

December 26, 2022

Ref:HDBFS/22-23/HRIC76103/App/163202

Ms.Vrushali Sujit Gondhale ,  
957 Raviwar Peth Near ,  
Dagadi Nagoba Mandir ,  
Raviwar Peth ,  
Pune-411002

Dear Ms.Vrushali Sujit Gondhale ,

**LETTER OF APPOINTMENT**

further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PHONEBANKING on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- Your duties and responsibilities will be explained to you on your joining the Company.
- Your initial place of posting will be at Pune. You are initially assigned to services at our client premises, BUND GARDEN ROAD BACK OFFICE. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

- v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

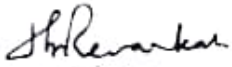
You are requested to join no later than January 10, 2023.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- Proof of date of birth (Copy of driving license, Voter ID, Passport)
- Duly signed duplicate copy of Appointment Letter
- Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,  
For HDB Financial Services Ltd.



**Hemant Revankar**  
**Authorised Signatory**  
**ADFC - A division of HDB Financial Services Limited.**

**AGREED AND ACCEPTED**


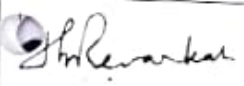
eSigned using Aadhaar  
(Legality.com - B17K2h9)  
Vrushali Sujit Gondhale

Date: Thu Dec 29 11:38:18 IST  
2022

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**Ms.Vrushali Sujit Gondhale**

**Annexure A**

 <b>HDB FINANCIAL SERVICES</b>		Compensation Breakup	
Name	MS.VRUSHALI SUJIT GONDHALE		
Role	Jr. Officer - Phonebanking		
Grade	Grade-I		
Location	Pune		
<b>Annual Compensation Break up</b>			<b>HDBFS Monthly</b>
Basic	98,640		8,220
HRA	39,456		3,288
PDA	26,304		2,192
Provident Fund (Employer's contribution)	14,988		1,249
<b>Gross Salary (A)</b>	<b>1,79,388</b>		<b>14,949</b>
ESIC (Employer's contribution)----(B)	5,343		445
Gratuity----- (C)	4,745		395
<b>Total Fixed Compensation (D=A+B+C)</b>	<b>1,89,476</b>		<b>15,790</b>
<b>Note:</b>			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/22-23/HRIC76103/Appt/163202	

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar  
(Legalqality.com - Bt7K2h9)  
Vrushali Sujit Gondhale

Date: Thu Dec 29 11:38:18 IST  
2022

**Ms.Vrushali Sujit Gondhale**

## SPECIMEN

**NOMINATION & DECLARATION FORM  
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No
Office

Declaration and Nomination Form under the Employees Provident Funds  
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and  
Para 18 of the Employees Pension Scheme, 1995)

1 NAME (in block letters) : Vrushali Sujit Gondhale  
2 FATHERS / HUSBANDS NAME : Sujit Gondhale  
3 DATE OF BIRTH : 07-Oct-2001  
4 SEX : Female  
5 MARITAL STATUS : Single  
6 ACCOUNT NO : MH / BAN / 49611  
7 ADDRESS : 957 Raviwar Peth Near ,  
Dagadi Nagoba Mandir ,  
Pune - 411002

**PART - A (EPF)**

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Sunit Ratan Gondhale, 957 Raviwar Peth Near, Dagadi Nagoba Mandir, Pune - 411002	Father	15 - Jun - 1973	100	No

1. \* Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
2. \* Certified that my father / mother is / are dependent upon me
- (\*) Strike out whichever is not applicable.

eSigned using Aadhaar  
(Leegalty.com - B17K2h9)  
Vrushali Sujit Gondhale

Date: Thu Dec 29 11:38:18 IST  
2022

X

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**PART - B (EPS)****Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Sujit Ratan Gondhale, 957 Raviwar Peth Near , Dagadi Nagoba Mandir , Pune - 411002	15 - Jun - 1973	Father

\*\*Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Sujit Ratan Gondhale	957 Raviwar Peth Near , Dagadi Nagoba Mandir , Pune - 411002	15 - Jun - 1973	Father

Date : 29-Dec-2022

X

eSigned using Aadhaar  
(Leegality.com - B17K2h9)  
Vrushali Sujit Gondhale  
Date: Thu Dec 29 11:38:18 IST  
2022

(\*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**CERTIFICATE BY EMPLOYER**

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt / Miss \_\_\_\_\_ employed in my / our establishment  
after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him/her

For HDB Financial Services Limited



Place : \_\_\_\_\_

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

Authorized Signatory

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

**HDB Financial Services Ltd**

Ground Floor, Zenith House,

Keshavrao Khadye Marg,

Opp Race Course, Mahalaxmi, Mumbai - 400034

**UNDER THE PAYMENT OF GRATUITY ACT, 1992.**  
**&**  
**THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

**FORM 'F'**  
 (See Sub-Rule (i) of rule (6))

**Nomination**

To  
 M/s HDB Financial Services Limited  
 Ground Floor, Zenith House,  
 Keshavrao Khadye Marg,  
 Opp.Race Course, Mahalaxmi  
 Mumbai - 400034

1. Shri / Shrimati / Kumari VRUSHALI SUJIT GONDHALE whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.  
 (b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

**NOMINEE (S)**

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Sujit Ratan Gondhale, 957 Raviwar Peth Near . Dagadi Nagoba Mandir , Pune - 411002	Father	15 - Jun - 1973	100
2				
3				
4				
5				
6				



## Statement

1	Religion	Hinduism	
2	Sex	Female	
3	Name of employee in full	Vrushali Sujit Gondhale	
4	Whether married/unmarried/widow	Single	
5	Department/ Branch/Section where employed	Bund Garden Road Back Office	
6	Post held with Ticket or Serial Number if any	Jr. Officer - Phonebanking	
7	Date of appointment	29-Dec-2022	
8	Permanent address.	957 Raviwar Peth Near , Dagadi Nagoba Mandir , Pune - 411002	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Bund Garden Road Back Office  
Date : 29-Dec-2022

eSigned using Aadhaar  
(Leegality.com - B7K2h9)  
Vrushali Sujit Gondhale

X \_\_\_\_\_  
Date: Thu Dec 29 11:38:18 IST  
Signature/Thumb impression of the employee

## Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_

Place : Bund Garden Road Back Office

Place : Bund Garden Road Back Office

## Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., if any.

Designation

For HDB Financial Services Limited



*(Handwritten Signature)*

Authorized Signatory

HDB Financial Services Ltd

Ground Floor, Zenith House,  
Keshavrao Khadye Marg  
Opp Race Course, Mahalaxmi  
Mumbai - 400034

\_\_\_\_\_  
Signature/Thumb impression of the Authorized Signatory

## Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date \_\_\_\_\_

X eSigned using Aadhaar  
(Leegality.com - B7K2h9)  
Vrushali Sujit Gondhale

Date: Thu Dec 29 11:38:18 IST  
2022  
Signature of the employee

Note : Strike out the words and paragraphs not applicable.



## Composite Declaration Form Form -11

*(To be retained by the Employer for future reference)*

### EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Vrushali Sujit Gondhale						
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Sujit Gondhale						
3	Date of Birth (DD/MM/YYYY)	07/10/2001						
4	Gender: (Male/Female/Transgender)	Female						
5	Marital Status (Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:	gondhalevrushali@gmail.com 8600074941						
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)	29/12/2022						
8	<b>KYC Details</b> (attach self attested copies of following KYCs) a) Bank Account No.:	70090100014344						
	b) IFS Code of the branch:	BARB0DBPRVI						
	c) AADHAAR Number:	739989352685						
	d) Permanent Account No. (PAN), if available	EACPG5199C						
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - Un-exempted</b>								
11	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>PF Account Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>PPD Number (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>
<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - For Exempted Trusts</b>								
12	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>Member EPS A/C Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>	
13	<b>a) International Worker:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/> To <input type="text"/>						

A.Y. 2022-23

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account \*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

eSigned using Aadhaar  
(Legality.com - Bt7K2h9)  
Vrushali Sujit Gondhale

Date: Thu Dec 29 11:38:18 IST  
2022

Signature of the Member

Date: 29-Dec-2022  
Place: Pune

**DECLARATION BY PRESENT EMPLOYER**

A. The member Mr./Ms./Mrs. \_\_\_\_\_ has joined on \_\_\_\_\_  
and has been allotted PF Number \_\_\_\_\_ and UAN \_\_\_\_\_

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

**• Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

**• Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.



*(Handwritten Signature)*

Signature of Employer with Seal of Establishment

Date:

\* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.



# घोषणा पत्र DECLARATION FORM

Offer Ref # 163202

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को धनी-भाति पढ़ लेना चाहिए। यह फार्म नि:शुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण

(A) INSURED PERSON'S PARTICULARS

1. बीमा संख्या Insurance No.			
2. नाम (स्पष्ट अक्षरों में) Name in block letters		Vrushali Sujit Gondhale	
3. पिता/पति का नाम Father's/Husband's Name		Sujit Gondhale	
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year
	07	10	01
5. वैवाहिक प्रस्थिति Marital Status		विवाहित/अविवाहित M/U/W	
6. लिंग/Sex		पु.म./M.F	
7. वर्तमान पता - Present Address 957 Raviwar Peth Near Dagadi Nagoba Mandir Pune Maharashtra पिन कोड Pin Code 411002		8. स्थायी पता - Permanent Address 957 Raviwar Peth Near Dagadi Nagoba Mandir Pune Maharashtra पिन कोड Pin Code 411002	
9. शाखा कार्यालय Branch Office		औषधालय Dispensary	

(ख) नियोजक के विवरण

(B) EMPLOYER'S PARTICULARS

9. नियोजक की कूट संख्या Employer's Code No.			
10. नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	29	12	2022
11. नियोजक का नाम और पता - Name & Address of the Employer			
12. यदि पहले नियोजन से रहे ह तो कृपया निम्नलिखित विवरण दर्ज करें In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.			
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकरा हितलाभ के भुगतान के लिए क.ग.बी. अधिनियम, 1948 की धारा 71/क.ग.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के च्योरे।  
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	संबंधी/Relationship	पता/Address
Sujit Ratan Gondhale	Father	957 Raviwar Peth Near, Dagadi Nagoba Mandir, Pune-411002

मैं मृत्युद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही हैं। मैं अपने परिवार के सदस्यों में हुए परिवर्तन को सूचना (15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर

Counter signature by the employer

Signed using Aadhaar (Ledgality.com - B7K2H6) Vrushali Sujit Gondhale

बीमाकृत व्यक्ति के हस्ताक्षर/अपूरा चिह्न  
Signature /T.I. of IP

X

मौलिक हस्ताक्षर

Signature with seal



Date: Thu Dec 29 11:35:16 IST 2022

(घ) बीमाकृत व्यक्ति के परिजनों का विवरण

(D) Family Particulars of Insured person

क्र. सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ संबंधी Relationship with the Employee	क्या उनके साथ रहे हैं? क्या Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If No' state Place of Residence
				हाँ/Yes	नहीं/No	
1	Sujit Ratan Gondhale	15-06-1973	Father	Yes	No	कस्बा/Town राज्य/State

क.ग.बी. नियम अस्थायी पहचान पत्र

ESI Corporation Temporary Identity Card

(नियुक्ति की तारीख से 3 महीने तक वैध)

(Valid for 3 month from the date of appointment)

नाम/Name	Vrushali Sujit Gondhale
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment 29-12-2022
शाखा कार्यालय Branch Office	औषधालय Dispensary
नियोजक की कूट संख्या व पता Employer's Code No. & Address	

फोटो के लिए स्थान  
(Space for photograph)

# अनुदेश

## INSTRUCTIONS

Offer Ref # 163202

फॉर्म-1 का प्रेषण क.रा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।  
Submission of Form-1 is governed by regulation 11 & 12 of ESI (General) Regulations, 1950

"कुटुम्ब" से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-

अर्थात्:- (1) विवाहिती (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अथवास्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपार्जन पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपार्जन पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.बी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।

"Family" means all or any of the following relatives of an Insured Person namely:-

(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.

3 पहचान-पत्र अहस्तान्तरणीय है।

Identity Card is Non-Transferable.

4 पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।

Loss of Identity Card be reported to Employer/Branch Manager immediately.

5 किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।

Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.

6 नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फॉर्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए।

विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।  
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.

7 बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन विकल्पा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।

As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.

8 अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।

For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

### केवल शाखा कार्यालय में प्रयोग हेतु

For Branch Office Use only

- बीमा संख्या आवंटन की तारीख :  
Date of allotment of Ins. No. : \_\_\_\_\_
- अस्थायी पहचान पत्र जारी करने की तारीख :  
Date of Issue of T.I.C. : \_\_\_\_\_
- औषधालय का नाम/संख्या :  
Name /No. of Dispensary : \_\_\_\_\_
- क्या अन्योन्य विकल्पा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें :  
Whether reciprocal Medical arrangements involved. if yes, please indicate :

शाखा प्रबंधक के हस्ताक्षर  
Signature of Branch Manager

क्र.सं. Sl. No.	नाम Name	फॉर्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.	यदि नहीं, तो आवास का स्थान दर्शाएं If No, state Place of Residence
1	Sujit Ratan Gondhale	15-06-1973	Father	हां/Yes Yes	कन्या/Town गुज्य/State State

A.Y. 2022-23

QUESS

Date: Oct 04, 2022  
Offer No : QS2807073

**RADHA VILAS GOGAWALE**  
PUNE  
PUNE  
MAHARASHTRA

### FIXED TERM EMPLOYMENT CONTRACT

Dear **RADHA VILAS GOGAWALE**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

#### DEPUTATION:

You are deputed to Client site under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from OCT 05, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

#### TENURE:

The term of your Contract shall be valid from OCT 05, 2022 to NOV 04, 2023.

#### COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### LOCATION:

You are required to work at client's location at PUNE.

#### POSITION:

You are appointed as DMA.

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Offer No: QS2807073

Page 1

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**QUESS Corp Limited**

3/3-2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE,**

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**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid NOV 04, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases,

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*Page 2*

*Offer No: Q5200707*

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**QUESS Corp Limited**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

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QUESS will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

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*Page 3*

*Offer No : QS2807073*

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<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



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**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Oct 05 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

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Offer No: QSS2007074

**QUESS Corp Limited**

43/2, Bellandur Gate, Sarjapat Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

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Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



**Tej Hans Raj Singh**  
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

**QUESS Corp Limited**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscorp.com> Toll Free No: 1800-572-3333



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**Compensation Sheet**

Offer No: **QS2807073**  
 Designation: **DMA**

Associate Name: **RADHAYILAS GOGAWALE**  
 Location: **PUNE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	12545	150540
House Rent Allowance	627	7524
Statutory_ bonus	1045	12540
<b>Gross Salary</b>	<b>14217</b>	<b>170604</b>

Employer's Contribution		
Employer Provident Fund	1505	18060
Employer_esi	463	5556
<b>Total Contribution</b>	<b>1968</b>	<b>23616</b>
<b>Cost to Company : (CTC)</b>	<b>16185</b>	<b>194220</b>

Deduction: (Subjected to change)		
Professional Tax	200	2400
Employee Esi	107	1284
Provident Fund	1505	18060

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Offer No: QS2807073

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Total Deduction	1812	21744
Net Take Home	12405	148860

NOTE :Performance Bonus / Incentive earned will not be paid if such employee resigns or if the services of the employee is terminated on or before date of payout.

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Offer No: QS/897024

**QUESS Corp Limited**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE,**

Open the camera on your smart phone and scan.

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

**UserId** - QS2807073

**Login**                      **Password** - password

**Transaction**              **password** - password

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Office No: QS2807073

**QUESS Corp Limited**

33/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-572-3333



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**DISCLAIMER****To whomsoever it may Concern**

I, RADHA VILAS GOGAWALE , Offer ID QS2807073, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:****Associate Signature:***Quess Confidential**Page 9*

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*Offer No : QS2807073***QUESS Corp Limited**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-572-3333**TO CHECK IF YOUR OFFER LETTER IS GENUINE,**

Open the camera on your smart phone and scan.

# HefShine

HefShine Softwares Pvt Ltd,  
5th Floor, Atharva Feryez Plaza, Opposite  
Shankar Maharaj Math,  
Pune-Satara Road, Dhankawadi, Pune  
411043  
Email : akshay@hefshine.in

## Offer letter

Mrs. Aishwarya Ombase  
Pune

Date: 03<sup>rd</sup> June 2022

Dear Aishwarya,

Following our recent discussions, we are delighted to offer you the position of 'Training and Placement Officer' with HefShine Softwares Pvt Ltd. As a member of HefShine team, we would ask for your commitment to deliver outstanding quality and results. We are confident that you will find this new opportunity both challenging and rewarding.

Details of the offer are as below:

**Job Position: Training and Placement Officer**

**Start date: 01<sup>st</sup> June 2022**

**Salary: Basic INR 2.4 LPA before Probation, After Probation It will depend on your performance**

**Probation: 3 months from date of joining.**

**Hours of work: 10 A.M. to 7 P.M. (6 days a Week)**

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our office.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Director

Mr. Akshay Niranjan Paranjane



777 588 4545

admin@kingswayfinances.com

Off. No. 38, 1st Floor, Lotus Court Building,  
Near Panchami Hotel, Pune Satara Road,  
Swargate, Pune - 411009.

GST NO : 27BMEPP5946B1ZZ

Appointment Letter

Date :

Dear Aishwarya,

We are pleased to offer you the full-time position of Tele caller at Kings Way Financial Services with a start date of 01<sup>st</sup> of December 2022, contingent upon (background checks, reference checks, etc.). You will be reporting directly to Dipak Khiral (Business Manager) at Swargate Pune. We believe your skills and experience are an excellent match for our company. In this role, you will be required to Tele calling and Collection.

The Monthly starting salary for this position is Rs 10000/- to be paid on a Monthly basis by direct deposit and Rs.1000/- as attendance bonus.

In addition to this starting salary, we are offering you performance Incentive is based on monthly parameters.

Your employment is on a Provisional basis for a period of 6 Months subject to Confirmation.

There is a 1 Month termination notice required should you wish to leave your employment with Kings Way Financial Services. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of King's Way Financial Services, you are also eligible for our benefits program, which includes holiday time, ESIC, and other benefits which will be described in more detail at the time of your induction.

Please confirm your acceptance of this offer by signing and returning this letter by next 2 days after receiving this letter.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Yours Sincerely,

For King's way Financial Services

Authorized Signatory



Signature:

Printed Name: Aishwarya Bhandare

Date:



Ordnance Factory Dehu Road  
Unit of Munitions India Ltd.  
Govt. of India Enterprises  
Ministry of Defence  
Pune, Maharashtra - 412 101



आयुध निर्माणी देहूरोड  
म्युनिशंस इंडिया लिमिटेड की डकार्ड  
भारत सरकार का उद्यम  
रक्षा मंत्रालय  
पुणे, महाराष्ट्र - 412 101

दूरभाष संख्या/Phone No. : 020-27671206, 09

फैक्स /Fax : 020-27671616, 3838

ई-मेल/E-mail : ofdr@ord.gov.in

No.1914/OFDR/ESTT/DOC-VERI/GA/TA/2022-23

Date: 12/11/2022

To,  
Rachana Dnyandeo Bhoir  
Laxmi Nivas, Adarsha Nagar, Purandar  
Colony, Kiwale.  
Pin -412101.  
Mob. No - 9921955239

Sub : Pre-verification of original documents for engagement of Graduate Apprentice/  
Diploma Technician Apprentice.

Ref: No.1914/OFDR/ESTT/GA/2020 Dt: 20/11/2020

With reference to the above subject, you have been directed to report at OFDR on 28/11/2022 at 09:00 am for verification of original documents for engagement of Graduate Apprentice / Diploma Technician Apprentice.

1. You are hereby directed to report at **Ordnance Factory Dehu Road, Pune - 412101 on 28/11/2022 at 09:00 AM** for verification along with the following certificates / documents in ORIGINAL with three Xerox copies of each certificates / documents duly attested by a Gazetted Officer as mentioned below.

- Proof of DOB.
- Original Documents regarding candidate's educational qualification i.e. 10<sup>th</sup> std. mark sheet and Graduate relevant trade mark sheet and Diploma certificate wherever applicable.
- AADHAR card or ID proof.
- Caste certificate, Non-creamy layer certificate. (if applicable)
- 08 latest passport size color photographs. (5x7cm)

2. On satisfactory verification of the aforesaid mentioned documents, your engagement for undergoing Graduate Apprenticeship/Diploma Technician Apprenticeship training fulfilling the following conditions.

- Satisfactory receipt of Police Verification Report from the Civil Police Authorities.
- You should be medically fit in the medical examination for undergoing Graduate / Diploma Technician Apprenticeship training.

PTO-02

Date: 12/13/2022 7:23:23 PM

**AKSHADA BABASAHEB TAKAWALE**

**GURUKRUPA BUNGLOW SHIVSHAMBHA NAGAR LANE NO 4 KATRAJ PUN**

**Offer No QS2891260**

**Location:PUNE**

### LETTER OF INTENT

Dear AKSHADA BABASAHEB TAKAWALE

Please refer to our discussion and subsequent thereto, we are pleased to inform that you have been shortlisted for an OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at our Client premise at as Accounts Payables for a fixed term on the following terms and conditions:

1. Your Date of joining will be DEC 19, 2022
2. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.
3. This letter is valid subject to your completion of on-boarding documentation and submission of necessary proofs. It is recommended to use POP link shared on your mobile phone and complete your joining formalities. As validity of this letter is purely subjected to completion of your documentation on POP.
4. You undertake to abide by the code of conduct and ethics of QUESS and the rules and regulations as may be applicable while working at the Client site. Any violation would be subjected to appropriate and stringent disciplinary action including termination of service.
5. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.

*Quess Confidential*  
Page 1

Offer No : QS2891260

#### QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**  
Open the camera on your smart phone and scan.

6. The Annual CTC salary offered to you will be INR 246912 /- Details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.

7. Notwithstanding what is contained hereinabove, in the event of the project / work / deputation for which you are being employed terminates / lapses before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 30 days prior notice in writing or payment in lieu thereof. However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.

The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

This offer will be valid for 7 days from the date of this offer letter.

All the best!!!

With warm regards,

For QUESS Corp Limited.



Tej Hans Raj Singh

COO Staffing

I hereby accept the above mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

:



**DISCLAIMER****To whomsoever it may Concern**

I, AKSHADA BABASAHEB TAKAWALE , Offer ID QS2891260, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:****Associate Signature:**

*Quess Confidential*  
Page 3

*Offer No : QS2891260*

**QUESS Corp Ltd**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.queesscorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**  
Open the camera on your smart phone and scan.

**Compensation Sheet**

Offer No: **QS2891260** Associate Name: **AKSHADA BABASAHEB TAKAWALE**  
 Designation: **Accounts Payables** Location: **PUNE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	12962	155544
House Rent Allowance	4251	51012
Statutory_bonus	1080	12960
<b>Gross Salary</b>	<b>18293</b>	<b>219516</b>

Employer's Contribution		
Employer_esi	598	7176
Employer Provident Fund	1685	20220
<b>Total Contribution</b>	<b>2283</b>	<b>27396</b>
<b>Cost to Company : (CTC)</b>	<b>20576</b>	<b>246912</b>

Deduction: (Subjected to change)		
Employee Esi	138	1656
	1555	18660

**QUESS Corp Ltd**  
 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**  
 Open the camera on your smart phone and scan.

Provident Fund		
Professional Tax	200	2400
<b>Total Deduction</b>	<b>1893</b>	<b>22716</b>
<b>Net Take Home</b>	<b>16400</b>	<b>196800</b>

Quess Confidential  
Page 5

Offer No : QS2891260

**QUESS Corp Ltd**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**  
Open the camera on your smart phone and scan.

## APPOINTMENT LETTER

DATE: 10<sup>TH</sup> JAN. 2022

TO.

AKSHIDA BABASAHEB TAKAWALE

ADDRESS – "Gurukrupa" katraj kondhwa road shivshambhoo nagar lane no – 4  
katraj pune – 46

DEAR Akshida,

This is Reference to your Application for the internship and subsequent discussions you had with us at the interview on January 8<sup>th</sup>, 2022 on the following terms and conditions.

**POSITION** – Full time Intern as (CCO)

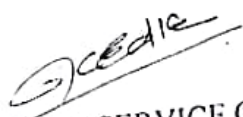
**JOB LOCATION**- SWARGATE, PUNE

**STIPEND** – You will get a monthly stipend of (Rs.10000) the probationary period need to be served by the candidate. after joining the job.

**WORKING HOURS** – The working hours to be followed by the employee, Monday to Saturday working, Sunday off

**NOTICE PERIOD CLAUSE** – If the Employee desire to leave the company, he/she needs to serve the notice period as per stated by the present company in the appointment letter.

AKSHIDA B. TAKAWALE

  
SAMSUNG SERVICE CENTRE  
(FRIENDS REFRIGERATION)





Hi Vaishnavi,

Congratulations on your selection at Tata Elxsi!

Please submit below documents for completion of your joining process.

- a. Relieving letter(s) & Experience Certificate(s) from all your previous Organisations covering your entire experience.
- b. Your salary certificate / payslips (Latest 3 months Pay Slips from your immediate previous employer).
- c. Certificates of 10th & 12th Classes.
- d. Graduation Certificate & Marks Sheets.
- e. Post Graduation Certificate & Mark Sheets (If applicable).
- f. Passport Details (Number, Date, Place of Issue and Validity) with copy of first four and last two pages. Please get the self-attested copies of first four and last two pages of pass port.
- g. Last Employer's PF Membership No. (If applicable).
- h. Passport Size Photograph (White Background).
- i. Copy of Pan Card, self attested.
- j. Copy of Aadhar Card, self attested.

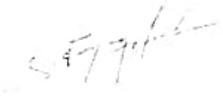
The offer should be signed (at the end of every page) and shared back to us.

Joining process will start by 9:00 AM on your joining date.

**Note:** Joining formalities will not be carried out if any of the mandatory documents is not submitted. Joining formalities will be done on the day when all the required documents are brought by you.

Looking forward to your joining the TATA ELXSI FAMILY!

for Tata Elxsi Limited,

  
**Rajagopalan S.**  
Head - Human Resources

**TATA ELXSI**

Tata Elxsi Limited, 10th Floor, 10th Cross, 10th Main Road, Bangalore, Karnataka 560025, India  
Tata Elxsi Limited, 10th Floor, 10th Cross, 10th Main Road, Bangalore, Karnataka 560025, India  
Tata Elxsi Limited, 10th Floor, 10th Cross, 10th Main Road, Bangalore, Karnataka 560025, India





11 November, 2022

Vaishnavi Nandkumar Patharkar  
Omkar building, Gawali aali,  
Budhwar peth, 965,  
Pune – 411002

Dear Vaishnavi,

We are pleased to appoint you as **Executive – CSF** or in such other capacity as the management of Tata Elxsi Limited, hereinafter called the Company, shall from time to time determine, under the following terms and conditions:

**1. Date of Appointment:**

- 1.1 You will be required to join us on or before **21 Nov 2022** Your appointment is effective from the Date of Joining.

**2. Code of Conduct:**

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be

**TATA ELXSI**

Tata Elxsi Limited, 100, Park Road, Bangalore 560075, India  
Tel: +91 80 281 24000



deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

- 2.6. You will observe work timings and holidays as applicable to your location and place of work.
- 2.7. You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company is not responsible for the same.

### 3. Probationary Period:

Initially you will be on probation for a period of six (6) months from the date of your joining. On successful completion of the probation period, if, in the opinion of the Company, you are found suitable in the appointed post, you will be confirmed in writing by the Company, at which time the terms and conditions of this letter shall continue to bind you, as may be amended by the Company from time to time. Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the probation period, or extend the probation period, as it deems necessary.

### 4. Salary:

- 4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.
- 4.2. Compensation structure is based on location and any change in compensation arising out of a change in location will be communicated to you in writing.

### 5. Initial Appointment and Subsequent Transfers:

Your initial appointment will be at **Pune**. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, departments, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

**TATA ELXSI**

Registered Office: Tata Elxsi Limited, 15, Park Road, Bangalore 560046, India

Phone: 080-26741211, Fax: 080-26741214

www.tataelxsi.com



**6. Leave:**

You will be entitled to leave and other benefits in accordance with the rules of the Company.

**7. Other Work:**

Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

**8. Termination:**

8.1. During the period of probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three (3) months' notice or three (3) months' basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.

8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 60 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the sixty (60) day period. This minimum notice of sixty (60) days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.

8.3. During the term of your employment with the Company, if the Company decides to enroll you for Training/Development Program abroad, you shall not leave or abandon the services of the Company for the time period set forth in a separate agreement from the date of completion of such Training and Development Program. On completion of such time period, if you wish to leave the services of

**TATA ELXSI**

Tata Elxsi Limited, 100, Park Street, Chennai - 600 016, India





## 11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you.

Any Intellectual Property or Patents developed by you during your service will be the property of the Company. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Similarly, after leaving the services of the Company, you shall keep confidential any proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to the Company all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment in the Company. The Company shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide the Company or any person designated by the Company all assistance as may be required to establish and / or perfect the rights defined in this clause.

11.3. **Data Protection Regulation: Personal Data:** You acknowledge and agree that the Company or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. Company will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to the Company to process such personal/or sensitive data.

**TATA ELXSI**



## 12. Adhering to Health and Safety Standards

- 12.1 The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.
- 12.2 Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.
- 12.3 Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

## 13. Protection of Interest:

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and remain sole right / property of the Company.

## 14. Client Management:

On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one (1) year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this clause, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

**TATA ELXSI**

Tata Elxsi Limited, 100, Anna Salai, Chennai - 600 002, India

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www.tataelxsi.com



#### **15. Non-solicitation:**

- 15.1. During the period of employment and for a period of two (2) years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.
- 15.2. During the period of employment and for a period of two (2) years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

#### **16. Retirement:**

You will retire in the month of your attaining the age of 60 years.

#### **17. Jurisdiction and Dispute Resolution:**

- 17.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.
- 17.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

**TATA ELXSI**

Registered Office: Tata Elxsi Limited, 17th Floor, Marfield, Bangalore- 560 048, India

Phone: +91 80 281 241 3111

www.tataelxsi.com

1



17.3. Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

for Tata Elxsi Limited,

**Rajagopalan S.**

**Head - Human Resources**

**Declaration**

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment**"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

**Date:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**TATA ELXSI**

Registered Office: Tata Elxsi Limited, 1116, 115th St, Whitefield, Bangalore-560 045, India

Tel: +91 80 23429000 | Fax: +91 80 23429001 | Email: [hr@tataelxsi.com](mailto:hr@tataelxsi.com)

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2014







## Annexure indicating Breakup of FBP Components applicable to

### **GRADE D**

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

**TATA ELXSI**

Tata Elxsi Limited, 100, Park Road, Bangalore - 560046, India  
Tel: +91 80 2812 2000 Fax: +91 80 2812 2001



## HLF SERVICES

Ms.MRUNAL LONDHE  
Emp Code HSL26233  
MARKETING EXECUTIVE  
HADAPSAR

### SUBJECT: EMPLOYMENT

With reference to our Offer and your acceptance, We are glad to offer you employment with HLF SERVICES LIMITED with effect from 16-Nov-2022.

#### Subsequent to this Employment

- 1 Your place of posting will be at our HADAPSAR office.
- 2 You will be designated as MARKETING EXECUTIVE.
- 3 Your grade shall be S9.
- 4 You will be paid a total remuneration of Rs. 274482 p.a. (Rupees - Two Lakh Seventy Four Thousand Four Hundred Eighty Two only). w.e.f 16-Nov-2022, break-up of which is enclosed. In additions you will be eligible to participate in our incentive programme as detailed in the annexure 2.
- 5 Your date of joining shall be considered as 16-Nov-2022 for all terminal benefits.
- 6 Your Employment Code is HSL26233. You shall quote this code for all future Correspondence.
- 7 You will be able to access our apps by logging in to <https://apps.hindujaleylandfinance.com>. We have sent your login details(userid/password) to your personal mail id as mail and to your mobile as sms. We request you to change your password immediately on your first login.

Please return to us the signed copy of disciplinary declaration & the duplicate copy of this letter along with a copy of the attached General Terms & Condition duly signed by you as a token of your acceptance of this employment.

We welcome you to our organisation & wish you all success.

Best wishes,

Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Name & Signature

Date

Mrunal Jitendra Londhe

#### HLF SERVICES LIMITED

Corporate Office: No. 27A, Developed Industrial Estate, Guindy, Chennai- 600 032. Tel. (044) 3925 2525 Fax: 044-3925 2525

Registered Office: 1, Sardar Patel Road, Guindy, Chennai- 600 032.

Website: <https://www.hindujaleylandfinance.com/>

CIN : U65993TN2008PLC069837 Email: [compliance@hindujaleylandfinance.com](mailto:compliance@hindujaleylandfinance.com)



# HLF SERVICES

Annexure - I	
Name	Ms.MRUNAL LONDHE
Designation	MARKETING EXECUTIVE
Grade	S9
Location	HADAPSAR
Salary Components	
BASIC	6,000
HRA	3,000
CONVEYANCE	1,200
LTA	500
MEDICAL ALLOWANCE	1,250
SPECIAL ALLOWANCE	8,181
Gross Total	20,131
Sub Total A	241,572
Retirals (Company contribution) :	
PF	21,600
Gratuity	3,462
ESI	7,848
Sub Total 'B'	32,910
Total Fixed CTC per annum 'A'+ 'B'	274,482

Yours faithfully

For HLF SERVICES LIMITED.

Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Signature of the Employee

## HLF SERVICES LIMITED

Corporate Office: No 27A, Developed Industrial Estate, Guindy, Chennai- 600 032. Tel: (044) 3925 2525 Fax: 044-3925 2525

Registered Office: 1, Sardar Patel Road, Guindy, Chennai- 600 032.

Website: <https://www.hindujalaylandfinance.com/>

City: <https://www.hindujalaylandfinance.com/> Email: [compliance@hindujalaylandfinance.com](mailto:compliance@hindujalaylandfinance.com)



# HLF SERVICES

## SUBJECT: GENERAL TERMS & CONDITIONS OF EMPLOYMENT

Further to our Employment Letter you will be governed by the following terms and conditions of employment:

1 **Credentials**

The offer of appointment is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio - data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits

2 **Medical Fitness**

The Company retains the right to medically examine you at any point of time in future and your services will be retained only if you are found medically fit for your position.

3 **Leaves**

You will be eligible for leave as per the Leave Policy of the Company.

4 **IT Security**

While commencement of your services in the company, you are required to strictly adhere to the IT security practices / procedures and HLF SERVICES LIMITED acceptable usage policy as prescribed by the company.

5 **Code of Conduct**

a) You will be subject to the Rules & Regulations of the Company in force from time to time relating to discipline, attendance, working hours, working conditions & Code of conduct.

b) You will not without our previous permission in writing, carry on any business, or enter, for any part of your time, whether during working hours or otherwise, in any capacity the services of, or by employed by any other firm, company or person. You will devote your whole time and attention exclusively to your duties to promote the interests of our organization.

c) Commitments or dealings on behalf of the company can be entered into only within authority or discretion vested in you, with prior written sanction of the management or those in authority over you.


6 **Job Assignment**

a) You shall be required to carry out various duties assigned by Hinduja Group Companies during your employment with us depending upon the exigencies & administrative needs.

b) You should devote your full time and attention to the work assigned to you. You shall at all times obey and abide by the lawful terms and orders given by your superiors, and shall work diligently, faithfully and well. The Company shall be the sole judge to determine whether the work assigned to you is suitable or not.

7 **Transfer of Service**

Your services are liable to be transferred from one Department to another, one State to another State, from one Branch to another or from Branch to H.O. or vice versa, or sister/subsidiary Company of the group anywhere in India. Subsequently, you will be eligible for HRA / Other allowance as per Company's Policy.

  
Signature of Employee

**HLF SERVICES LIMITED**

Corporate Office: No 27A, Developed Industrial Estate, Gundy, Chennai- 600 032. Tel: (044) 3925 2525 Fax: 044-3925 2525

Registered Office: 1, Sardar Patel Road, Gundy, Chennai- 600 032.

Website: <https://www.hindujafinancialservices.com>

Call: 065993142008/0669837 Email: [compliance@hindujafinancialservices.com](mailto:compliance@hindujafinancialservices.com)

8 Company Assets

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

9 Secrecy

A) You shall maintain secrecy of all the information/data of the Company's operation which you may come to know during the Course of your employment with us. Any failure on your part to maintain secrecy of the company you will be liable for legal action.. This secrecy clause is applicable on employment and even after separation

B) Your Access to various IT System of the company are governed by our IT Policy. As per the IT Policy, no user shall share his/her login credential and password to any other user / employee / Outsider. Any violation of this shall be viewed seriously and shall attract disciplinary action as appropriate.

10 Residential Address

You should keep us informed of any change in your residential address or in your civil status

11 Training

In the event of the Company deputing you for acquiring specialized know-how through training within the country or abroad, you will be required to execute a bond to continue employment: for a period of 3 years with the Company.

12 Retirement

You will retire from the company on attaining the age of 58 years. Extension, if any, will be at the sole discretion of the management.

13 Resignation

Would you wish to resign from the services of the company, you shall give to the company 30 DAYS notice in writing. However, it may vary as per Company's policy/Grade prevailing at the time of your resignation. Your acceptance of resignation shall be at the sole discretion of the Management and shall be subject to handing over charge of your duties & responsibilities as assigned to you. This clause shall be applicable to all probationers & confirmed employees.

14 Notice Pay

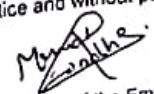
Subsequent to the resignation, failure on your part to provide the required notice of resignation, you shall be liable to pay an equivalent amount. (Gross Salary) to the company in lieu of notice. The acceptance of salary in lieu of notice period is at the sole discretion of the company. During the period of notice, you are not eligible for any kind of leave such as CL & PL This clause shall be applicable to all probationers & confirmed employees

15 Performance Based Incentive

The Performance based incentive will be sanctioned and released as per company's policy, which will be at the sole discretion of the Management Resigned/Relieved/Terminated employees and employees serving their notice period will not be eligible for Performance based incentive though they have earned the same during their tenure with us.

16 Termination of Service

Your employment is liable to be terminated for the following reasons without notice and without payment of notice

  
Signature of the Employee



## HLF SERVICES

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- A) If you fail, refuse or neglect to carry out or perform any duty or duties assigned to you by the company.
- B) If you are found guilty of any fraud, misappropriation, insubordination or misconduct whether in the course of performance of your duties or otherwise.
- C) If you are found unfit to be entrusted with responsible work commensurate with your position, as a consequence of any misconducted, moral turpitude etc.
- D) Loss of confidence in you by the company due to any act of commission or omission on your part
- E) If you become physically unfit for the performance of your duties.
- F) If you commit any breach of any of the terms and conditions of this letter of appointment.
- G) Failure on your part to join the Transferred Location on the specified date without any valid reasons
- H) If you violate any of the terms and conditions, or act against the HR policies and practices of the Company.

### 17 Abandonment of Service

In case you remain absent without leave or overstay sanctioned leave for a continuous period of 8 days including weekly offs and holidays, it will be assumed that you have voluntarily abandoned your contract of employment without giving notice or payment of notice pay in lieu thereof as required. In such circumstances, settlement of dues from the company will be done only if notice pay as per policy is remitted to the company.

### 18 Service Rules

You shall be governed by services rules, if any, of the Company and shall be required to sign necessary undertaking in this regard at any time.

### 19 Company Policy

Any Change in the above Terms & Conditions, as declared by the Management, the same shall be conveyed through Company Circulars, emails etc. which will be automatically applicable to you.

### 20 Arbitration

All disputes, differences and / or claims arising out of any financial loss due to negligence of duty, financial fraud, and misappropriation of money, omission of duties or commission of any offenses punishable under Indian Penal Code, arising out of these presents shall be referred to Arbitration held at Chennai, in accordance with the provisions of Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be chosen from the panel of Arbitrators maintained by the Company. The Arbitrator may lay down from time to time the procedure to be followed by him in conducting arbitration proceedings and shall conduct arbitration proceedings in such manner as he considers appropriate.

### 21 Jurisdiction

Any dispute arising out of this employment will be referred within the courts of Chennai Jurisdiction in Chennai.

### 22 Sexual Harassment Policy

You shall be governed by company's Sexual Harassment, policy for which the company has constituted a Sexual Harassment Internal Committee.

For HLF SERVICES LIMITED,

Authorized Signatory

Signature of the Employee

#### HLF SERVICES LIMITED

Corporate Office: No. 27A, Developed Industrial Estate, Guindy, Chennai- 600 032. Tel: (044) 3925 2525 Fax: 044-3925 2525

Registered Office: 1, Sardar Patel Road, Guindy, Chennai- 600 032.

Website: <https://www.hindujalelandfinance.com/>

CIN : U65933TN2008PLC069837 Email : [compliance@hindujalelandfinance.com](mailto:compliance@hindujalelandfinance.com)



Sr. No.-14, Shed No-2, Dhadge Industrial Estate,  
Sinhgad Road, Nanded Village,  
Pune - 411041, Maharashtra (India)  
Customer Care No. 0991 88888 09242  
Email ID: CustomerCareIndia@Setco.com  
Website: www.setco.com

## Setco Spindles India Pvt. Ltd.

CIN: U29299PN2002PTC017250

Ref: Setco/22-23/Dec- 01

27/12/2022

**Ms. Bhakti Vishwas Chavan**  
185, Nana Peth, Opp. Kirad Hospital,  
Near Super Tailor, 4<sup>th</sup> Floor, Pune-411002

### Offer Letter

Dear **Bhakti**,

With reference to your application and subsequent interview you had with us, we are pleased to offer you employment as **Trainee HR Executive** in our organization at **Pune**. You have to join the services of the organization on or before **01/01/2023**.

On the joining date, you need to bring the original copies of all the documents showing your educational qualifications, your work experience and other documents as may be required by the HR department.

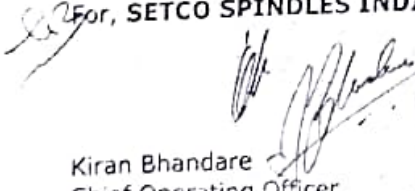
We request you to confirm us your acceptance of this offer including Annexure "A", by returning a copy of this letter duly signed by you for further process of issuance of an appointment letter. Do not hesitate to contact us if you require any further clarification.

We are happy to welcome you as a part of our team of young and enthusiastic professionals and looking forward for a long and mutually beneficial association with you.

Thanking you,

Yours faithfully,

For, **SETCO SPINDLES INDIA PVT LTD,**

  
Kiran Bhandare  
Chief Operating Officer






**(ANNEXURE "A")**

Setco Spindles India Pvt Ltd		
Name: Ms. Bhakti Chavan		
Designation: Trainee HR Executive		
Location: Pune		
Earning (Part- A)	Monthly	Yearly
BASIC	12000	144000
HRA	2845	34140
EDU ALL.	896	10752
TRAV ALLOWANCE	337	4044
MEDICAL ALLOWANCE	525	6300
OTHER ALLOWANCE	525	6300
<b>GROSS SALARY</b>	<b>17128</b>	<b>205536</b>
Deduction (Part B)		
PF	1800	21600
PT	200	2500
ESIC	128	1542
<b>NET HAND SALARY</b>	<b>15000</b>	<b>179994</b>
Part-C		
PF (Employer's contribution 12%)	1800	21600
BONUS (8.33%)	1000	12000
INCENTIVE (Variable)	5662	67944
GRATUITY (4.81%)	577	6926
<b>Total</b>	<b>9039</b>	<b>108470</b>
<b>TOTAL CTC (Part A+C)</b>	<b>26167</b>	<b>314006</b>

\*\*\* Payable as per the provisions of the scheme. Please get clarity about the scheme from your reporting officer / HR.

\*Monthly incentive (variable) will start with effect from date of joining. incentive will be based on individual KRA performance (variable)

For, **SETCO SPINDLES INDIA PVT LTD**

  
Kiran Bhandare  
Chief Operating Officer



16-DEC-2022

PISPL/WEST/5822/DEC/2022

Name: Ratna Gundka  
New Bhavana Apartment, A 11,  
4<sup>th</sup> Floor Next To Veggies, Castle Mill Circle,  
Kolbad, Thane 400601  
Contact No: 7709406355

Subject: Stipend Letter

Dear Ms. Gundka,

*Congratulations!*

With reference to your application and the subsequent interview you had with us, we are pleased to offer you internship as Trainee HR in our Human Resources Department.

You will be located at: Bhiwandi and will report to Manager.

Your training period will be for a period of Six months from 16-DEC-2022 to 15-JUN-2023. During this period you will be paid stipend of Rs.10200/- (Rupees Ten Thousand Two Hundred Only) per month (subject to tax).

You are expected to join on or before: 16-December-2022 and provide your acceptance of this offer via mail within 3 days from receipt of the same. If you fail to do so, your Internship would stand null and void.

You are requested to carry with you the following documents (originals and one xerox copy), as applicable, on the day of your joining to enable us to complete your joining formalities:

- 1) Educational Qualification - SSC/HSC/Graduation/Post Graduation/Diploma
- 2) Date of Birth proof - Passport/Birth Certificate/School Leaving Certificate
- 3) Residential address proof/Copy of Leave and License Agreement
- 4) Copy of PAN Card (Mandatory)
- 5) Copy of Aadhar Card (Mandatory)
- 6) Six (6) Passport Size recent colour photographs

The above-mentioned terms of your Internship letter will not be considered to be changed / deemed to be changed unless they are communicated to you in writing.

Kindly sign the duplicate hereof as a token of your acceptance.

We look forward to welcoming you on board at the earliest.

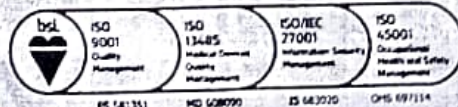
Thanking you,

Yours sincerely,

For Parekh Integrated Services Pvt. Ltd.

*Balsubramanian*

Mr. Balasubramanian Sethuraman  
Head - Human Resources



PS 581351 HQ 608070 IS 683020 OHS 697114

**Parekh Integrated Services Private Limited**

Regd. Office : C/o Parekh Prints, 1st Floor, IIT Bhattu, Italian Textile Compound, Goregaon Mulund Link Road, Goregaon (East), Mumbai - 400063  
Tel. : +91 22 61033600 / 3700 Fax : +91 22 61034000 E-mail : info@pispl.in Website : www.pispl.in CIN : U51900MH1992PTC065482

16-Dec-2021

Unnati Ahir

Ganesh Apartment 3rd floor Flat no 302 Quater Gate

Rasta Peth Pune Maharashtra 411011

India

**Letter of offer**

**Dear Unnati,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Sr. Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Magarpatta SEZ** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Sr. Associate - Ops**.

**Compensation:** Your Total Gross Pay will be **INR 3,66,000 (Indian Rupees Three Lakh, Sixty Six Thousand Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **17-Dec-2021**.

**Place of work:** Your place of work will be **Pune - Magarpatta SEZ**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

## 1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

- Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
  - k. You will automatically retire from the services of the Company on completing the age of 58 years.
  - l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
  - m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## 2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

## Annexure I

1. You need to furnish the following Documents at the time of joining WNS.  
**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :-</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF : (mark sheets &amp; degree are important)</b> (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
 Corporate SVP - HR  
 Head Talent Acquisition Group

Candidate's Name & Signature

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

Annexure II			
<b>Name</b>	:	<b>Unnati Ahir</b>	
<b>Title</b>	:	<b>Sr. Associate - Ops</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU/EU</b>	:	<b>Insurance</b>	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		11,160	1,33,920
House Rent Allowance		5,580	66,960
City Compensatory Allowance		6,260	75,120
<b>Sub Total - I</b>	<b>A</b>	23,000	2,76,000
Bonus / Incentive (4)	(a)	0	0
Company's contribution to Provident Fund (1)		1,800	21,600
Company's contribution to ESI (3)		0	0
<b>Sub Total - II</b>	<b>B</b>	1,800	21,600
<b>Total Fixed Pay</b>	<b>C = A + B</b>	24,800	2,97,600
Bonus / Incentive at Maximum Level (4)	(b)	5,700	68,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	24,800	2,97,600
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	30,500	3,66,000
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary Insurance benefits: a) Mediclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature



## Appointment Letter

EMP ID: TH330112

**VIDYA KISANSING FATAK**

**Pune**

Dear Vidya,

We are pleased to give you this Appointment Letter for the position of **Back Office Executive** in our organization. The brief details of the offer are discussed as below:

Name of the Company : **Godrej & Boyce Co. Ltd.**  
Start Date of Assignment : **23-Jan-23**  
End Date of Assignment : **22-Jan-24**

Your Gross Salary will be Rs. 13610/- per month (salary Break up as per the attached sheet).

It may be further noted that:-

- a) Any statutory dues such as PF, ESI etc, if applicable shall be paid /deducted as per law
- b) Tax deductions at source will be applicable as per the law

The other terms & conditions of the agreement are mentioned in the attached docket. You are required to sign and return to us a copy of the same as confirmation of your unconditional acceptance in totality of all terms & conditions of the contract with us. In case you fail to give us the signed acceptance within 7 days of this offer date, Team HR reserves the right to withdraw the offer.

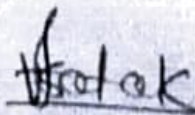
Looking forward to working with you. Should you require any clarifications, please contact our administration division.

(Authorized Signatory)

(Signed & Accepted)



(Team HR GSA Pvt. Ltd.)



(VIDYA KISANSING FATAK)



## ROYALE DIAMONDS & CO.

1<sup>st</sup> September'2022

**Ashwita Lingraj Muchande**

Sr No.21/5 Samarth Nagar, Samarth Nivas,  
Katraj Konadhwa Road, Near Datta Mandir  
Mahavir Nagar, Katraj, Pune -411046

### APPOINTMENT LETTER

Dear Ashwita,

With reference to your application and subsequent interview with us, we are pleased to appoint you in our organization as a full time employee on the following terms & conditions:

1. **Effective Date** – Your appointment shall be with effect from **1<sup>st</sup> September, 2022.**
2. **Designation** – You will be designated as **Fresher.**
3. **Department** – You will be posted in the **Account Department.**
4. **Place of Posting** – You shall be initially posted in the **Pune Branch** of **Royale Diamonds Co.** Your services may transferred to anywhere in India or in any department, division, office or establishment owned or managed by the Company, or in Associate Company, depending upon the exigencies of the Company's work and as directed by the management
5. **Remuneration** -Your Gross emoluments will be **Rs. 49,000/-** <sup>For Seven months</sup> (Fourty Nine Thousand), on a cost to company basis with effect from the date of joining. **From which, every month 10% of your gross monthly salary will be retained by the company for a period of 7 months until fulfillment of contract. If the employee quits before her said term of 7 months the company shall not be liable to pay the retained portion of her salary. After completing the contract period the complete retention amount will be paid along with the last salary due. The retention amount would not include any form of interest/bonus.** Please also note that your remuneration package is strictly confidential between you and company. The detailed break up of this is given in the Annexure.
6. **Incentives/ Bonus** – Your remuneration mentioned above is inclusive of all kinds of incentives & bonuses. You will not be entitled to hold the company liable for any other kind of remuneration/incentives/bonus, unless issued or granted by the company themselves.
7. **Confirmation** –Your appointment has been confirmed **for seven months** from the date of joining, **on the basis of 10% of deduction of retention amount every month from the gross salary.** If your services are found satisfactory during the confirmation period, your



## ROYALE DIAMONDS & CO.

contract will be further extended for a period mutually decided by the company and employee. In case your performance is not found satisfactory, your employment may be extended up to a maximum period of three months. On the expiry of the initial confirmation period your services will be confirmed in writing for the further period.

### 8. Termination –

On Confirmation – Either party will be entitled to terminate the contract of employment by giving **one month's** notice or pay in lieu of notice.

### 9. Good Faith

- a) You shall devote your time, attention and skills for the business and interests of the company in an efficient and effective manner. You will not directly or indirectly carry on or assist in carrying on or are engaged in any other business or work of any kind other than the company.
- b) You shall not use or otherwise turn to your advantage the knowledge of or any connection with any of the customer of the business and other connection of the company.
- c) You shall not receive or entertain any discount, rebate, commission or other benefits in respect of any goods or services supplied or acquired by the company or any other business transacted by it and if any such benefits are received by you, the company or the same would amount to gross misconduct entitling the company to terminate this agreement without any notice thereof and also to adjust all such amounts payable by the company to the associate under any account as damages. Any such act of the deems proper in the event of your failure to account for any such material or property towards Company's satisfaction.

### 10. Confidential Information

- a) In the course of your work for the company, you will have access to confidential and proprietary information of the company and its clients. This confidential information may be for example, about new business prospects or presentation by the company or clients' marketing and promotional plans.
- b) You will keep in strictest confidence all confidential and information of the company and its clients and will not disclose any such information to any third party, such as other clients of the company, outside suppliers, the press, or future employers, other than with the express written permission of the company.
- c) Except as authorized or required by your duties, you shall keep secret and shall not use or disclose and shall use your duties endeavors to prevent the use or disclosure by or to any person, of any of the company's confidential information which comes to your knowledge during your tenure.



## ROYALE DIAMONDS & CO.

- d) The restriction to the above clauses shall apply during and after the termination of the appointment without any time limit but shall cease to apply to information or knowledge which in its entirety becomes public knowledge other than through any unauthorized disclosure or other breach your part of that restriction.

**11. Restrictions** - Termination/cessation of this appointment with the company, you shall be restricted from carrying out the following activities:

- a) Transact or solicit clients in the fields of business of the company.
- b) Employee or be employed or enter into any business relationship with any other associate or ex-associate of the company.
- c) Encourage or assist any of the company's associate or employees to leave its services or do anything which if done by the other person would be breach of this agreement.
- d) Work for any person or company who, at the time of your being relived from the company is not a competition to the company; but as a result of engaging your professional services in any capacity becomes a competitor to the company.

**12. Rules** – You shall be bound by the rules and regulation of the company as existing from time to time in regard to conduct discipline, retirement, code of conduct and other matter as through these rules and regulations were part of your terms of appointment.

**13. Preservation of Company's Intellectual Property** – During the tenure of your employment if you happen to make or discover or participate in the developing of any creative concept, design, material and/ or intellectual property for use by the Company in its business, the Company will become the absolute owner of such concept, design, material or intellectual property and you will have no claim whatsoever on the same.

**14. Retirement** – You shall automatically retire from the service of the Company on attaining the superannuation age of 70years. Your age mentioned in the Birth Certificate, Secondary/Higher Secondary Certificate, PAN Card or Passport copy will be deemed to be a conclusive proof of your date of birth.

**15. Absence & Leave** – Your contract allows you a paid leave of one week every year that can only be taken with prior notice & approval but cannot be taken together. If you are absent



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yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your appointment without giving any notice unless you give an explanation to the satisfaction of the Management regarding such absence.

**16. Termination For Cause** – Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency as compared to other employees or lower performance as compared to other employees of your category.

**17. Consequences on Termination** – Upon termination of your employment, you will return to the company, all papers, documents, cassettes, mobile phone handsets and any other Company property that might have come into your possession during the course of your employment with the Company and you will not retain any copies or extracts thereof.

**18.** You are employed in the Company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

**19.** Amendments to the above terms and conditions, if any will be made in writing.

If you are agreeable to the above mentioned terms and conditions please sign the duplicate copy of this letter in token of your acceptance the same.

Wish you all the very best in your new assignment.

Thanking you,

Royale Diamonds & Co  
or ROYALE DIAMONDS & CO.

Partner

**PARTNER**

I hereby accept the appointment on the terms and conditions mentioned in the above referred letter of appointment.

Date : 1/09/2022

Place : Pune.

Signature : Ashwita B.

A4-2022-23



TRISTAR REALTORS

Land • Residential • Commercial

Ref: VCP/07-23/03

Date: 24/11/2023

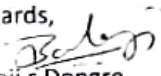
**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Ankita Santosh Jagtap has been working with us from 15th Nov 2022 till 14th Nov 2023. He was Designated as "Sales Excutive". We found his behavior good and co-operative.

We are relieving him from our services on 14th Nov 2023 after the closing hours.

We wish him for a best luck for future.

Regards,

  
Balaji S Dongre

(HR Manager)

Tristar Realtors

For Tristar Realtors

Partner