

**Sraban Kumar Pahadasing**

S/O: Kanhu Charan Pahadasingh,  
Sahupada, Tainlo, Bhatapada,  
Puri, Odisha, 752019

Date	26 November 2024
Name	Ankita Raj
Email	ankita.raj@talproindia.com
Dept	HR / Talent Acquisition
Company	Talpro India Private Limited
Our reference	TPIL2411/SRPA11051988

**Fixed Term Contractual Assignment with Talpro India Private Ltd.**

Dear **Sraban**,

With reference to your application for the 'Fixed Term Contractual Assignment' and subsequent interviews with you, we are pleased to offer you a Fixed Term contractual assignment starting from **26 November 2024** and will be valid for a period of 6 Months until **25 May 2025** unless terminated as per the clauses herein, with **INFOSYS Limited in Bengaluru**.

Your contract is based on the terms and conditions provided in the attached Annexures with a few points to note here:

- 1. Start date** – We look forward to you joining us, and in the unfortunate event you do not join us on your confirmed start date, your contract will automatically be withdrawn.
- 2. Office location** – You are initially appointed to work in our **Bengaluru** office. This assignment will automatically close at the end of the term unless renewed / extended in writing.
- 3. Residence proof** – The address in your application shall be deemed to be correct for sending any communication to you.
- 4. Date of birth** – Based on your declaration we have recorded your date of birth as **11 May 1988**
- 5. Offer** – The Company reserves the right to withdraw this fixed term contractual assignment before or after the start date, due to background/reference checks not being satisfactory and or there being restrictions on your ability to work with us. However, the above-mentioned reasons are not necessarily exhaustive and the decision of the Company is final and binding.
- 6. End date** – The end date of this 'Fixed term contractual assignment' is **25 May 2025**

We welcome you to the House of Talpro.

Kindly return the duplicate of this letter, signed in the place indicated, confirming your understanding and acceptance of the above and enclosed Annexures.

**Yours faithfully,**

For **TALPRO INDIA PVT. LTD.**

**Signature:**

Director

**Email:** bhaskar@talproindia.com

**Title:** Director

**Talpro India Private Limited**  
**Company:** TALPRO INDIA PRIVATE LIMITED



## Acceptance of Terms & Conditions of Fixed Term contractual assignment

I hereby agree that I have read and understood the terms and conditions as stated in this letter (Reference No TPIL2411/SRPA11051988, dated **26 November 2024**) plus the enclosed Annexures and accept the contractual assignment with **Talpro India Private Limited**.

In the event of breach of any of the terms and conditions of the contract, **Talpro India Private Limited** reserves the right to summarily terminate the contract without prejudice to any other rights as per this contract.

Enclosures:

- |              |   |                                                                                   |
|--------------|---|-----------------------------------------------------------------------------------|
| Annexure I   | - | Work Order                                                                        |
| Annexure II  | - | Service Conditions                                                                |
| Annexure III | - | Terms & Conditions of Fixed Term Contractual Assignment                           |
| Annexure IV  | - | Terms & Conditions of Fixed Term Contractual assignment in Relation to Inventions |
| Annexure V   | - | Assignment / Return of Company Equipment                                          |
| Annexure VI  | - | Anti-Sexual Harassment Initiative (ASHI)                                          |
| Annexure VII | - | Joining formalities                                                               |

Contractor Signature: Sraban (Nov 26, 2024 12:17 GMT+5.5)

**Sraban Kumar Pahadasing**

**26/11/2024**

Date: \_\_\_\_\_

Annexure I

WORK ORDER PURSUANT TO AGREEMENT DATED **26 November 2024** by and between  
**Talpro India Private Limited (COMPANY)** and **Sraban Kumar Pahadasing (CONTRACTOR)**

This Work Order ("Work Order") is made and entered into as of Date (the "Effective Date") by and between The COMPANY and the CONTRACTOR.

The COMPANY hereby requests the CONTRACTOR to provide the Services as defined in the Agreement between the COMPANY and the CONTRACTOR dated **26 November 2024** (the "Master Agreement"), subject to the terms and conditions of the Master Agreement. In the event of a conflict in terms between this Work Order and the Master Agreement, the terms of the Work Order shall prevail.

The CONTRACTOR agrees to provide CONSULTING/ TEMPORARY HELP to the COMPANY as per the terms and conditions mentioned hereunder:

Consulting Services will be provided by CONTRACTOR to the COMPANY and the COMPANY's customer, if applicable, on a time and material basis:

Schedule	Resource Name	Service Fee per Month (INR)*
1.	<b>Sraban Kumar Pahadasing</b>	<b>8,000.00 Per Day (Eight Thousand Only)</b>

- a. This Work Order is valid for the period from **26 November 2024 to 25 May 2025**, although the COMPANY will only pay CONTRACTOR for the days actually worked within this period, subject to the COMPANY's approval.
- b. Work timings: The CONTRACTOR resources will work an 8-hour working day between 9 am to 6 pm, for 5 days in a working week (Monday to Friday), excluding public Holidays. Any deviation to the said work timings will have to be planned and agreed by both parties in advance.
- c. The CONTRACTOR shall issue invoices to the COMPANY on the last working day of every month for the work done during that month as per the agreed rates and approved timesheet from the Client . Subject to the COMPANY's approval of said invoice, the COMPANY agrees to pay the invoice within 30 (Thirty) days from the date of receipt of this, provided the work done is authorized and approved by the COMPANY, and it meets the COMPANY's as well as Client's requirements and expectations.
- d. Basis: the work will be completed on a time and materials basis. There is no commitment or obligation from the COMPANY's part to provide any fixed number of hours or days of work to the CONTRACTOR during the period of this contract. The COMPANY will pay the CONTRACTOR only for the days actually worked by the CONTRACTOR ,subject to the COMPANY's approval.
- e. Termination: Either party may terminate this work order in effect at any time upon giving 10 Days' advance written notice to the other party.
- f. If the performance of the CONTRACTOR's resource is poor / not meeting client expectations then the COMPANY will inform the CONTRACTOR about the same in writing. The CONTRACTOR will take the appropriate corrective action within 5 working days for improvement in the performance of said resource, failing which the said resource will be removed from this work order with immediate effect and the schedule for the said Contractor will automatically stand terminated.

ACCEPTED AND AGREED BY:

*Sraban*

Contractor Signature: Sraban (Nov 26, 2024 12:17 GMT+5.5)  
**Sraban Kumar Pahadasing**

For TALPRO INDIA PVT. LTD.

*Bhaskar Anand*

Director

Company Signature : \_\_\_\_\_

**Annexure II  
Service Conditions**

**1. Service Conditions Overall**

You shall serve the company diligently, faithfully and to the best of your skill and ability. You shall perform the duties entrusted to you with a high standard of initiative, efficiency and economy. You shall at no time refuse to do any work/activities as allotted to you by your supervisors. You shall endeavor to increase your knowledge and skill through execution of jobs assigned to you from time to time.

You will be governed by rules, regulations and service conditions (as mentioned in the attached Annexures). The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time.

During the period of the Contract you will not be permitted to take up any other contractual assignments or employment with any other organization, company or individual.

**2. Working Hours**

You will be governed by the working hours prevailing in the establishment / site in which you work. You will be notified of your actual duty timings from time to time. You may be required to work in shifts as and when considered necessary by the Company.

**3. Work Location**

You are initially appointed to work in the location noted in the above letter. Based on business requirements, you may be temporarily or permanently transferred to any company forming part of Talpro India Private Limited or to its associate companies or business associates anywhere in India or overseas at the sole discretion of the company. You may be required to furnish a specific Service Agreement/Deputation Agreement if you are sent abroad for the purpose of training or Company's business.

**4. Retirement**

The end date of your 'Fixed term contractual assignment' is **25 May 2025**.

The retirement age of the Company is on attaining superannuation at the age of 60 years.

**5. Notice period**

Your contract will be subject to termination by giving Ten (10) days notice on either side.

**6. Confidentiality**

Please note that your compensation is personal and strictly between you and the Company. It has been determined based on numerous factors such as your education, experience, specific skills and professional merit. We advise you to use discretion in handling this information and any subsequent revisions made therein.

**7. Residential Proof**

The address as indicated in your application shall be deemed to be correct for sending any communication to you. Any communication sent to you at the given address shall be deemed to have been served upon you. You shall inform the change in residential address, if any, in writing to the HR Department within three days from the date of such change.

**8. Programmes and Initiatives**

In order to remain competitive our Company undertakes a number of programmes or initiatives like Benchmarking, Continuous Improvements, Cost reduction, Training and Development, reorganization etc. You are required to actively participate and contribute to such programmes or initiatives

**9. INDEPENDENT CONTRACTOR STATUS**

It is understood and agreed that the relationship between the CONTRACTOR and the COMPANY shall be that of independent nature. Also, nothing in this Agreement shall be construed to create any partnership, association, joint venture or employment between any parties to this Agreement.

**10. TERMINATION**

Either party may terminate this Agreement at any time upon giving 10 days' of written notice to the other party. The COMPANY will arrange payment to the CONTRACTOR of any outstanding undisputed amounts owed for work performed up to the date of termination.

The COMPANY may terminate the Contract if the other party causes a fundamental breach of the Contract.

Fundamental breaches of Contract include, but shall not be limited to the following:

1. the CONTRACTOR stops work and the stoppage has not been authorized by the Company;
2. the COMPANY gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the CONTRACTOR fails to correct it within a reasonable period of time determined by the COMPANY;
3. the CONTRACTOR does not maintain a security which is required;

Notwithstanding anything contained in this document, this agreement cannot be terminated from either side until the entire Work Order between the COMPANY and the CONTRACTOR, which are governed by the terms and conditions of this agreement, has been fulfilled, expired or terminated as per their applicable notice periods.

**11. RATES**

The charges for Services shall be mutually agreed by the parties and set forth in the applicable Work Order. The CONTRACTOR agrees to keep accurate records, detailing specifics of services offered, duly authorized and will submit records to the COMPANY on a monthly basis for the COMPANY's approval and acceptance.

All invoice related payments to the CONTRACTOR will be subject to appropriate tax deduction at source as per applicable income tax laws and regulations. The CONTRACTOR also must comply with any of the applicable provisions of such law including but not limited to:-

- timely issuance of compliant invoices;
- making the invoices available to Talpro India Private Limited;
- depositing applicable taxes on a periodic basis; and
- correctly reporting them to the government as required under tax laws.

**12. REPRESENTATIONS AND WARRANTIES**

- (a) The CONTRACTOR represents and warrants that all Services provided hereunder by him/her will be performed to the best of his/her ability in a professional manner.
- (b) The CONTRACTOR represents and warrants that the execution and performance of this Agreement shall not violate any agreement or contract which the CONTRACTOR may have entered into or any obligation which the CONTRACTOR may be under.

- (c) As part of this agreement or any work order, it is expected that any COMPANY, Group Company or CLIENT property like laptops, correspondence, documents, lists, disks and other papers (or other means of storing or recording information) provided to the CONTRACTOR or in the CONTRACTOR's possession or under the CONTRACTOR's control will be returned to COMPANY by the CONTRACTOR at the end of this contract, or whenever asked to do so by COMPANY. The CONTRACTOR shall not, without the written consent of the COMPANY, take any copies thereof.
- (d) The CONTRACTOR represents and warrants that the Intellectual Property rights in any Deliverables created as part of the Services rendered under the present Agreement will vest in with the COMPANY only. The Intellectual Property rights on any Data will remain vested in the COMPANY.

### 13. CONFIDENTIALITY

The CONTRACTOR agrees that except as directed by the owner of the confidential and proprietary information, including but not limited to information concerning the business affairs, operations and processes, trade secrets, formulae, software programs, know-how, test results, design rights, drawings, models, photographs, sketches and specifications ("CONFIDENTIAL INFORMATION"), will not at any time during or after the term of this Agreement disclose any CONFIDENTIAL INFORMATION to any person whatsoever, or permit any person whatsoever to examine or make copies of any reports or documents prepared by the CONTRACTOR or that come into the CONTRACTOR's possession or under the CONTRACTOR's control by reason of the Services, and that upon termination of this Agreement, the CONTRACTOR will immediately turn all confidential materials over to COMPANY or the owner of all documents, papers, passes, ID cards and any other matter in the CONTRACTOR's possession or under the CONTRACTOR's control that relate to the COMPANY or CLIENTS.

As a consequence of this Agreement and CONTRACTOR's association with the COMPANY, the COMPANY may introduce the CONTRACTOR to CLIENTS and the CONTRACTOR may receive information identifying other Customers or potential Customers of the COMPANY (collectively referred to hereafter as the "Company's Client Base"). The CONTRACTOR acknowledges and confirms that all information relating to the Company's Client Base shall also be CONFIDENTIAL INFORMATION. The CONTRACTOR hereby agrees to fully indemnify the COMPANY for all loss and damage suffered by the COMPANY as a consequence of any breach of the agreement contained in this clause.

### 14. INDEMNIFICATION

- (a) The CONTRACTOR agrees to indemnify and hold the COMPANY and CLIENT(S) harmless from and against all Claims, Loss, Liability and Lawsuits for injury or death to persons or for damages to, or improper appropriation of, property arising from performance of this Agreement whatsoever either to themselves, or to any third party as a result of its own negligence, defaults or omissions whilst rendering the services.
- (b) The CONTRACTOR shall indemnify and hold the COMPANY and CLIENT(s) harmless from and against any and all Claims by any Entity: I. That the Services performed by the CONTRACTOR infringe a Patent, Copyright, Trademark, Trade Secret, or other proprietary right of any third party, II. That the COMPANY failed to satisfy a tax or is withholding obligation arising out of the CONTRACTOR's failure to pay taxes or withholdings as required under these terms, and III. That is due to the fault or negligence of the CONTRACTOR.
- (c) The CONTRACTOR shall Perform the service with a view to maintaining and wherever possible, improving and extending the reputation and interests of the COMPANY.
- (d) The CONTRACTOR shall comply with all applicable laws, rules and regulations.

### 16. NON-SOLICITATION

During the term of this Agreement and for a period of twelve (12) months after its termination or expiration, where such termination or expiration occurs for any reason, the CONTRACTOR shall not in any manner, either on its own behalf or on behalf of any other person or entity : I. Hire, solicit, or encourage to leave the employment of the COMPANY/CLIENT, any

person who is then an employee of COMPANY/CLIENT , or II. Solicit, entice away or divert any person who is then an employee of COMPANY/CLIENT listed in the Work Order hereto or, who was such at the time the CONTRACTOR was performing Services for the COMPANY.

## 17. NON-COMPETE

During the term of this Agreement and for a period of 24 months after expiration or termination of this Agreement, the CONTRACTOR shall not, directly or indirectly, or through its affiliates, solicit or accept any assignment or provide any services to the CLIENT in India and any other countries.

## 18. SURVIVAL

In the event of the termination or expiration of this Agreement, the provisions of this Agreement which by their nature extend beyond the termination or expiration of this Agreement, shall remain in full force and effect beyond such termination or expiration until fulfilled.

## 19. GOVERNING LAWS

This Agreement shall be governed by and construed in accordance with the laws of the State of Karnataka, India, without regard to its conflict of law provisions. The parties agree that the courts in Bengaluru shall have exclusive jurisdiction to settle any disputes or claims.

## 20. NOTICE

Written notices shall be deemed sufficiently given, when and if mailed by registered mail or certified mail, prepaid postage, or sent by personal delivery, delivery service, email or facsimile, to the other party at the address / email ID set forth within this agreement or at such changed address as the addressee may have given by similar notice. E-mail ID's of both parties are mentioned in the signature block at the end of this agreement.

## 21. ENTIRE AGREEMENT

This Agreement sets forth the entire understanding of the parties and supersedes all prior agreements, arrangements and understandings between the parties hereto and can be modified only in writing and signed by both parties. If any provision of this Agreement shall be held to be void or unenforceable, the remainder of this Agreement shall remain in full force and effect.

## 22. DISPUTE SETTLEMENT

If any dispute arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through a mutual and amicable consultation.

In the event of an agreement not being reached, the matter will be referred for arbitration by a Sole Arbitrator to be appointed by the parties. The Arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

NOW, THEREFORE, the parties hereto acknowledge that they have read this Agreement, understand it and agree to be bound by its terms and conditions. The Agreement shall not be modified or amended except upon written consent of authorized representatives of both parties.

### ACCEPTED AND AGREED BY:

Contractor Signature: Sraban  
Sraban (Nov 26, 2024 12:17 GMT+5.5)  
Sraban Kumar Pahadasing

Date: 26/11/2024

**Annexure III**  
**Terms & Conditions of Fixed Term Contractual Assignment**

You shall observe and conform to such duties, directions and instructions as communicated to you by the Company and those in authority over you.

You shall not at any time hereafter, without the consent in writing of the Company except under legal process, divulge or utilize any matter relating to the Company's transactions or dealings, which are of confidential nature.

You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this contractual assignment.

You shall not use any of the designs, drawings, software, literature, and machines etc. of the Company for any purpose other than Company's business.

All software including packages as well as its associated documentation developed by you in the course of the duties shall be sole and exclusive property of the Company.

You shall be true and faithful to the Company in all your accounts, dealing and transactions, relating to the business of the Company and shall at all times, when required, render a true and just account thereof to the Company or such persons as shall be authorized to receive the sum.

You shall not during the continuance of your Fixed Term contractual assignment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote the whole of your time and attention to your duties.

You shall be responsible for safekeeping and return, in good condition and order, of all Company's property, which may be in your use, custody or charge.

A high standard code of conduct is expected from you and any behavior reflecting unfavorably on you or the Company is questionable and liable for disciplinary action.

You shall abide by the information security policy of the organization and adhere to it.

Once the period of contract is over, you are expected to settle all your outstanding dues towards the Company including the Liquidated Damages, if any, etc. at once. In case of any default/ delay in settlement of outstanding dues, the Company will be free to recover such dues by appropriate means, with interest at the market rate.

You shall also be required to abide by terms and conditions in addition to those mentioned above which are in force for the time being or may be framed from time to time.

**ACCEPTED AND AGREED BY:**

*Sraban*

**Contractor Signature:** Sraban (Nov 26, 2024 12:17 GMT+5.5)

**Sraban Kumar Pahadasing**

**Annexure IV**  
**INTELLECTUAL PROPERTY RIGHTS & KNOW-HOW**  
**TERMS AND CONDITIONS OF Fixed Term Contractual Assignment AGREEMENT**

- a) Company shall own all rights, titles and interests in the Intellectual Property which includes but not limited to all Work product and Know-How (including inventions, ideas, experiences, concepts, algorithms, designs, tools, trade secrets, source code, technical documentation, program development components, technologies, expert reports etc.) created/conceived by the CONTRACTOR during the tenure of their Fixed Term Contractual Assignment with the Company. The CONTRACTOR undertakes to waive and not assert any moral rights which may accrue to the CONTRACTOR in respect of the Intellectual Property.
- b) CONTRACTOR shall disclose to the Company promptly in writing about any Intellectual Property including the Work product and the Know-How (tangible and intangible form) conceived/created during the tenure of their Fixed Term Contractual Assignment with the Company.
- c) Company and its affiliates shall have the right to seek statutory protection of the Intellectual Property in the form Intellectual Property Rights (IPRs) including Patents, Trademarks, Copyrights, Utility Models and/or Industrial Designs. Company and its affiliates shall be free to use, exploit, maintain and permit to lapse such IPRs.
- d) If by operation of law or otherwise, any or all work product or any component or element thereof, is deemed to be the IPRs of the Company, the CONTRACTOR hereby agrees to assign, irrevocably and to the fullest extent permitted by law, to the Company and its affiliates, its successor and assigns, ownership of all such IPRs.
- e) CONTRACTOR agrees to cooperate with the Company to do whatever is reasonably necessary to secure and maintain the IPRs of the Company and/or establish Company's rights over Intellectual Property during the course of their Fixed Term Contractual Assignment as well as after termination of the Fixed Term Contractual Assignment.
- f) CONTRACTOR shall not publish/present orally or in written form, except with the express written consent of Company, any information in related to the Intellectual Property including the Work product and Know-How in any form on third party platforms/ third party during the course of their Fixed Term Contractual Assignment as well as after termination of the Fixed Term Contractual Assignment.
- g) CONTRACTOR shall obtain necessary clearance from the Intellectual Property department of the Company before the last date of Fixed Term Contractual Assignment with the Company. CONTRACTOR shall disclose to the Company promptly in writing about any Intellectual Property conceived/created during tenure of Fixed Term Contractual Assignment with the Company before the last date of Fixed Term Contractual Assignment with the Company. Upon termination of his/her Fixed Term Contractual Assignment, the CONTRACTOR agrees to immediately return all tangible embodiments of the Intellectual Property, including but not limited to data, drawings, documents, and notes developed during their Fixed Term Contractual Assignment. CONTRACTOR shall not make any copies or attempt to recreate the tangible embodiments of the Intellectual Property post termination of his/her Fixed Term Contractual Assignment with the Company.
- h) CONTRACTOR shall inform the Company at the commencement of his Fixed Term Contractual Assignment with the Company of all Intellectual Property previously made by him, which he is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made. The Company will be free to adopt any of the CONTRACTOR's Intellectual Property disclosed to the Company at the commencement of his Fixed Term Contractual Assignment with the Company and conceived during his Fixed Term Contractual Assignment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of letters of patent or design registration in respect of such Intellectual Property. The Company will notify the CONTRACTOR if and to what extent the Company will adopt the said rights.

*Sraban*

Contractor Signature: Sraban (Nov 26, 2024 12:17 GMT+5.5)

**Sraban Kumar Pahadasing**

*26/11/2024*

Date:

**Annexure V**  
**Assignment / Return of Company Equipment**

You have been assigned **Talpro India Private Limited / Infosys Limited** end client owned equipment to complete your job duties and accordingly, you are temporarily assuming responsibility for the items.

**Talpro India Private Limited / Infosys Limited** is deeply concerned with the safety of the Asset. If you are unsure of the proper and safe way to use any piece of equipment, you must contact your supervisor Or **Talpro India Private Limited** immediately. You should never use any piece of equipment in a way that you know, or suspect may be unsafe. Likewise, you should immediately report any problem or damage to, or resulting from, **Talpro India Private Limited / Infosys Limited** end Client piece of equipment as well as any theft of the equipment.

You should take reasonable precautions to protect the equipment and comply with any applicable guidelines regarding use of the equipment. You also should not use the equipment for no-work related tasks. When the task has been completed for which the equipment was needed, you must promptly return it on the deputation end date itself.

Failure to return the equipment in proper condition on the deputation end date or lost under any circumstances belonging to **Talpro India Private Limited / Infosys Limited** end Client, will result in payment to **Talpro India Private Limited** for the repair or penalty of USD 2000 will be recovered from you.

We appreciate your hard work and dedication and thank you for cooperating.

**ACCEPTED AND AGREED BY:**

Sraban (Nov 26, 2024 12:17 GMT+5.5)

Contractor Signature: \_\_\_\_\_

Sraban Kumar Pahadasing

Date: 26/11/2024

## Annexure VI

### Anti-Sexual Harassment Initiative (ASHI)

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the 'Act') is the law that provides protection to women against sexual harassment at workplace in India and also details the mechanism in place to deal with complaints of sexual harassment.

Sexual Harassment is defined under the Act to mean the following unwelcome acts or behavior, amongst others:

- (a) Physical contact and advances; or
- (b) A demand or request for sexual favors; or
- (c) Making sexually coloured remarks; or
- (d) Showing pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The Act provides for the constitution of an Internal Committee by every organization, to which an aggrieved woman can complain to, if she is subjected to sexual harassment.

Under the Act, an inquiry has to be completed by the Internal Committee within 90 (ninety) days.

On completion of the inquiry, if the Internal Committee comes to the conclusion that the allegation of sexual harassment stands proved, then the Internal Committee can direct the Company to take any one of the following actions:

- (a) Written Apology
- (b) Warning to the Respondent
- (c) Reprimand or Censure
- (d) Terminating the Agreement with the Respondent

I hereby acknowledge that I have read and understood the above note that details the key features of the Act and the mechanism in place to deal with complaints of sexual harassment. I further acknowledge that while the Act is restricted to sexual harassment faced by women in a workplace in India, I am entitled to approach appropriate forums under the law for any harassment that is not specifically covered under the provisions of the Act.

*Sraban*

Contractor Signature: Sraban (Nov 26, 2024 12:17 GMT+5.5)  
**Sraban Kumar Pahadasing**

*26/11/2024*

Date: \_\_\_\_\_

**Annexure VII**

**Joining Formalities**

Please bring the following documents with you at the time of joining, with your originals also for verification.

- Fully updated resume
- Copy of Educational Certificates & Consolidated Mark Sheets indicated by you
- Three passport size photographs
- Resignation acceptance / Relieving letter from the last employer, and
- Last 3 months' salary slips
- Copy of PAN card
- Copy of Passport
- Copy of Voter's ID card, if available
- Copy of Aadhar card
- Document for residence proof (either passport or lease document or driving license)
- Copy of canceled cheque for confirmation of payroll account
- Blood group detail
- Signed copy of the offer letter (in original)
- Form 16 of the previous financial year
- Universal Account Number (UAN)
- Completed Personal Data Form

If you have any questions, please contact us at:

1. Ankita Raj: Phone: +91 9953268789
2. Monday till Friday between 9.00 am to 6.00 pm

*Sraban*

**Contractor Signature:** Sraban (Nov 26, 2024 12:17 GMT+5.5)  
**Sraban Kumar Pahadasing**

*26/11/2024*

**Date:** \_\_\_\_\_

**Signature:** *Sraban*  
Sraban (Nov 26, 2024 12:17 GMT+5.5)

**Email:** sraban4897@gmail.com

**Title:** .

**Company:** .