deals with obtaining the Tax information from County office and Payoff statements of the borrower from the lenders.

Doing Quality check for the completed orders.

: Indecomm Global Services (India) Private Limited 2. Company

: Associate Designation

: January 2013 – May 2014 - 1994 Duration

Worked with "Indecomm Global Services (India) Private Limited" as a Associate for a US Mortgage Refinancing process

Worked for a Mortgage Payoff and Tax process.

Process deals with obtaining the Tax information from County office and Payoff statements of the borrower from the lenders.

Curriculum vitae

3. Company : Kochar Infotech Pvt. Ltd.

Designation: Technical Support

Duration : October 2011 – November 2012

• Worked with "Kochar Infotech Pvt. Ltd." as a Technical support executive in the Idea process.

 Attending customer calls and giving suggestions to connect their mobile internet to the computers and laptops.

Sending GPRS settings when customer requires.

Educational Qualification:

Course	Name of the Institution	University/ Board	Year
Diploma	Gnana Vikas Ploytechnic, Chtradurga, Karnataka.	Dept. of Technical Education, Bangalore	2007-
SSLC	Sri Swamy Vivenkananda High School Davanagere (Dist), Karnataka.	Karnataka Secondary Education Examination Board	2007

Self Assessment:

- Takes Pride in work and have passion for excellence.
- Never settle for second best and can do attitude.
- Drive and motivate team to achieve the goals.
- Quick learner and self motivated leader.
- Pro-actively communicate the procedure updates to the team.

Curriculum vitae

Personal Details:

Name : Anil H

Father's Name : Haleshappa M M

Date of Birth : 13th May, 1992

Nationality : Indian

Sex : Male

Marital status : Single

Languages Known : Kannada, English and Hindi

My Hobbies : Playing Volleyball, Watching movies.

Permanent Address : Anil.H S/O Haleshappa M.M,

Muddenahalli Road, Tq: Channagiri

Dist: Davangere, PIN Code: 577213

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Bangalore

Date: Anil H



V4 InfoTech Solution LLC

pay slip for the month of May 2017

Employee Name: ANIL H

Office:

Plot No. 3, First Floor, Pobbathi Balakrishna Tower, 100 Feet, Ring Road, Banashankari 3rd Stage, Bangalore-560085

		27,800	Net pay
200	Gross deduction	28,000	Gross earnings
1	Other Deduction		
1	PF	6,800	Other Allowances
200	PT	1,600	CONVEYANCE Allowances
1	Loan	5,600	H.R.A.
	T	2,800	D.A.
	ESPP	11,200	BASIC SALARY
Amount	Description	Amount	Description
		Deductions	Earnings
	ESPP %	10-April-2017	Date of Joining
092491900001633	Bank A/c No;	YES BANK	Bank Name
Bangalore	Location	Sr. Process Analyst	Designation
•	PF A/c no:	4056	Employee ID No
	ails	/ 2017 Employee details	Pay slips for the month of May 2017

LEAVE RECORD 13.5

'All queries, clarifications and discrepancies should be reported within 30 days from the receipt of the pay slip"

This is computer generated pay slip and doesn't need a signature

CURRENCY MODE OF PAYMENT

Indian

27,800

Twenty Seven Thousand Eight Hundred only

AMOUNT IN WORDS

NET PAY



(specify)

INTERVIEW EVALUATION FORM

DRN/HR/IEF-FMT/002

Interview Evaluation Form

Name of Candidate: A Ni	Designation: Sv. Associ	$a \subset c$			
Department: Cherchico	Position Title: Truc - Vo	<u>2x4:</u>			_
Interviewer(s): Educin S	De Now TraDate of Interview: 5 7.17 Location:	Bo	acter	Con	
			J		
Rating Key - NS: NOT SATISFACT	ORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NO	OT APPI	LICABI	LE	
					
Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
Experience					
(as it relates to the position)					
Education/Training					
(relevant to position)					
Communication Skills					
(written and verbal)					
Interest in and knowledge of					
the position and NKU					
Presentation					
(promptness, neatness of					
resume/application, appearance)					
Problem Solving Skills					
Computer Skills					
(consistent with those required to perform the duties of the position)					
Job Stability					
Other Job Related Criteria					

277679

20070494060

MARCH-2007

SUPERRIMENT OF HARRATANA

ENGLISH

ANIL H

HEMAVATHI P N

HALESHAPPA M M

13-05-1992 THIRTEENTH MAY

NINETEEN NINETY-TWO

KANNADA

107

ENGLISH

082

HINDI

088

073

067

077

494

(79.04%)

FOUR HUNDRED NINETY-FOUR ONLY



0962966 No. F

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GOVERNMENT OF KARNATAKA ತಾಂತ್ರಿಕ ಶಿಕಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು

DEPARTMENT OF TECHNICAL EDUCATION, BANGALORE

ತಾಂತ್ರಿಕೆ ಪರೀಕ್ಷಾಮಂಡಳಿ

BOARD OF TECHNICAL EXAMINATIONS STATEMENT OF MARKS

SEMESTER DIPLOMA EXAMINATIONS

2007 MOV

IS - INFORMATION SCIENCE

Reg.No.: 4231507004

General Conditions in

FIRST

ANIL H

HALESHAPPA M M

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HEMAVATHI P N

14/01/2008

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GNANA VIKAS POLYTECHNIC CHITRADURGA 423

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FAILED

- Minimum for Pass in Theory & Drewing is 55, with Internal Assessment is 45
 - Mulimum for Pass in Practical is 50, with Internal Assessments is 60.
- 3. No Minimum Marks are prescribed for internal Assessments.
- Any discrepancy in eatry or marks, correction of name, results etc., must be refined out by the cusolaste and get corrected within 30 days.
- to mains of class in Diploma is cased to first altempt and makes of first and sinth somester.

No.: F 1172003

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GOVERNMENT OF KARNATAKA ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳಾರು

DEPARTMENT OF TECHNICAL EDUCATION, BANGALORE

ತಾಂತ್ರಿಕ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

BOARD OF TECHNICAL EXAMINATIONS STATEMENT OF MARKS

FIRST

SEMESTER DIPLOMA EXAMINATIONS

8008 YAM

Course:

IS - INFORMATION SCIENCE

Reg.No.: 4231807004

Name of Candidate:

ANIL H

HALESHAPPA M M

Father's Name

HEMAVATHI P N

18/06/2008

Mother's Name

Name of Institution:

GNANA VIKAS POLYTECHNIC CHITRADURGA 423

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y messession	este destruistas (SV val VI)	GRAND TOTAL	048	017	7 065	

only Total in Words: Sixty Five

Resulf:

SECOND CLASS

Note: 1. Minimum for Pass in Theory & Drawing is 55, with Internal Assessment is 45.

2. Minimum for Pass in Practical is 50, with Internal Assessments is 60.

3. No Minimum Marks are prescribed for Internal Assesments.

4. Any discrepancy in entry of marks, correction of name, results are a must be pointed out by the candidate and get corrected within 30 days.

Awarding effelass in Diploma is based on first attenue total marks of All and sixth sengerte

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GOVERNMENT OF KARNATAKA ಶಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳಾರು DEPARTMENT OF TECHNICAL EDUCATION, BANGALORE

BOARD OF THUSING AL EXAMINATIONS

STATEMENT OF TRASKS

SECOND

SEMESTAR DEFINATIONS

4002 VON

Course

44

IS - INFORMATION SCIENCE & TECHNOLOGY

Reg. No.: 4231807004

Principal of Candidate 1

ANIL H

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HALESHAPPA M M

*Tyleflur's Name

HEMAVATHI P M

Dated: 25/01/20/0

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423 GNAMA VIHAS POLYTECHNIC CHITRADURGA

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Result:

SECOND CLASS

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GOVERNMENT OF KARNATAKA

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DEPARTMENT OF TECHNICAL EDUCATION, BANGALORE model story work

BOARD OF TECHNICAL EXAMINATIONS STATEMENT OF MARKS

SECOND SEMESTER PEPLOWA EXAMINATIONS

MAY 2008

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IS - INFORMATION SCIENCE

4231907004

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ANIL H

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HALESHAPPA M M

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18/06/2008

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423 GNANA VIKAS POLYTECHNIC CHITRADURGA

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GOVERNMENT OF KARNATAKA ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳಾರು ತಾಂತಿ ಕ DEPARTMENT OF TECHNICAL EDUCATION, BANGALORE

ತಾಂತ್ರಿಕೆ ಪರೀತ್ನಾ ಮಂಡ**ಳ**

BOARD OF TECHNICAL EXAMINATIONS

STATEMENT OF MARKS

THIRD

SRIMESTER DIPLOMA EXAMINATIONS

NOV 2008

Course:

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IS - INFORMATION SCIENCE & TECHNOLOGY

Reg. No.: 4231507004

A Name of Candidate to

ANIL H

Father's Name

HALESHAPPA M M

🥯 Mother's Name

HEMAVATHI P N

Dated: 20/01/2009

Aname of Institution: 423 GNANA VIKAS POLYTECHNIC CHITRADURGA

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Total in Words: Three Hundred Sixty One only

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GOVERNMENT OF KARNATAKA ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳಾರು

DEPARTMENT OF TECHNICAL EDUCATION. BANGALORE

ಪಾಂತ್ರಿಕ ಪರ್**ಕಾ**ಗಿ **ಮಂಡಳಿ**

BOARD OF TECHNICAL EXAMINATIONS STATEMENT OF MARKS

FOURTH

SEMESTER DEPLOMA ENAMINATIONS

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Course:

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IS - INFORMATION SCIENCE & TECHNOLOGY

Res. No.: 4231507004

S Name of Candidate :

ANIL H

_ Father's Name

HALESHAPPA M M

Waller's Name

HEMAVATHI P N

Dated: 01/07/2009

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423 GNANA VIKAS POLYTECHNIC CHITRADURGA

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Total in Words Four Hundred Sixteen only

Result :

FAILED

Note: 1. Manager for a lose Lacory & Drawing is 35, with Internal Assessment is 45.

- 2. What was too keep he shartlend is 50, with internal Assessments is 60.
- 3. The billion we have an prescribed for Informal Assessments.
- 3) Any Tenerage of weep of marks, correction of name, results etc., must be pointed out by the point of the second within 30 days.
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GOVERNMENT OF KARNATAKA ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳಾರು

DEPARTMENT OF TECHNICAL EDUCATION, BANGALORE

ತಾಂತಿಕ ಪರೀಕಾ ವಾಂ**ಚಲ**

BOARD OF TECHNICAL EXAMINATIONS STATELSENY OF WARKS

SEMESTER DEMONAL EXAMINATIONS FOURTH

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Courses

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IS - INFORMATION SCIENCE & TECHNOLOGY

Reg. No. : 4231507004

ANIL H

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HALESHAPPA M M

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HEMAVATHE P N

Dated: 25/01/2010

423 GNANA VIKAS POLYTECHNIC CHITRADURGA ... Name of lostitution to

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Result :

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Diploma Result - May 2010

Register Number

423is07004

Candidate Name

ANIL H

College Name

GNANA VIKAS POLYTECHNIC CHITRADURGA

Course

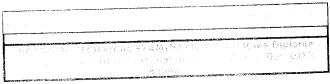
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Disclaimer: Neither ShIMOGA.NET nor Board for Technical Education, Karnataka is responsible for any inadvertent error that may have crept in the results being published on Internet. The results published on Internet are for immediate information to the examinees. These cannot be treated as original mark sneets. Original mark sheets have been issued by the Board separately.

Print This Result





	INFORMATION	SCIENCE		
Course: Name:	ANIL H	Regno:	423IS0	7004
Father's Name:				
Mother's Name:			AC BOLVIEC	UNIC .
Institutional	⁴²³ Name	GNANA VIK CHITRADUR	AS POLYTEC KGA	HINIC
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	Total:265	Total:12	5	

Grand Total: 390 Result: SECOND CLASS

SRI ADICHUNCHANAGIRI SHIKSHANA TRUST (R.)

GNANA VIKAS POLYTECHNIC

CHITRADURGA-577501

(Recognised by the Government of Karnataka and Approved by A.I.C.T.E. NEW DELHI)

GVP/

/200 -0

Date.....

COURSE COMPLETED CERTIFICATE

	Kum.
This is to certify that I'v	
was a student of this Instit	ute in Diploma
He/She has completed appeared for Final year Exa	His/her three year Course. He/She has imination. His/Her results are awaited.
	l conduct are satisfactory.

Principal



ANNEXURE - B

Mr. Anil Haleshappa

SALARY COMPOSITION

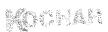
	Calary Dotails	Monthly (Rs.)	Annual (Rs.)
S. No	Salary Details	(In Rs.)	(In Rs.)
		11,200	1,34,400
1	BASIC SALARY	2,800	33,600
2	D.A.	5,600	67,200
3	H.R.A.	1,600	19,200
4	CONVEYANCE REIMBURSEMENT	6,800	81,600
5	OTHER ALLOWANCE		3,36,000
(A)	Gross Salary	28,000	3,30,000
	STATUTORY DEDUCTION		0
	Employee's contribution of PF	0	<u> </u>
	Professional Tax	200	2,400
	Employee's contribution of ESI	0	0
(0)	Total Deductions	200	2,400
(B)	your workers		
	The second secon	27,800	3,33,600
(C)	TAKE HOME SALARY (A - B)		
	EMPLOYER CONTRIBUTION		0
(D)	Employer contribution of PF	0	0
(E)	Employer's contribution of ESI	0	3,36,000
(F)	Cost to Company (A+D+E)	28,000	3,30,000

^{**}Your compensation would be subject to statutory deductions.

For, trust Slame V4 InfoTech Solution

Signature of Candidate





Date: 4th-Jan-2013

Ref: KIPL/Experience Letter/2011-12/Ver2.0/ 24970

To Whomsoever It May Concern

This is to certify that Mr. Anil H, Emp. ID -24970 has worked with us from 8th Oct 2011 till 9th Nov 2012. His designation at the time of leaving was Technical Support Executive.

We wish all the best for your future Endeavor.

Best wishes.
For Kochar InfoTech Pvt Ltd

HR -Bangalore.



Date: 9th-Nov-12

Ref: KIPL/Relieving Letter/2011-12/Ver2.0/Empl Id: 24970

To Whomsoever It May Concern

Dear Anil H.

This has reference to your resignation letter submitted on 11th Oct 2012. We have accepted your resignation with regret.

You have been a part of our company since 8th Oct 2011 and played a key role in achieving Organizational goals. We are sure your diligence and hard work will stand you in good stead in your new Organization. Wish you all the best in your new assignment.

You are relieved from the services at the closing hours of 9th Nov 2012.

Best Wishes.

For Kochar InfoTech Pvt Ltd

HR - Bangalore.

Kochar Infotech Pvt. Ltd.

148, Bhaskar Plaza, R.V. Road, V.V. Puram, Bangalore - 560 004.

Phone: 080 - 4210 3454 E-MAIL info@kochar.com WEBSITE www.kochar.com



lame	Idmil.tt	
Designation	TSE	
Grade G1		
Particulars	Monthly (Rs)	Annually (Rs)
	2100	25200
Basic	1540	18480
HRA	800	9600
Conveyance 9 10% of Basic	210	2520
Advance Statutory Bonus @ 10% of Basic	328	3936
Special Allowance	4978	59736
Gross Salary (Fixed)(A)	200	2400
Attendance Incentive (Max.)	500	6000
Performance Incentive (Max.)	700	8400
Variable Pay (5)	252	3024
Employer's Cont. to PF (12% of Basic)	270	3240
Employers ESI (4.75% of Gross Salary)	522	6264
Employer's Contribution (C)	6200	74400
CTC (A+B+C)	5678	68136
Gross Salary and Variable Pay	252	3024
Employee PF Cont12% of Basic		1188
Employee ESI Cont 1.75% of Gross Salary	99 5327	63924

^{*}CTC is subjected to statutory deductions as per govt. rules and includes PF, PT, ESI and TDS (if applicable)

HR Signature

Candidate Signature

^{*}The Performance Incentive will be paid monthly, based on the individual performance and it would start calculating after 30 days from floor hitting date

^{*}A stipend of Rs. 1500/- would paid after completing one month, with subject to statutory deductions.

^{*}The attendance Incentive would be paid, if the employee is present for 24 days with no uninformed absenteeism

1st August 2013

Mr. Anil H Associate

Dear Mr. Anil,

Sub: Confirmation

Please refer to clause 'C' of our offer letter dated 04.01.2013. Based on the feedback on your performance during the probation period and your potential to contribute to the growth of Indecomm Global Services (India) Pvt. Ltd, we are pleased to confirm you in your current role.

The effective date of confirmation is 7th Jul 2013.

The other terms and conditions of employment specified in our offer letter dated 04.01.2013 will remain unchanged.

We take this opportunity to thank you for your contributions and are sure that you will continue to display the same standards of commitment in discharging duties assigned to you in the future.

We wish you a long and rewarding career with us.

Please sign and return a copy of this letter for our records.

Yours sincerely,

for Indecomm Global Services (India) Pvt. Ltd.,

Clyde Peter Alweyn

Aphreys

Manager - Human Resources



Annexure - 1 Compensation

Employee Name	Anil H		
	Monthly	Annual	
Particulars	6,000	72,000	
Basic Salary	3,046	36,552	
House Rent Allowance		12,000	
Interim Bonus	1,000		
Gross Salary	10,046	120,552	
Employer's Contributions to PF	720	8,640	
Employer's Contributions to TSIC	477	5,724	
Employer's Contribution to ESIC	289	3,468	
Gratuity	11,532	138,384	
Total CTC	11,332	100,00	
Deductions:	150	1,800	
Professional Tax	150		
Employee's Contributions to PF	720	8,640	
Employee's Contribution to FSIC	176	2,112	
Employee's Contribution to ESIC	1,046	12,552	
Total Deductions	9,000	108,000	
Net Salary	9,000	100,000	

- Shift Allowance, Attendance Allowance & Weekend Allowance as applicable
- TDS deductions, as applicable, will be based on savings declaration.

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



20th June 2014

TO WHOM SO EVER IT MAY CONCERN

With reference to the letter given by Mr. Anil H dated 31.03.2014 resigning for the post of "Associate", we would like to inform you that his resignation has been accepted and he has been relieved from the responsibilities with effect from 29th May 2014 after the closing hours.

He was working with us from 07.01.2013 to 29.05.2014.

During the tenure his character & conduct was good.

for Indecomm Global Services (India) Pvt. Ltd.,

Clyde Peter Alweyn

Manager - Human Resources



ANNEXURE

ANNUAL COMPENSATION			
Name	Anil H		
Designation	Process Associate		
Salary Component	Monthly (₹)	Annual (₹)	
Basic	6,750.00	81.000.00	
HRA	3,375.00	40,500.00	
Special Allowance	3,300.00	39,600.00	
Medical Reimbursement	1.250.00	15.000.00	
Conveyance Allowance	800.00	9,600.00	
Employer's Contribution to PF	810.00	9,720.00	
Gross CTC	16.285.00	1,95,420.00	
Performance Bonus	4,000.00	48,000.00	
Annual CTC	20,285.00	2,43,420.00	
CTC Annual (In Words):	Rupees Two Lakh Fourty Three Thousand and Four Hundred and Twenty only.		



Solutions for higher performance!

Ref.No.HR/ORC/312/2015

04th September 2015

Mr. Anil H

Room No 17, Bharathi Refreshment (PG) Hosur Main Road, Near Adugodi Signal Adugodi, Bangalore-560030

Dear Mr. Anil H

Re: Your confirmation to the position of Process Executive

We are pleased to confirm your services to the position of Process Executive based on an evaluation of your performance, as well as your overall suitability with the company and its objectives.

All other terms and conditions mentioned in your offer letter will remain the same. Please signify your acceptance of these terms and conditions by signing the enclosed duplicate and returning it to us at the earliest convenient time.

Regd. Office

Office: + 91 80 6577 1261 www.orchestrate.com

CIN: U72200KA2007PTC042593

Orchestrate Systems Private Limited

S-44, MS Complex, 1st Floor, New BEL Road. Bangalore 560 054, Karnataka, India.

If you have any doubts or queries, do not hesitate to discuss it with your manager or supervisor.

Best wishes for your continued service in the organization.

With Best Wishes,

Calla NON

Yours truly

Mathew M N

Manager – Human Resources

Orchestrate Systems Private Limited

I accept the above mentioned terms and conditions on confirmation to the position of

Process Executive.

Signature:

Date:



Ref.No.HR/ORC/148/2016

24th May 2016

Employee Name: Anil H

: AMV/10804 Employee ID

: Senior Process Associate Designation

Regd. Office

Orchestrate Systems Private Limited

F. K. A.: Amvensys Technologies Private Limited S-44, MS Complex, 1st Floor, New BEL Road,

Bangalore 560 054, Karnataka, India.

Office: + 91 80 6577 1261 www.orchestrate.com

CIN: U72200KA2007PTC042593

Increment Letter

Dear Mr. Anil H,

It gives me immense pleasure to inform that you have been promoted as "Senior Process Associate" with Orchestrate Systems Private Limited. Your remuneration has been revised to ₹ 3,32,000.00 per annum from ₹ 2,62,536.00 per annum with effect from 04th March 2016.

All other terms & conditions of your appointment remain unchanged. The detailed breakup of your proposed CTC is given in Annexure.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

Best wishes for your continued service in the organization.

Yours truly,

Mathew M N

with MIN

Manager - Human Resources

Orchestrate Systems Private Limited



Annexure - I

Name	Anil H	
Effective Date	04-Mar-16	
Employee ID	AMV/10804	
Designation	Senior Process Associate	
Salary Components	Monthly (₹)	Annual (₹)
Basic	8,500.00	1,02,000.00
HRA	4,250.00	51,000.00
Flexi Pay	4,880.00	58,560.00
Medical Reimbursement	1,250.00	15,000.00
Conveyance Allowance	1,600.00	19,200.00
Employer's Contribution to PF	1,020.00	12,240.00
Gross CTC	21,500.00	258,000.00
Performance Incentive*	4,500.00	54,000.00
Client Incentive**		20,000.00
Annual CTC		3,32,000.0

Performance Incentive* will be paid on monthly basis subject to the achievement of MBO's (Management Based Objectives).

Client Incentive** will be paid half yearly subject to achievement of Client Requirement and MBO'S (Management Based Objectives).



Regd. Office

Orchestrate Systems Private Limited

S-44, MS Complex, 1st Floor, New BEL Road,

Bangalore 560 054, Karnataka, India.

Office: + 91 80 6577 1261 www.orchestrate.com

CIN: U72200KA2007PTC042593

Ref.No.HR/ORC/0079/2017

Date: 24th April 2017

To,

Mr. Anil H Senior Process Associate Emp. No: AMV/10804

Sub: - Acceptance of Resignation

Dear Mr. Anil H,

With reference to your letter of resignation would like to inform you that the same has been accepted. Accordingly, you have been relieved from the services of the company w.e.f. 31st March 2017.

Best Wishes,

For Orchestrate Systems Private Limited

Malter S.N Authorised Signatory

Received & Accepted

(Name & Signature)



Regd. Office

Orchestrate Systems Private Limited

S-44, MS Complex, 1st Floor, New BEL Road, Bangalore 560 054, Karnataka, India.

Office: + 91 80 6577 1261 www.orchestrate.com

CIN: U72200KA2007PTC042593

Ref.No.HR/ORC/0108/2017

Date : 2nd June 2017

Employee Name : Anil H

Employee ID : AMV/10804

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Anil H has been relieved from his services with effect from 31st March 2017.

We here by confirm the following details of his employment with us.

Date of Joining : 4th March 2015

Last working day: 31st March 2017

Career Level/Title: Senior Process Associate

We wish him good luck for his future assignments.

With Best Wishes,

For Orchestrate Systems Private Limited

Authorized Signatory

fatte IN



Letter of Appointment

V4ITS/HR/100417

April 10th, 2017

Mr. Anil Haleshappa #51, RMV 2nd Stage, Basaveshwara Layout, Nagashetihalli, Bangalore-560094 Email: anith1992@gmail.com

Dear Anil Haleshappa,

Phone: +919740123319

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as "Sr. Process Analysis" with V4 InfoTech Solution.

We take this opportunity to appreciate your decision to join V4 InfoTech family. As mutually agreed upon, your appointment is with effect from April 10th 2017.

This Letter of Appointment and its terms will become effective only from the date of your joining and post completion of joining formalities and submission of required documents.

The emphasis in our journey together will be "Collaborate, Excel and Transform", and in this process we will establish benchmarks for others to follow.

We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. We provide an inclusive environment where the unique combination of talent, experience and perspectives of each employee make our business success possible.

We trust that you are looking to expand and enhance your skills in innovative ways within this environment that nurtures creativity and free thinking, and positively impacts personal and professional growth. We are confident that you and V4 InfoTech will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure- A.

Your compensation would be of <u>Rs.28,000/-</u> (rupees Twenty Eight Thousand only) per month subject to statutory deduction as outlined in Annexure B.

It is a pre-condition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed.

We welcome you and wish you a long, productive and satisfying career at V4 InfoTech.

Sincerely,

For, further flains V4 InfoTech Solution.



ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. Place of posting:

Your initial place of posting is at Bangalore Office. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/subsidiaries/associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. Working Hours:

We follow a work schedule of five days a week. The office timings are varies according to shift; however the actual timings/days shall change according to the work schedule of your Project/Assignment.

3. Pay for performance/services:

The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

4. Notice Period /Separation:

Employee should serve a notice period of two months or two month salary in lieu as the management decides, in eventuality the company has right to terminate your services immediately/by giving one month's notice or salary in lieu of the same without assigning any reason thereof.

5. Values, Integrity, Honesty and Ethics:

During the course of your employment with V4 InfoTech, you shall adhere to the values, integrity and ethics of the organization. If at any time during or after your employment with V4 InfoTech, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation.

6. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.



- **b.** Your salary package is based on, besides your overall experience level in the Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the Industry, may be unrealistic, misleading and invidious.
- **c.** You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in a manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate superior/ Head of the HR, at any time during the period of your employment. The same stands expected not to discuss or disclose to any member of the client staff.

7. Secrecy:

In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of V4 InfoTech and its employees, customers/partners/ business associates. You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of V4 InfoTech or not privy to such information or documents.

8. Non-Solicitation:

In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of V4 InfoTech and/or its client.

9. Company provided assets:

You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of V4 InfoTech management.

10. General Conduct, Rules & Regulations:

You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

11. Mis-Representation:

Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. If any deviation found in same the Company shall have the right to terminate your appointment without any notice or compensation.



12. Undertaking on non-criminality:

This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world.

13. Retirement:

You shall automatically retire from service on the last working day of the month in which you attain the age of 58 years, or earlier if you are physically or mentally incapacitated.

14. Ratification:

Apart from existing policy and procedures time on time any changes added, removed shall be made available through manuals and shall be deemed as latest ratified agreements.

15. Address for Communication:

All communication from your date of joining will be sent to your permanent address/correspondence address and/or e-mail ID mentioned by you in your CV/employment application form. You shall timely update the management if any changes of same is there else any communication sent on your last recorded address shall be deemed to have been served on you.

16. Law and Jurisdiction:

This appointment is subject to Indian Laws and legal proceedings whatsoever shall be under exclusive jurisdiction of Courts of Bangalore.

17. Training

The Company has the right to send you for training which in pursuit is required for competency building in the interest of self / organization anywhere in India/overseas.

18. Documents required at the time of joining:

- 1. Copy of Educational and Technical Certifications
- 2. Copy of Mark sheets of 10th, 12th, Graduation and Post-graduation
- 3. Copy of any other Certifications/Course(s) attended
- 4. Employment History
- 5. Copies of previous Appointment Letters
- 6. Copy of Passport
- 7. Four (4) passport size color photographs taken against white background
- 8. Copy of permanent and present address proof
- 9. Copy of Identity Proof (Adhar card/voter card/Driving License
- 10. Copy of PAN Card
- 11. Original of 10th certificate, If Fresher.

All these documents must be self-attested, for further queries feel free to mail us at khushboo.sharma@v4infotechsolution.com



Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Sincerely,

For,

14 InfoTech Solution

thanke in copes

Declaration:

I have read and understood the terms and conditions of my Letter of Offer for Appointment and do hereby voluntarily agree and accept the same.

Name of Candidate:

Signature of Candidate

आयकर विभाग

INCOME TAX DEPARTMENT

ANIL H

HALESHAPPA MUDIMALLPLAR MALLAPPA 13/05/1992 Permanent Account Number AHLPH4003J

Signature Signature

भारत सरकार GOVT OF INDIA



8112014

इस समर्ड है जाने/धार पर कृपया सूचित करें/बीहाएं आयक्त पैन सेवा इकाई, एन एस डी एल 5 वॉ मंजिल, मंत्री स्टर्लिंग, प्लाट तें. 341, सर्वे नं. 997/8, मॉडल कालोगी, दीप बंगला चीक के पास, पुणे - 411 016.

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

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

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



1997年 (新月7月) 网络詹姆斯斯森尼人士的克里斯

DE No. : NAME : D.O.B : VALID TILL :

KA01 20150006172 ANIL H 13/05/1992 19/04/2035(NT)

DOI: 20/04/2015

FUKE // (See Rule 16(2))

B.G. :



VALID THROUGHOUT INDIA COV: LMV 20/04/2015

CDOI:25.04.2015

S/o

 HALESHAPPA M M
 #412, ROOM NO 17, HOSUR MAIN ROAD,
ADUGODI, BENGALURU (CENTRAL MDS) ADDRESS :

560030

Sign. Of Holder

Sign. Licencing Authority BENGALURU(C)



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11912



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: ಆನಿಲ್ ಹೆಚ್

Elector's Name

: Anli H

ತಂದಯ ಪಳರು

ಶಾಲೇಶವೈ ಎಂ ಎ

ather's Name

: Haleshappa N //

5 / Sax

: ಫಲನ/Mala est / Address

NTN3101912

್ಲ 94 ,ಗೂಪ್ಪಣಹಳ್ಳ

ಾನ್ನಗಿರಿ

್ರಾವಣಗರ - 577215

94, Goppenahalli

Channagiri

Davanagere - 577215

Date: 14/01/2011

109 - ಚನ್ನಗಿರಿ ವಿಧಾನ ಸಭಾ ಕ್ಷೇತ್ರದ ಮತದಾರರ ನೋಂದಣಾಧಿಕಾರಿಯವರ ಅಧಿಕೃತ ಸಹಿ

Facsimile Signature of Electoral Registration Officer 109 - Channagiri Assembly Constituency

ವೀಣದ ವಿಜಲಾವಣೆಯಾಗಿದ್ದಲ್ಲಿ ಬರಲಾದ ವಿಭಾವದ ಮತ್ತಾರಲಿ ಪಟ್ಟಿಯಲ್ಲಿ ನಿಮ್ಮ ವೆಸರಿಸು; ಸೇರಿಸಲು ಪ್ರಕೃತಿಮೂನೆಯಲ್ಲಿ ಈ ಗುರುನಿನ ಭೇಟಿಯ ಸಂಖ್ಯೆಯನ್ನು ನಮ್ಮದಲ್ಲಿ ನಿರ್ವಹಿಸಿ ಮಾಡಿದಿ

in case of change in address, mention this Card No, in the relevant form for including your name in the roll at the changed address. 180/08/15



inque Identification Authority of India ಭಾರತ ಸರ್ಕಾರ

Government of India

ನೋಂದಾವಣಿ ಕ್ರಮ ಸಂಖ್ಯೆ / Enrollment No.: 1189/29239/04770

10/06/2013 ಅನಿಲ್ ಹಚ್

Anil H

Goppenahalli S/O: Haleshappa M M Goppenahalli

Karnataka 577215 Channagiri Davangere

14843322 9740123319



MN148433224FT

ನಿಮ್ಮ ತರ್ಾ ಸಂಖ್ಯೆ / Your ತಾರ್ವಿನ No.:

9984 2635 5105

ಾ - ಶ್ರೀಸಾಮಾನ್ಯನ ಅಧಿಕಾರ



ಭಾರತ ಸರ್ಕಾರ

Government of India

ಅನಿರ್ ಹೆಚ್

ಹುಟ್ಟಿದ ವರ್ಷ / Year of Birth : 1992

ಪ್ರರುಷ / Male



9984 2635 5105







Government of India

ಗುರುತಿನ ಪುರಾವರ್ಯ ಹೊರತು ಪೌರತ್ವದ್ದಲ್ಲ .

್ರವೀಕರಿಸಿ ನಿಮ್ಮ ಗುರುತನ್ನು ಸಾವೀಸುಪಡಿಸಲು, ಆನ್ ಲೈನ್ ಮೂಲಕ

is proof of identity, not of citizenship.

To establish identity, authenticate online.

ದೇಶದಾದ್ಯಂತ ಮಾನ್ಯತೆಯನ್ನು ಪಡೆದಿದೆ .

ಭವಿಷ್ಯದಲ್ಲಿ, ಸರ್ಕಾರಿ ಹಾಗೂ ಸರ್ಕಾರೇತರ ಸೇವೆಗಳನ್ನು

is valid throughout the country.

ನಿಮಗೆ ಸಹಾಯಕವಾಗಲಿದೆ

and Non-Government services in future. will be helpful in availing Government



Unique Identification Authority of India

870: ಹಾಲೇಶಪ್ಪ ಎಮ್ ಎಮ್.

ೊಪ್ಪೇನಹಳ್ಳಿ, ದಾವಣಗೆರೆ, ಗೊಪ್ಪೇನಹಳ್ಳಿ อีล9£88, 577215

Goppenahalli, Davangere Goppenahalli, Karnataka, 577215 S/O: Haleshappa M M,

2635 5105





Revised form according to Corrigenda No. 28 dans de la laparember 1980 - To the Karnataka Service Regulations (1963-198)

Physical Fitness Certificate

1.	I, do hereby certify that I have examined. A. A. I. H.
	a candidate for PV+ company
	and that I cannot discover that he/she has any disease, constitutional affection or bodily
	infirmity expect
	disqualification for employment in the office
2.	I am satisfied by personal examination from certificate produced by that he/she was vaccinated/revaccinated within One week prior to the date of certificate.
3.	My. Aril. H is age is according to his / ker own Statement 267 year and by appearance
	about year.
4.	Height 171 cm
5.	Weight. 78Kg
6.	Chest measurement on full inspiration 102 w
7.	Acuteness of vision:
	a) Right Eye $6/C$
	b) Left Eye 6/6
	Now
Stat	tion: Sarjay rage glar, 94 Signature

HRD/OFF/17 - 18

July 14, 2017

Mr. Anil H
Bharathi Refreshment,
Adugodi,
Bangalore 560 030.

Subject: Appointment Letter

Dear Anil,

We are pleased to appoint you as **Senior Associate** in **Grade H** with us here at DRN Definite Solutions Pvt. Ltd. where we hope you will enjoy your role and make a significant contribution to the success of the business.

Your employment will commence on July 17, 2017.

- **1. Location:** You will be based at **Bangalore** at Koramangala Branch but may be required to work at such other locations within Bangalore or outside as reasonably determined by the needs of the business.
- 2. Position: Your job role will be Senior Associate Tax Search and you will be reporting to the respective Team Leader /Shift Manager.
 - i) Any change in reporting structure will be duly notified from time to time.
 - ii) The roles and responsibilities of this position will be described separately in an attached Position Description.
- 3. Terms: Probationary Period a Three (3) month will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon 15 days notice in writing, or by payment in lieu of notice.
- 4. Remuneration: Your Total Cost to Company will be: INR. 398880/- Per annum The detailed breakdown of your Remuneration Package is provided separately annexed with this letter (see Annexure 1).

- 5. Alteration to Terms of Employment: Any alterations in the Regulations of Employment affecting staff individually will be notified by a letter or memorandum, but any general alteration will be communicated in a Circular to be seen by all members of staff.
- **6. Payments :** Your salary will be paid monthly before the 5th of every Calendar Month directly to your Salary Account, the account details shall be notified to the Employer upon activation.
- 7. Public Provident Fund (PPF): Voluntary PPF payments will be made on your behalf in accordance with the PPF Fund Regulations. As per company Policy, PF is mandatory and will be part of the Cost to the Company.
- 8. Increments and Promotions: Your growth and increase in salary will depend solely on your performance and contribution to the company. Salary increases are normally given on a periodic basis, based on the company's policies.

9. Deductions:

- Insurance, ESI, PF and Professional taxes if any will be deducted at source.
- Income tax will not be deducted as part of monthly salary. However will be annualized based on the savings proof that you provide.

10. Leave / Holidays:

- i) Annual Leave: You are entitled to 12 days' (2 weeks') annual paid leave per year of service Leave is accrued in accordance with the employment Act and should be taken within one year of falling due, on occasions negotiated with your manager.
- ii) Casual/Sick Leave: You are entitled to 12 days paid personal/carer's leave in accordance with the Employment Act.
- iii) Maternity Leave (Women Employee): You may be entitled to 90 days in line with the provisions of the Employment Act.
- iv) Leave encashment or carry forward will be notified duly by the HR department towards the end of the fiscal year.
- v) The Company shall notify a list of declared holidays in the beginning of

- 11. Termination of Services: On satisfactory completion of the probationary period your appointment will be confirmed in writing. After confirmation, your services may be terminated by either party, giving notice in writing for one (1) month. The company reserves the right to terminate your association on grounds of misconduct or unsatisfactory job performance. When payment in lieu of notice is offered by either side, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances etc. Payment in lieu of notice shall be subject to acceptance of the same by the company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services expect upon issue of a letter to that effect.
 - i) In absence of formal resignation company will not provide any certification of services.
 - ii) Absence for a continuous period of 5 days without prior approval of our superior would be treated as abandonment of service.

On the termination of your employment for whatever reason, you will return to the Company all property

- **12. Notice Period :** Staffs who wish to terminate their employment with the Company are expected to give the following notice :
 - Associates on Probation 30 days
 - Confirmed Associates 2 months
 - Senior/Management Staff 2 months
 - a. You shall also be bound to provide the company with two (2) months notice prior to Resignation during which period you may have to actually work the said period OR Will be adjustable either against leave or forfeiture of salary, however be open to the company resolution.
 - b. If the exigency of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

- 13. Standard of Attire: All Employees are expected to conform to an acceptable standard of dress to ensure that the image as presented to customers, colleagues and associates is in keeping with the proper professional approach of the Company.
- **14. Working Hours :** DRN Definite Solutions generally works round the clock, It is expected that you will work an average of **54** hours per week during general business hours.

From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties. Overtime payments or time in lieu will be calculated in accordance with the company's agreement terms which shall be duly notified during the course of employment.

- **15. Verification of Particular Documents :** You are required to produce the following at the time of Joining duty :
 - Photo copies of all relevant certificates / Degree Mark Sheets etc.
 - Proof of Birth,
 - Experience / Relieving Certificate from Previous employer.
 - Acceptance of Resignation Last Organization
 - Last two months pay slips of previous employer
 - Voter ID / Pan / Aadar Card Copy.
 - Photocopy of Passport (if available)
 - Form 16 Previous company (if applicable)
 - PF. / UAN No. Previous company (if applicable)
- **16. Privacy :** You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.
 - Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- 17. Company Policy: Is in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.
- **18. Retirement :** You shall retire from the services of the company on attaining the age of 60 years on the basis of the age submitted by you, subject to your being medically and mentally fir.

19. Intellectual Property Right: If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

20. Restrain:

- a. Access to Information: Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.
- **b. Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

21. Confidentiality of Information:

- a. During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- b. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the

- c. general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- d. At no time, will you remove any Confidential Information from the office without permission.
- Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- f. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.
- **22. Law / Jurisdiction :** Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of **Bangalore**, State of Karnataka, India.
- **23. Welcome and Acceptance :** Please confirm your acceptance of this by signing and returning the duplicate copy.

We would like to welcome you to DRN Definite Solutions Family and wish you a long and rewarding career with us.

Sincerely,
DRN Definite Solutions Pvt Ltd.,
Dinesh Kumar CEO / President
accept the terms and conditions of this contract.
Name: Harit H
Signature:
Dated:

- 5. Alteration to Terms of Employment: Any alterations in the Regulations of Employment affecting staff individually will be notified by a letter or memorandum, but any general alteration will be communicated in a Circular to be seen by all members of staff.
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- v) The Company shall notify a list of declared holidays in the beginning of each year.

Annexure 1.1

Name	Anil H		
Designation	Senior Associate		
Salary Head	Per Month (Rs)	Per Annum (Rs)	
Basic + DA	14,958.00		
HRA	5,983.00	179,496.	
Conveyance	1,496.00	71,796.	
Children Education Allowance	0	17,952.	
Medical Allowance	1,250.00	45.000	
Skill Allowance	7,758.00	15,000.0	
Special Allowance	0	93,096.0	
Fixed Gross	31,445.00	277.040.4	
Employer PF	1,795.00	377,340.0	
Employer ESIC	0	21,540.0	
Ex-Gratia			
T.A			
Bonus			
eave Encashment			
Gratuity			
Superannuation			
otal	1,795.00	21,540.00	
COST TO COMPANY (CTC)	33,240.00	398,880.00	
mployee PF	1,795.00	21,540.00	
mployee ESIC	0	21,340.00	
nsurance	200	2,400.00	
come Tax	0	2,700.00	
rofessional Tax	200	2,400.00	
otal Deduction	2,195.00	26,340.00	
ET TAKE HOME	29,250.00	,,	

Note : Any tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules.