



The South Indian Association's
The S.I.A. College of Higher Education
Affiliated to University of Mumbai
Re-accredited B+ by NAAC
P-88, MIDC Residential Area Dombivli Gymkhana Road,
Near Balaji Mandir, Dombivli (East), 421203.

5.2.1 offer letters

Aishwarya Kerkar
MF19024

Date: 15 - 08 - 2022

Sub-Contractor ID: THC-217-22

To,
Ms. Aishwarya Kerkar,
Mumbai.

Engagement Letter

Dear **Ms. Aishwarya**,

We are pleased to hereby confirm you have been engaged as **Sub-Contractor** and your fee will be paid based on evolution of the output of the project assigned to you. The relevant terms and conditions are mentioned below:

- 1) You will be paid Fix Compensation of [REDACTED] /- subject to Tax deduction if you will achieve the monthly target assigned to you. In case you fail to achieve your target, your payout will be processed as variables as per current rate which is subject to change as per management discretion, which shall be communicated to you from time to time. Travel Allowance, if applicable will be paid on actuals.
- 2) Your initial location of engagement will be **Mumbai** with effect from **21-July-2022**. The Client reserves the right to change the engagement premise from time to time, as the Client may deem fit and necessary for the effective dispensation of project responsibilities, without any additional fee.
- 3) This assignment will be for a period of maximum of **One Year**, unless it is extended in writing, and can be terminated any time giving 1 month written notice by either party. However, in case of professional fault or breach of confidentiality, Client can terminate this assignment without any prior notice.
- 4) You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement is purely a contractual agreement between the Client and yourself.
- 5) Your project lead will provide you with your detailed Project description and provide you with the necessary guidance, supervision and direction in the execution. Your project lead will also conduct your periodic performance and provide you with appropriate feedback and counseling.
- 6) Your fee paid subject to deduction of Tax at Source. You are required to submit the copy of your PAN Card to the central Admin Unit of the Client.

- 7) You will not divulge to any person or a corporate body, any confidential information or trade secret acquired as a result of your project engagement or in course of your contracting, with the Client. You will also ensure protection of information that may be provided to you during the course of your contracting either by the Client or by the Client's Clients and would not use it for any personal benefit or any other purpose that may conflict with the interest of the Client.
- 8) Kindly note that your contracting services with the Client is on a contractual basis and purely based on the representations made and information and documents furnished by our good-self. In the event you are found involved in any false documents provided, misconduct, misappropriation, and negligence of work, your contract of assignment can be terminated without assigning any reason and without any notice and you shall not be entitled to any notice period or fees in lieu thereof or for any other benefits or fee which would have been available to you otherwise.
- 9) Any dispute arising between us with respect to the present arrangement shall be settled by way of sole arbitrator in accordance with the Arbitration and Conciliation Act, 1996 and any amendments thereto. The place of arbitration shall be Mumbai Only.
- 10) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Client having dealing with the Client and if you are offered any, you should immediately report the same to management in writing.
- 11) You shall ensure to **follow and comply with the Code of Conduct** as mentioned in **Schedule - I** and other instructions (oral or written or both) issued by **TeamHire Staffing Services Pvt. Ltd.** from time to time in this regard.

This is System Generated Letter; Hence Signature is not required.

SCHEDULE - I**Model Code of Conduct ("Code") for Telecaller / BDE****INDEX**

1. Applicability
2. Tele-calling a prospect
3. When you may contact a prospect on telephone
4. Can the prospect's interest be discussed with anybody else?
5. Leaving messages and contacting persons other than the prospect
6. No misleading statements/misrepresentations permitted
7. Telemarketing etiquettes
8. Gifts or bribes or Unethical behavior
9. Precautions to be taken on visits / contacts
10. Other important aspects - appearance & dress code
11. Handling of letters & other communication

1. Applicability

- 1.1 This code will apply to all persons under the payroll of TeamHire Staffing Services Pvt. Ltd. involved in marketing and distribution of any loan or other financial product of Client. The tele-marketing executives ("TMEs") and field sales personnel, namely, business development executives ("BDEs") must agree to abide by this code prior to undertaking any direct marketing operation on behalf of Client. Any TME/BDE found to be violating this code may be blacklisted and such action taken be reported to Client from time to time by TeamHire Staffing Services Pvt. Ltd.

2. Tele-calling a prospect

- 2.1 A prospect is to be contacted for sourcing a Client product or Client related product only under the following circumstances:
 - When prospect has expressed a desire to acquire a product through Client's internet site/call Centre/branch or through the relationship manager at Client or has been referred to by another prospect/customer or is an existing customer of Client who has given consent for accepting calls on other products of Client.
 - When the prospect's name/telephone no/ address is available and has been taken from one of the lists/directories/databases approved by the Service Provider manager/team leader, after taking his/ her consent.
- 2.2 The TME should not call a person whose name/number is flagged in any "do not disturb" list made available to him/her.

3. When you may contact a prospect on telephone

- 3.1 Telephonic contact must normally be limited between 0930 Hrs and 1900 Hrs. However, it may be ensured that a prospect is contacted only when the call is not expected to inconvenience him/her. Calls earlier or later than the prescribed time may be placed only under the following conditions:
- When the prospect has expressly authorized TME/BDE to do so either in writing or orally

4. Can the prospect's interest be discussed with anybody else?

- 4.1 Telecaller should respect a prospect's privacy. The prospect's interest may normally be discussed only with the prospect and any other individual/family member such as prospect's accountant/secretary /spouse, authorized by the prospect.

5. Leaving messages and contacting persons other than the prospect.

- 5.1 Calls must first be placed to the prospect. In the event the prospect is not available, a message may be left for him/her. The aim of the message should be to get the prospect to return the call or to check for a convenient time to call again. Ordinarily, such messages may be restricted to:

Please leave a message that

(Name of officer) representing Client called and requested to call back at (phone number)

As a general rule, the message must indicate:

That the purpose of the call is regarding selling or distributing a financial product of Client

6. No misleading statements/misrepresentations permitted

- 6.1 TME/BDE should not -
- Mislead the prospect on any service / product offered.
 - Mislead the prospect about their business or organization's name, or falsely represent themselves. Make any false / unauthorized commitment on behalf of Client for any facility/service.

7. Telemarketing Etiquettes

- 7.1 PRE-CALL:-
- No calls prior to 0930 Hrs or post 1900 Hrs unless specifically requested.
 - No serial dialing
 - No calling on lists unless list is cleared by team leader
 - Identify yourself, your company and your principal
 - Request permission to proceed
 - If denied permission, apologize and politely disconnect.
 - State reason for your call
 - Always offer to call back on landline, if call is made to a cell number
 - Never interrupt or argue

- To the extent possible, talk in the language which is most comfortable to the prospect
- Keep the conversation limited to business matters
- Check for understanding of "Most Important Terms and Conditions" by the customer if he plans to buy the product
- Reconfirm next call or next visit details
- Provide your telephone no, your supervisor's name or your bank officer contact details if asked for by the customer.
- Thank the customer for his/her time

7.2 POST-CALL:

- Customers who have expressed their lack of interest for the offering should not be called for the next 3 months with the same offer
- Provide feedback to Client on customers who have expressed their desire to be flagged "Do Not Disturb"
- Never call or entertain calls from customers regarding products already sold. Advise them to contact the Customer Service Personnel of Client.

8. Gifts or bribes

- 8.1 TME/BDE's must not accept gifts from prospects or bribes of any kind. Any TME/BDE offered a bribe or payment of any kind by a customer must report the offer to his/her management.

9. Precautions to be taken on visits/ contacts

9.1 BDE should:

- Respect personal space - maintain adequate distance from the prospect. Not enter the prospect's residence/office against his/her wishes;
- Not visit in large numbers - i.e. not more than one BDE and one supervisor, if required. Respect the prospect's privacy.
- If the prospect is not present and only family members/office persons are present at the time of the visit, he/she should end the visit with a request for the prospect to call back. Provide his/her telephone number, supervisor's name or the Client's officer's contact details, if asked for by the customer.
- Limit discussions with the prospect to the business - Maintain a professional distance.

10. Contact with Customer

- 10.1 Customer should be contacted at an appropriate time;
- 10.2 Customer should be contacted ordinarily at the place of his choice and in the absence of any specified place at the place of his residence and if unavailable at his residence, at the place of business/ occupation;
- 10.3 Customer privacy should be respected;
- 10.4 Interaction with the Customer should be in a polite and civilised manner;

- 10.5 Customer's request to avoid calls at a particular time or at a particular place should be honoured as far as possible;
- 10.6 Customer should be provided with the information regarding his dues;
- 10.7 Reasonable notice would be given before repossession of security and its realization;
- 10.8 All assistance should be given to resolve disputes or differences in a mutually acceptable and in a normal manner;
- 10.9 During visit to the Customer 's place for collection of dues, decency and decorum should be maintained;
- 10.10 Inappropriate occasions such as bereavement in the family or such other calamitous occasions should be avoided for making calls/ visits to collect dues;
- 10.11 Strictly avoid any appearance which may suggest any criminal intimidation or threat or violence;
- 10.12 Telecaller / BDE while collecting the amount due should:
- not resort to any false, deceptive, or misleading representation,
 - not falsely represent or imply that he or she is connected with or affiliated with any of the governmental or judicial authority,
 - not falsely represent the character, amount, or legal status of the debt,
 - abstain from using any identification which can lead to wrong representation
- 10.13 In case of non-adherence to the above-mentioned terms, the Telecaller / BDE will be solely responsible for consequences, if any, arising therefrom.
- 10.14 The Telecaller / BDE should be appropriately dressed and well groomed

11. Other important aspects - Appearance & Dress Code

11.1 BDE's must be appropriately dressed.

11.1.1 For men this means:

- Well ironed trousers.
- Well ironed shirt, shirt sleeves preferably buttoned down.

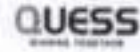
11.1.2 For women this means:

- Well ironed formal attire (saree, suit, etc);
- Well-groomed appearance.
- Jeans and/or T Shirt, open sandals are not considered appropriate.

12. Handling of letters & other communication

12.1 Any communication to the prospect should be only in the mode and format approved by Client.

Sakshi Deshpande
MF19113



Date: Oct 31, 2022
Offer No : QS2834963

SAKSHI MANOJ DESHPANDE
FLOT NO 002 B WING GOPAL NAGAR SHIV SUNDER SOCIETY NEAR BADLAPUR
TRANSPOT BADLAPUR EAST BADLAPUR MAHARASHTRA 421503
LOWER PAREL 123456
MAHARASHTRA

FIXED TERM EMPLOYMENT CONTRACT

Dear **SAKSHI MANOJ DESHPANDE**

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 OMNIACTIVE HEALTH TECHNOLOGIES LIMITED 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 NOV 01, 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 NOV 01, 2022 to OCT 31, 2023.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for

Quess Confidential
This is a system generated letter

Offer No : QS2834963

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QUESS Corp Ltd

3/3/2, Bellandur Gate, Satjapur 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.

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 LOWER PAREL.

POSITION:

You are appointed as DATA ENTRY OPERATOR.

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 OCT 31, 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:

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Offer No : Q52034963

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QUESS Corp Ltd

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



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

Tejas Pandit
MF 19136

WNS

Extending Your Enterprise

WWW.WNS.COM

Date: January 03, 2023
Name: Tejas Dinesh Pandit
Emp. No: 401053

CONFIRMATION

Dear Tejas,

Congratulations – you have been confirmed to the position of **Associate - Ops** in **WNS Global Services Pvt. Ltd.** This is with effect from **January 01, 2023.**

All other terms and conditions of your employment remain unchanged.

We look forward to your renewed energy and continued commitment.

Thank you once again for your contribution.

Yours Sincerely,

For WNS Global Services Pvt. Ltd.



Nitin Sardana
Corporate SVP – Human Resources



Sahil Shigwan
MIR 150

SOFOMATION ENERGY CONSULTANTS PVT. LTD.

12 January 2023

Sahil Harish Shigwan
B/18 Mandar Mala CHS
Ghanshyam Gupte Road
Dombivali (West)
Thane 421202

Ref: SE/HR/Confirmation Letter/2023/01

Subject: Confirmation Letter

Dear Mr. Sahil,

Consequent to the review of your performance during your probation, we have the pleasure in informing you that, your services are being confirmed as **Resource Executive** with effect from **07 January 2023**.

All the other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contribution and wish you all the very best for a rewarding career with the organization.

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

Yours Sincerely,

For **SOFOMATION ENERGY CONSULTANT PRIVATE LIMITED**

Pratima
HR Manager
Pratima Pal



To,

Miss. Kirti Nandan,

A 6 Siddhi Saidham Chs Behind Kalpatni Tower . Thane 421202 Maharashtra,

17 Sep 2022

Welcome aboard! We are pleased to have you join us as **Customer Service Associate- Data**.

At Teleperformance, we are committed and passionate to deliver outstanding customer experience with every single opportunity. We are thrilled to have you with us and look forward to your contribution.

Yours Sincerely,

Preeti Shirke

Head Recruitment | Teleperformance

MIF19044
Sindhu Patra



To,

Miss. Sindhu Patro,

Shivkrupa Apt Room No 406 Sagarli Nr By Abhinav Vidyala Thane 421201 Maharashtra,

19 Jul 2022

Welcome aboard! We are pleased to have you join us as **Customer Service Associate- Voice**.

At Teleperformance, we are committed and passionate to deliver outstanding customer experience with every single opportunity. We are thrilled to have you with us and look forward to your contribution.

Yours Sincerely,

Preeti Shirke

Head Recruitment | Teleperformance



SAMRIN SERVICES LLP

(Formerly known as Samrin Services Pvt.Ltd.)
BUSINESS WITH TRUST

Head Office: Morya Classic, 407 4th Floor,
Navkar Premises Co-Op Society Ltd.
Opp. Infinity Mall, Off New Link Road, Andheri (W)
Mumbai-400053, Maharashtra,
India Tel: (+9122)61277220
LLP Identification No.: AAN-4952
www.samrinservices.com

Aishwarya Kadam
MF A025

SS/HRD/OFF/2022/43

Date: 9th May 2022

To,
Aishwarya Kadam
Shanti Paradise A wing
Room No 605,
Sagaon, Dombivall East

Sub: Offer of Employment

Dear Aishwarya,

This has been in your reference to your application for a suitable post and your interview and your various discussion you had with us.

We are pleased to offer you the position of 'Officer - Accounts' with our organization.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

You shall be paid an annual compensation of Rs.1, 90,794/- CTC. The break up this salary is attached.

You shall be on probation for a period of 6 months from the date of joining. Your services shall be confirmed upon satisfactory performance review after 6 months.

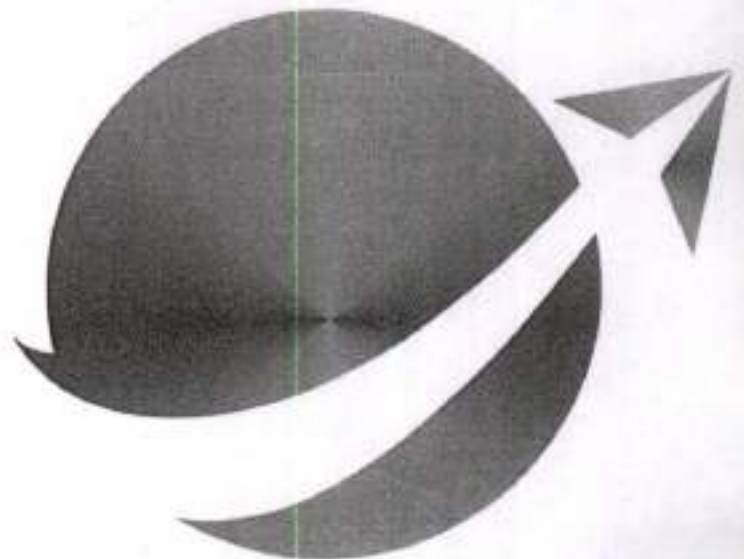
On reporting, please bring all the documents as per list of required documents given to you along with originals. Please confirm your joining as a token of your acceptance of this offer along with your joining date.

Looking forward to a long innings.

for SAMRIN SERVICES LLP.



Sujata
Sr. Executive - HR



Parag Jindal
MF19063

Date: August 08, 2022

Emp Temp Code: 3312065105

Parag Virendra Jindal

1005/b1, Jp Symphony, Gaikwad Pada, Ambemath East Thane -
421501,
Maharashtra, India

Letter of Appointment

Dear Parag,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Voice**. You are required to report for duties on **August 08, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Kolkata**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **July 26, 2001**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

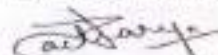
14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,

For Teleperformance Global Service Private Limited,



Preeti Amit Shirke

Senior Vice President - Talent Acquisition

I, Parag Virendra Jindal, residing at 1005/b1, Jp Symphony, Gaikwad Pada, Ambarnath East Thane - 421501, Maharashtra, India do hereby accept the terms and conditions in this

Employee Signature	Accepted On 08 Aug 2022 heyitspj09@gmail.com
Employee Name	Parag Virendra Jindal

Enclosures:

1. Compensation/ Salary details (Annexure I)
2. Non-Disclosure- Declaration and Undertaking (Annexure II)
3. Personal Data- Declaration (Annexure III)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (Annexure IV)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Emp Temp Code : 3312065105

Annexure I
Compensation Details

Employee Name:	Parag Virendra Jindal	
Designation:	Sr. Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	August 08, 2022	
City:	Kolkata	
Pay Components	Amount in Indian (INR)	
Basic Pay	14,061.00	
Housing Rent Allowance (HRA)	₹ 8,437.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	805.00	
Gross Fixed Salary (1)	23,303.00	
Provident Fund (Employee) (2)	1,687.00	
ESIC (Employee) (3)	0.00	
Net Take Home [1-(2+3)]	21,616.00	
Provident Fund (Employer) (4)	1,687.00	
ESIC (Employer) (5)	0.00	
Gratuity* (6)	676.00	
Total Fixed Cost (1+4+5+6)	25,666.00	
Annual Fixed CTC	307,992.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	18,000.00	
For Teleperformance Global Service Private Limited,  Preeti Amit Shirke Senior Vice President - Talent Acquisition		
*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note." #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".		

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 08 Aug 2022 heyitspj09@gmail.com
Employee Name	Parag Virendra Jindal

ANNEXURE II
DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Parag Virendra Jindal** residing at **1005/b1, Jp Symphony, Gaikwad Pada, Ambernath East Thane - 421501, Maharashtra, India**, and working as **Sr. Customer Service Associate- Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
- engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
- any person who is so employed / associated becomes a relative, and/or
 - a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

- the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
- my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
- the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20____

Employee Signature	Accepted On 08 Aug 2022 heyitspj09@gmail.com
Employee Name	Parag Virendra Jindal

Annexure III

Personal Data - Declaration

Article I.

I **Parag Virendra Jindal** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	3312065105
Employee Signature	Accepted On 06 Aug 2022 hayitspj09@gmail.com
Employee Name	Parag Virendra Jindal

ANNEXURE IV
DECLARATION AND UNDERTAKING - Work From Home

I, **Parag Virendra Jindal**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home ;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance polices, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSIP and TISPS standards. I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation', 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

Temp Emp Code	3312065105
Employee Signature	Accepted On 08 Aug 2022 heyitspj09@gmail.com
Employee Name	Parag Virendra Jindal

Kalpita Patil
MF19042

Issue Date:31-05-2022

Private & Confidential
Offer-Cum-Appointment Letter

Kalpita Patil,
8, Draoupadi Niwas Shastri Nagar,
Kopar Cross Road,
Dombivli (West), Maharashtra, India - 421202

Dear Kalpita,

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of Trainee - Branch Collections - Collections at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 16-06-2022. If you do not join on or before the above mentioned date, this Offer Cum Appointment Letter stands withdrawn. Your initial posting will be at Thane - Kalyan, Thane Riddhi Siddhi Complex, Shop No.1-5, Kalyan Murbad Road, Opp. ICICI Bank, Kalyan (West). You shall be governed by the terms and conditions applicable to all employees of the Company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A" : Salary and Benefits

Annexure "B" : General Terms & Conditions of services for Managerial Personnel.

Annexure "C" : Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the date of this letter. In case no confirmation is received within the above mentioned period this letter shall be deemed to have been withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

We look forward for a long, successful and pleasant association with the Company.

Sincerely yours,

Piramal Finance Sales and Service Private Limited
CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India
T +912262309400 F +912261513444

For Piramal Finance Sales and Service Private Limited



Parneet Soni

Authorized Signatory

Accepted and Agreed:

Name:

Signature:

Date:

ANNEXURE A
COMPENSATION DETAILS

Employee Name: Kalpita Patil

Band / Grade: Band G1 /G1

Business Unit: Piramal Finance Sales and Service Private Limited, Branch Collections,-

Location: Thane - Kalyan, Thane Riddhi Siddhi Complex, Shop No.1-5, Kalyan Murbad Road, Opp. ICICI Bank, Kalyan (West)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	84,000	7,000
HRA	22,505	1,875
Special Allowance	21,000	1,750
Statutory Bonus	16,800	1,400
Professional Development	21,000	1,750
Medical Allowance	21,000	1,750
Total Gross	1,86,305	15,525
Provident Fund	17,640	1,470
Esic	6,055	505
Total Fixed Pay	2,10,000	17,500

Piramal Finance Sales and Service Private Limited
 CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India
 T +912262309400 F +912261513444

Performance Bonus	16,800	1,400
Basket of Benefits	18,000	1,500
Total CTC	2,44,800	20,400

Notes:

-Advance Statutory Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This amount would be paid to you on a monthly basis along with your salary. This amount does not include any variable pay like incentive etc. if you are eligible for the same.

-Basket of Benefits is inclusive of Travel and Communication Expenses of INR 1500 which will be paid in monthly salary.

-Group Medclaim Policy with coverage of family, as per Company policy in existence and as amended from time to time.

-Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.

-Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.

-Gratuity will be applicable as per the Payment of Gratuity Act.

-PF Co's contribution is 12% of Basic.

-ESIC Co's contribution is (wherever applicable) is 3.25% of Total

Annexure "B"
GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

Compensation

You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

Place of Work

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

Roles and Responsibilities

You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of

this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.

Rules, Policies, Procedures and Code of Conduct

You shall comply at all times with the Company's Rules, Policies and Procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this Letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this offer you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which are, or may be, in contravention of the Policies.

You are also bound by the Company Code of Conduct and the Fair Practice code. The Company may implement the disciplinary procedure if you fail to comply with the code of conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

Compliance

You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

Leave, Work hours and Weekly holidays

You shall be governed by the Company's policy pertaining to leave, work hours and weekly holidays.

Probation and Confirmation

You will be on probation for a period of 6 months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be wanting or there are deficiencies in your performance, the management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a Letter in writing. Unless confirmed in writing, you will continue to be on probation.

Performance Bonus/Incentive Payments/Increment/Promotion

The Company may in its absolute discretion pay you a Performance bonus/incentive of such amount, at such intervals and subject to such conditions as the Company may in its absolute discretion determine from time to time in accordance with the Company's Policy. Each year you will qualify for a discretionary performance bonus/incentive as applicable to you as per company policy. In the first year, in case your date of joining with the Company is on or before 31st December, the performance bonus if applicable to you will be paid pro-rated for the period ending March from the date of your joining. Any bonus/incentive may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company may determine appropriate.

The exercise of discretion to pay a bonus/incentive in one financial year shall not bind the Company or act as a precedent for the exercise of discretion in any other financial year. If, on or before the date when a bonus/incentive

might otherwise have been payable, your employment has terminated or either party has given notice under these terms and conditions to terminate your employment, you will not be entitled to receive any such bonus/incentive (whether in cash, shares or any other form).

Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on fixed pay only. Increments will be based strictly on individual and business performance. In case individual and/or business performance is not satisfactory, the Company, at its discretion can decide not to give any increment whatsoever. Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right. The Company reserves the right to amend, change or cancel the above terms pertaining to the bonus/incentive/increment, at any time without prior notice.

Retiral benefits

You will be entitled for Provident Fund, Gratuity as per the rules applicable to Management Personnel, which may be changed from time to time.

Group Mediclaim policy

Group Mediclaim Policy is applicable to all the Management Staff working with the Company for his/her family members. Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage would be as mentioned in the Company policy and would vary as per the management grade in which you are placed at any given time period of your service. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions, which may take place from time to time.

Tax

You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

Deductions from Annual Gross Remuneration Package

You agree that, at any time during your employment or on termination, the Company will deduct from your annual gross remuneration package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/leave, outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

Confidentiality

You will not either during your employment or at any time post resignation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Company, or of its customer, supplier or other person having dealings with the Company, as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Company.

In performing your duties, you may from time to time receive or obtain Information/data/documents from the Company or a related or associated or subsidiary or affiliated Company or otherwise have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information").

In consideration of the Company making the Information/ data/ documents available, you undertake and agree that you will:

- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company, any of the Information/data/documents which you may (whether before or after the date of this Letter) receive or obtain;
- b. Not use the Information/data/documents for any purpose other than in connection with your services to the Company;
- c. Immediately return or destroy (at the Company's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Company's demand;
 - ii. on termination or expiration of your employment with the Company.

Information, Assets and Systems

When you join the Company you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Company policies relating to them. You should refer to the code of conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

Intellectual Properties

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party Intellectual Property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party Intellectual Property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

Indemnity

You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.

Non Solicitation

This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages.

The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such costs (liquidated damages).

You agree that for a period of 2 years from termination or expiration of your employment with the Company, you shall not solicit or entice by any means whatsoever,

- a. Any client of the Company with whom Company is currently (during your period of employment) running a deal/mandate or any deal/mandate that became known to you during your employment at the Company.
- b. Any person of Company who was employed by the Company or any person whose name became known to you during your employment at the Company in any office and in any capacity.
- c. You shall not work at the capacity of Executive or Non-Executive member of the board of the Company supplier, vendor or partner.
- d. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/mandate/account/person to transfer from the Company to you or to your new employer or to any other person or entity; or to enter into a new deal/mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Company.

Medical Fitness & Verification of Particulars

Your appointment is subject to:

- a. You being medically fit and continuing to remain fit thereafter. Company has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- b. Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in

lieu thereof.

c. Submission of Relieving Letter from your last employer/s.

d. Salary of previous company declared by you should match with the proof submitted to us. In case the salary particulars declared by you are found false or incorrect, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

e. Based on the information furnished by you about yourself, if during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

Non Conflict of Interest and No External Employment

You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work which will adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other Company can be pursued with prior approval of the Company.

Receipt of Payments and Benefits from Third Parties

Subject to any Company regulations issued and amended from time to time, neither you nor any member of your family, nor any Company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Company if you, any member of your family or any Company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company for the amount received or the value of the benefit so obtained.

Governing Law

The interpretation and enforcement of this Letter shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

It is expressly agreed that this appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Dispute Act, 1947.

Changes to your Terms of Service

The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. Any changes will take effect from the date stated in the communication.

In relation to the benefit policies referred to in this contract, the Company reserves the right to withdraw or alter their terms without notice at any time and you may in certain circumstances be excluded from participation in any policy/scheme or any element within it.

You should, acquaint yourself with all Company rules and regulations applicable to your specific area of work, such as (where applicable) the local rules, regulations and by-laws and any and all applicable laws in relation thereto. Violation of any of these rules, regulations, laws or provisions may result in the immediate termination of your employment.

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure code or Indian Penal code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.

Warranty

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Letter.

Data Protection

The Company may be required to process, transfer and store your personal and sensitive data in any of the other Company locations. By signing this Letter, you acknowledge and agree that the Company and Company Human Resources Department (HR) is permitted to hold personal information about you as part of our personnel and other business records and that the Company and Company HR may use such information in the course of its business. You agree that the Company and Company HR may disclose such information to third parties in the event that such disclosure is in our view required for the proper conduct of our business or that of any associated Company. This clause applies to information held, used or disclosed in any medium.

Normal Retirement Age

You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service.

Notice of Resignation/Termination

During Probation: 15 Days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the Company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.

Post Confirmation: Thirty Days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.

The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation letter. In such an event you shall be paid salary calculated on your Basic Salary for the notice period and/or part thereof.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, moral turpitude, theft, fraud or violation of the Code of Business Conduct or withholding of any information in the application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect

and in this case notice pay will not be payable by the Company.

Termination

Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with immediate effect by paying proportionate basic salary (excluding variable pay) in lieu of any notice period applicable to you. The Company also reserves the right to terminate your employment without cause, with a notice as approved by the organisation or by paying proportionate basic salary (excluding variable pay) in lieu of applicable notice period.

If you wish to terminate your employment with the Company, you shall be required to serve notice as applicable to you. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of basic salary in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.

Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing of the reasons for losing confidence.

Notwithstanding anything contained in this Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this letter, "Cause" shall mean any one or more of the following:

- a. Any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, or drugs or any other intoxicating substances.
- b. Breach of the Company rules and policies, guilty of serious misconduct, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Letter.
- c. You being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
- d. Your absence without approved leave for a period of more than 10 days;
- e. You become insolvent or restrained under any contract or arrangement or are under any legal disability from performing your obligations;
- f. You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Company into disrepute or which may jeopardize or prejudice the business and/or reputation of the Company;
- g. Any material violation of the Company's policies;
- h. The results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

The employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company

Consequences of termination of your employment

Upon termination of your employment for any reason whatsoever, You shall:

- a. Automatically vacate all offices held by you as a result of your employment with the Company;

- b. Immediately hand over to us the Company's property including but not limited to all papers, laptops, documents, security pass and/or identity card, Company sponsored credit cards, any premises and/or car(s) etc. and you must not retain any copies, extract or reproductions of all or any part of that property or confidential information.
- c. You will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property Rights (as defined in this Letter);
- d. You must not make any statements (whether orally or in writing) or do anything which might damage the reputation and/or business of the Company or interfere with the Company's relationships with its clients and customers; and
- e. You must not thereafter represent yourself as an employee of the Company in any manner whatsoever.
- f. Not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company.

Background Verification Check

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer without any obligation whatsoever in case your background verification report is found to be unsatisfactory.

Other terms and conditions

- a. In addition to the terms and conditions of employment herein above mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b. You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- d. In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service and the Company will be entitled to strike off your name from its rolls without any reference to you.
- e. As Company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- f. It will be your duty to intimate in writing to the management whenever there is any change of your residential address.

Annexure "C"

List of documents to be carried at the time of joining :

Background Verification documents :

- S.S.C. Mark sheet, HSC Mark sheet, Graduation, Post-Graduation Mark Sheet & Certificates in original together with a set of self-attested Xerox copies.
- Relieving from previous employers as mentioned in your CV
- Last 3 months salary slips from previous employer
- Updated CV

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- Document Proof for Date of Birth

Others Documents:

- Passport
- Aadhar Card
- PAN Card
- Scan Photograph (Please carry 2 Red background passport size photographs on the date of joining)
- Cancelled Cheque for salary processing. (Salary account must be maintained with Axis bank, Kotak Bank, ICICI Bank, HDFC Bank or SBI)

Neha Devarkar
MF12091

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

16-Aug-2022

C6994309



**For Accenture use only*

Neha Shankar Devarkar
401, Devi Krupa Building Sagaon Manpada Road Dombivali east 421201
Management Level - 13
Sublevel - 3

Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear Neha,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Mumbai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

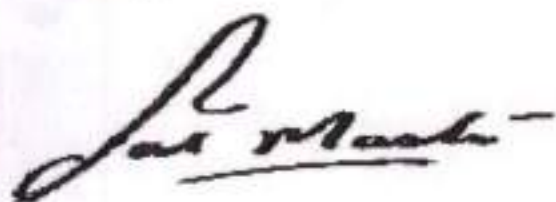
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 219240** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Neha, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **priya.varma** at **9136237941** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date: _____

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 189000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 189000	INR 219240

(C)##Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3100
National Insurance Premium paid by Company	INR 11200

(D)##Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 2800 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 189000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For international Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

#(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-competes agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Kaveri Thorat
MF19060

Issue Date:01-06-2022

Private & Confidential
Offer-Cum-Appointment Letter

Kaveri Ashok Thorat

room no.11, Ganga Niwas,
Near Vinayak Super Market Kopargaon Dombivali (west),
Thane, Maharashtra, India - 421202

Dear Kaveri,

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of Trainee - Branch Underwriting - Branch Underwriting at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 16-06-2022. If you do not join on or before the above mentioned date, this Offer Cum Appointment Letter stands withdrawn. Your initial posting will be at Thane - Dombivli, Thane Vitthal Apt,B-wing,1st Floor,Sha,Nr. Sarvesh Hall,Dombivali (East), . You shall be governed by the terms and Conditions applicable to all employees of the company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A" : Salary and Benefits

Annexure "B" : General Terms & Conditions of services for Managerial Personnel.

Annexure "C" : Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the date of this letter. In case no confirmation is received within the above mentioned period this letter shall be deemed to have been withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

We look forward for a long, successful and pleasant association with the Company.

Sincerely yours,

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

For Piramal Finance Sales and Service Private Limited



Parneet Soni

Authorized Signatory

Accepted and Agreed:

Name:
 Signature:
 Date:

ANNEXURE A
COMPENSATION DETAILS

Employee Name: Kaveri Ashok Thorat

Band / Grade: Band G1 / G1

Business Unit: Piramal Finance Sales and Service Private Limited, Branch Underwriting.-

Location: Thane - Dombivli, Thane Vitthal Apt, B-wing, 1st Floor, Shahid Bhagat Singh Road, Tai Pingale chowk, Nr. Sarvesh Hall, Dombivli (East),

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	90,000	7,500
HRA	25,313	2,109
Special Allowance	22,500	1,875
Statutory Bonus	16,800	1,400
Professional Development	22,500	1,875
Medical Allowance	22,500	1,875
Total Gross	1,99,613	16,634
Provident Fund	18,900	1,575
Esic	6,487	541
Total Fixed Pay	2,25,000	18,750

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Performance Bonus	18,000	1,500
Total CTC	2,43,000	20,250

Notes:

- Advance Statutory Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This amount would be paid to you on a monthly basis along with your salary. This amount does not include any variable pay like Incentive etc. if you are eligible for the same.
- Basket of Benefits is inclusive of Travel and Communication Expenses of INR 1500 which will be paid in monthly salary.
- Group Mediclaim Policy with coverage of family, as per Company policy in existence and as amended from time to time.
- Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.
- Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- PF Co's contribution is 12% of Basic.
- ESIC Co's contribution is (wherever applicable) is 3.25% of Total

Annexure "B"

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

Compensation

You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

Place of Work

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

Roles and Responsibilities

You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any

loss incurred by it as a consequence thereof.

Rules, Policies, Procedures and Code of Conduct

You shall comply at all times with the Company's Rules, Policies and Procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this Letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this offer you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which are, or may be, in contravention of the Policies.

You are also bound by the Company Code of Conduct and the Fair Practice code. The Company may implement the disciplinary procedure if you fail to comply with the code of conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

Compliance

You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

Leave, Work hours and Weekly holidays

You shall be governed by the Company's policy pertaining to leave, work hours and weekly holidays.

Probation and Confirmation

You will be on probation for a period of 6 months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be wanting or there are deficiencies in your performance, the management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a Letter in writing. Unless confirmed in writing, you will continue to be on probation.

Performance Bonus/Incentive Payments/Increment/Promotion

The Company may in its absolute discretion pay you a Performance bonus/incentive of such amount, at such intervals and subject to such conditions as the Company may in its absolute discretion determine from time to time in accordance with the Company's Policy. Each year you will qualify for a discretionary performance bonus/incentive as applicable to you as per company policy. In the first year, in case your date of joining with the Company is on or before 31st December, the performance bonus if applicable to you will be paid pro-rated for the period ending March from the date of your joining. Any bonus/incentive may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company may determine appropriate.

The exercise of discretion to pay a bonus/incentive in one financial year shall not bind the Company or act as a precedent for the exercise of discretion in any other financial year. If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice under these

terms and conditions to terminate your employment, you will not be entitled to receive any such bonus/incentive (whether in cash, shares or any other form).

Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on fixed pay only. Increments will be based strictly on individual and business performance. In case individual and/or business performance is not satisfactory, the Company, at its discretion can decide not to give any increment whatsoever. Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right. The Company reserves the right to amend, change or cancel the above terms pertaining to the bonus/incentive/increment, at any time without prior notice.

Retiral benefits

You will be entitled for Provident Fund, Gratuity as per the rules applicable to Management Personnel, which may be changed from time to time.

Group Mediclaim policy

Group Mediclaim Policy is applicable to all the Management Staff working with the Company for his/her family members. Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage would be as mentioned in the Company policy and would vary as per the management grade in which you are placed at any given time period of your service. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions, which may take place from time to time.

Tax

You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

Deductions from Annual Gross Remuneration Package

You agree that, at any time during your employment or on termination, the Company will deduct from your annual gross remuneration package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/(leave), outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

Confidentiality

You will not either during your employment or at any time post resignation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Company, or of its customer, supplier or other person having dealings with the Company, as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Company.

In performing your duties, you may from time to time receive or obtain information/data/documents from the

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CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

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Company or a related or associated or subsidiary or affiliated Company or otherwise have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information").

In consideration of the Company making the Information/ data/ documents available, you undertake and agree that you will:

- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company, any of the Information/data/documents which you may (whether before or after the date of this Letter) receive or obtain;
- b. Not use the Information/data/documents for any purpose other than in connection with your services to the Company;
- c. Immediately return or destroy (at the Company's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Company's demand;
 - ii. on termination or expiration of your employment with the Company.

Information, Assets and Systems

When you join the Company you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Company policies relating to them. You should refer to the code of conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

Intellectual Properties

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party Intellectual Property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party Intellectual Property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which

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prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

Indemnity

You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.

Non Solicitation

This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages.

The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such costs (liquidated damages).

You agree that for a period of 2 years from termination or expiration of your employment with the Company, you shall not solicit or entice by any means whatsoever,

- a. Any client of the Company with whom Company is currently (during your period of employment) running a deal/mandate or any deal/ mandate that became known to you during your employment at the Company.
- b. Any person of Company who was employed by the Company or any person whose name became known to you during your employment at the Company in any office and in any capacity.
- c. You shall not work at the capacity of Executive or Non-Executive member of the board of the Company supplier, vendor or partner.
- d. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person to transfer from the Company to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Company.

Medical Fitness & Verification of Particulars

Your appointment is subject to:

- a. You being medically fit and continuing to remain fit thereafter. Company has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- b. Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

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- c. Submission of Relieving Letter from your last employer/s.
- d. Salary of previous company declared by you should match with the proof submitted to us. In case the salary particulars declared by you are found false or incorrect, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- e. Based on the information furnished by you about yourself, if during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

Non Conflict of Interest and No External Employment

You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work which will adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other Company can be pursued with prior approval of the Company.

Receipt of Payments and Benefits from Third Parties

Subject to any Company regulations issued and amended from time to time, neither you nor any member of your family, nor any Company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Company if you, any member of your family or any Company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company for the amount received or the value of the benefit so obtained.

Governing Law

The interpretation and enforcement of this Letter shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

It is expressly agreed that this appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Dispute Act, 1947.

Changes to your Terms of Service

The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. Any changes will take effect from the date stated in the communication.

In relation to the benefit policies referred to in this contract, the Company reserves the right to withdraw or alter their terms without notice at any time and you may in certain circumstances be excluded from participation in any policy/scheme or any element within it.

You should acquaint yourself with all Company rules and regulations applicable to your specific area of work, such as (where applicable) the local rules, regulations and by-laws and any and all applicable laws in relation thereto. Violation of any of these rules, regulations, laws or provisions may result in the immediate termination of your employment.

In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure code or Indian Penal

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code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.

Warranty

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Letter.

Data Protection

The Company may be required to process, transfer and store your personal and sensitive data in any of the other Company locations. By signing this Letter, you acknowledge and agree that the Company and Company Human Resources Department (HR) is permitted to hold personal information about you as part of our personnel and other business records and that the Company and Company HR may use such information in the course of its business. You agree that the Company and Company HR may disclose such information to third parties in the event that such disclosure is in our view required for the proper conduct of our business or that of any associated Company. This clause applies to information held, used or disclosed in any medium.

Normal Retirement Age

You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service.

Notice of Resignation/Termination

During Probation: 15 Days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the Company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.

Post Confirmation: Thirty Days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.

The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation letter. In such an event you shall be paid salary calculated on your Basic Salary for the notice period and/or part thereof.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, moral turpitude, theft, fraud or violation of the Code of Business Conduct or withholding of any information in the application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the Company.

Termination

Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with immediate effect by paying proportionate basic salary (excluding variable pay) in lieu of any notice period applicable to you. The Company also reserves the right to terminate your employment without cause, with a notice as approved by the organisation or by paying proportionate basic salary (excluding variable pay) in lieu of applicable notice period.

If you wish to terminate your employment with the Company, you shall be required to serve notice as applicable to you. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of basic salary in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.

Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing of the reasons for losing confidence.

Notwithstanding anything contained in this Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this letter, "Cause" shall mean any one or more of the following:

- a. Any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, or drugs or any other intoxicating substances.
- b. Breach of the Company rules and policies, guilty of serious misconduct, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Letter.
- c. You being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
- d. Your absence without approved leave for a period of more than 10 days;
- e. You become insolvent or restrained under any contract or arrangement or are under any legal disability from performing your obligations;
- f. You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Company into disrepute or which may jeopardize or prejudice the business and/or reputation of the Company;
- g. Any material violation of the Company's policies;
- h. The results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

The employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company

Consequences of termination of your employment

Upon termination of your employment for any reason whatsoever, You shall:

- a. Automatically vacate all offices held by you as a result of your employment with the Company;
- b. Immediately hand over to us the Company's property including but not limited to all papers, laptops, documents,

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security pass and/or identity card, Company sponsored credit cards, any premises and/or car(s) etc. and you must not retain any copies, extract or reproductions of all or any part of that property or confidential information.

c. You will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property Rights (as defined in this Letter);

d. You must not make any statements (whether orally or in writing) or do anything which might damage the reputation and/or business of the Company or interfere with the Company's relationships with its clients and customers; and

e. You must not thereafter represent yourself as an employee of the Company in any manner whatsoever.

f. Not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company.

Background Verification Check

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer without any obligation whatsoever in case your background verification report is found to be unsatisfactory.

Other terms and conditions

a. In addition to the terms and conditions of employment herein above mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.

b. You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention and abilities to the business of the Company.

c. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.

d. In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service and the Company will be entitled to strike off your name from its rolls without any reference to you.

e. As Company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.

f. It will be your duty to intimate in writing to the management whenever there is any change of your residential address.

Annexure "C"

List of documents to be carried at the time of joining :

Background Verification documents

- S.S.C. Mark sheet, HSC Mark sheet, Graduation, Post-Graduation Mark Sheet & Certificates in original together with a set of self-attested Xeroxcopies.
- Relieving from previous employers as mentioned in your CV
- Last 3 months salary slips from previous employer
- Updated CV
- Document Proof for Date of Birth

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Others Documents:

- Passport
- Aadhar Card
- PAN Card
- Scan Photograph (Please carry 2 Red background passport size photographs on the date of joining)
- Cancelled Cheque for salary processing. (Salary account must be maintained with Axis bank, Kotak Bank, ICICI Bank, HDFC Bank or SBI)

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eTeam InfoServices Private Limited

Rohit Dalvi
MF19007

Rohit Saroj Dalvi
1-102, Vighnesh Heights, Behind Sarvodya Park,
Nandvili Rad, Near Ramkrishna Bazar, Dombivli East,
Mumbai, MH 421201

Date: 19 August 2022

Dear Rohit Saroj Dalvi,

Subsequent to our discussion, we are pleased to appoint you in eTeam Infoservices Pvt. Ltd as "Transaction Processing Representative" with client Accenture Solutions Pvt Ltd, Mumbai. You are expected to join on or before "22 August 2022", failing which, eTeam reserves the right to rescind this letter.

You will work out of our client Accenture and your Annual Cost to Company (CTC) will be CTC 2,28,000/- (Two Lakhs Twenty-Eight Thousand Rupees) as detailed in Annexure "A".

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which would be amended from time to time.

I) DOCUMENTS

You shall produce at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, it may affect your joining or processing your first pay.

This appointment is offered based on your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your service at any time without notice.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)

II) SALARY

a) Your annual remuneration is as specified in Your Appointment Letter.

b) This compensation package has been customized for you after taking into account your qualifications, and relevance of experience and your role and responsibilities.

c) You will be required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee, except to the Head of your department and the Head of HR Dept. of the Company.

d) In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages and expected not to discuss or



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disclose the same to any member of the client staff in the interest of maintaining and promoting good and ethical functional business relations with other clients.

e) Please note that the salary structure of the Company may be altered modified at any time without prior notice and other terms may accordingly be altered modified at any time. Further salary, allowances and all other payment benefits will be governed by the Company's rule as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source.

III) TERMINATION

a) Your employment will be subject to termination by (30 Days) written notice or salary in lieu in case of resignation.

b) The Company, however, reserves the right to terminate without any compensation and notice for a 'Cause.' The term 'Cause' shall be used in the document mean (i) the commission of a crime involving moral turpitude, theft, fraud or deceit; (ii) conduct that has an adverse effect on the Company's reputation; (iii) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (iv) gross negligence or deliberate misconduct; (v) any material breach of terms and conditions specified in this letter; or (vi) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer; (vii) thereof for misconduct breach of responsibilities or providing sensitive confidential information to competitors/clients or non-performance or absconding from duties and the Company reserves all the rights to take Legal actions against the Employees.

c) Employee cannot use his/her accumulated leave to serve Notice Period.

d) When you formally resign from the Services of the company, the company may, at its discretion, permit you to pay up for the notice period in lieu thereof.

e) Your services can be terminated if failed to clear background check and report status is Amber/Red with or without notice/compensation.

IV) ABSCONDING WITHOUT NOTICE

In case, if you are on unplanned/unapproved leaves or any such leaves, which has been taken without any prior approval from the Reporting Manager for three or more than three Consecutive Days, in that case, it shall be deemed that you are no more interested to Work with us and will be declared abscond from the Services. Furthermore, Incase if you quit the Job without serving proper notice period as stipulated in the Appointment letter with eTeam Infoservices Pvt Ltd., or its client, you shall be considered as "Abscond". You shall serve notice period of 30 days

In such an event, the company has own the rights to pursue for legal action, if wishes to do so, against you and you shall be liable to bear all the Cost which include Jurisdiction Cost, Financial Loss, Value loss etc. or any such loss which has impacted by any means to the company or its Clients.

V) SALARY REVIEW

Your Salary will be reviewed periodically as per the policy of the Company detained from time to time. Increments will be solely based on your progress in the Company. Taxability of the salary and benefits will be as per Income Tax Rules.

VI) GENERAL



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a) Medical Fitness

Your appointment with Company will be subject to your being found medically fit and certified by your family doctor and also subject to receipt of satisfactory references. We would require you to complete medical formalities before you join the organization.

At any point of time during your service with the Company, if you are found to be unfit or incapacitated to give your service in medical grounds, you will be liable for termination from the services of the Company. The opinion of the Doctor appointed authorized by the Company in this regard will be taken as final and binding.

b) Absence

Any absence for a continuous period of THREE days of unsanctioned leave, including your overstaying the period of leave by THREE days (i.e. a total of SIX days of not reporting to work without prior intimation) may automatically make you lose your lieu on the service, and your service shall automatically stand terminated without any notice or any Compensation in lieu of such notice (as stated in the notice period of this letter) or even intimation from the Company. In such a situation you will be liable to pay one month's gross salary to the Company as liquidity damages.

c) Responsibilities and Job Description

The Company reserves the right to assign the responsibilities and job description and allocate additional functions in your jobs description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of employment. You will be required to work on any project assignment in India or Abroad on which the Company may depute you from time to time. You will be required to document all your work on regular basis, as per the Company rules.

d) Training

You will be required to undergo various specialized (internal/external) training which the Company may arrange for you from time to time and you will be required to adhere to the schedule as specified for the training programs.

e) Duty Hours

You shall attend office according to the rules prevalent from time to time. You may also be called upon to attend to your duties as and when required in shift or on holidays, in accordance with exigencies. In view of your position, it may be necessary for you to undertake such work, as well as undertake tours and travel.

During overseas deputation you will be required to strictly follow the rules and regulations of the client and Company. All the Leaves have been pre-defined by the Organization basis on the Business and Client requirement at the Start of Every year and it may differ from location to location, or Client to Client basis on the Business purpose and it can be changed, subject to matter of Organizational or Client requirement.

f) Time Sheet /Time Sheet Approvals

You are required to ensure submission of your attendance through Manual Time Sheet or Time Sheet Link Approval or Soft Copy or Hard Copy or by any means, by 02nd of Every Month to ensure Salary processing on time. All the Time Sheets has to be duly approved and signed by your Supervisor either in soft copy or hard copy with submission as per the Stipulated time.

Employee has to ensure that his/her manual time sheet or time sheet link approval from respective Project Manager / Supervisor has to be submitted on 1st day of every month. In case, if timesheet approved after 05th of that specific month, in that case, salary will be



eTeam InfoServices Private Limited

processed on 15th of every month. In Case, if employee fails to submit the Time Sheet with necessary approvals, he/she will not be eligible for Salary in absence of Attendance or necessary approval.

h) Location/Travel

You will be presently based at your Project's Location. It is understood that this appointment will involve your posting or travel anywhere in India or abroad.

i) Commitments

It should be clear to you that there are no other commitments made by the Company in terms of your compensation or otherwise other than what is mentioned in the appointment letter.

j) Professional Ethics

You will be required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonestly in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your Service would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

k) Usage of Software/Hardware

You are strictly prohibited from bringing any unauthorized infringed copies of software in the office premises, from any external sources or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act. Non-compliance of this rule will be regarded as a serious offense and will be subject to disciplinary action.

l) Code of Conduct

You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company and not indulge in activities of personal interest & / or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues.

While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use / possession of the same is ground for disciplinary action including dismissal.

Whenever there is a change in your personal information, you shall notify the same to the Company, in writing with proof within three (3) days.

VII) INTERNET POLICY

It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location.

You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.



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VIII) NON - COMPETE CLAUSE

Employee agrees that during the terms of this agreement and a period of twelve (12) months following the termination of the Employee's employment or twelve (12) months following the Term date or the Termination date of this Agreement, which is later, the Employee shall not directly or indirectly, on behalf of any individual or entity, be employed by an Company client, vendor, broker, end-client, end-user or any entity introduced to the Employee by Company or any entity that employee provided services for or through pursuant to Employee's obligation under this Agreement.

Employee further agrees not to solicit, accept or divert any employment, business, and computer consulting contracts or make any contacts with any client, vendor, end-client, and end-user otherwise take away from the Company any business the Company had or was actively soliciting during the Employee's employment. This para shall survive the termination or expiration of this Agreement.

IX) NON-SOLICITATION

The employee agrees that during Employee's employment with the Company and for twelve (12) months thereafter the Employee will not directly or indirectly solicit the employment, consulting or other services of any other employee of the company, or a client, end-client or end-user of the Company, or of an entity at which the Employee was placed or introduced as a result of his/her employment with the Company, or induce any such employees to leave such employment or to breach an employment agreement therewith.

Employee will during Employee's employment with the Company and for twelve (12) months thereafter shall not directly or indirectly in any capacity induce or allow or attempt to induce or allow any Company employee, consultant, contractor or other party to terminate his or her employment or contractual relationship with the Company. Employee agrees that the Employee shall not solicit, divert or accept any employee, consultant, client, end-client, end-user, customer, vendor, broker or contractor of the Company or any entity which either directly or indirectly provided any business to the Company. This paragraph shall survive the termination or expiration of this Agreement.

X) PROHIBITION OF DISCRIMINATION & HARASSMENT OF CO-WORKERS

You are not to indulge in any act of harassment mental or physical towards any co-worker at the work place.

You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

XI) CONFIDENTIALITY AGREEMENT

You are required to undertake a confidentiality agreement effective from the date of joining.

XII) NON-DISPARAGEMENT

During the employment and thereafter, You shall not make any disparaging or defamatory statements, whether written or verbal, regarding the business practices of the Company or its Clients; provided, however, nothing in this Section shall prohibit You from making truthful oral or written statements in response t (i) an official request by a government agency, (ii) a court order.



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XIII) DEPUTATION

During your employment with the Company, you will be liable to be transferred to any of the offices/department of the Company or of the associate companies group companies whether existing or to be set, whether in the same town/city or anywhere in India or abroad on the same conditions of the employment at the sole discretion of the Management.

XIV) RETIREMENT

The retirement age is 58 years.

You will automatically retire without any notice on your completing the age 58 years. If we found medically unfit, you may be relieved by the Management at an earlier date also. Company reserves the right to extend your services after retirement.

XIV) COMPANY'S OVERRIDING RIGHT TO SUE FOR RELIEF

Notwithstanding any reference to specific terms and conditions noted hereinabove, the company expressly reserves its right at law to take recourse to such action as appropriate against errant employee and / or claim damages for any injury or damage property or person sustained owing to lapses / negligence by the concerned employee.

Please also note that the above rules and regulations are subject to change / amendment / alteration from time to time at the sole discretion of the management without any notice. Any such changes shall also apply to you.

The management reserves the right to amend, change and introduce anew any or all of the above except what is mandatory under the statutory requirements, at its discretion at any point with or without prior information.

Please sign copy of this letter and return the same to us indicating your acceptance of this appointment and terms and conditions as attached.

We welcome you and look forward to have a long and mutually rewarding association.

Yours truly

For eTeam Infoservices Private Limited

Priyanka Mahajan
Senior Executive - HR

Agreed & Accepted By



eTeam Infoservices Private Limited
Annexure "A"

Entitlements: All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under:

Salary Break up

Name of Candidate	Rohit Saroj Dalvi	
Location	Mumbai	
Designation	Transaction Processing Representative	
Particulars	Per Month	Per Annum
Basic Salary	7600	91200
HRA	3800	45600
Statutory Bonus	633	7597
Personal Allowance	4914	58968
Sub Total (A)	16947	203365
Retrials - Employer Contribution (B)		
PF Contribution from Employer	1502	18020
ESIC Contribution from Employer	551	6609
Sub-Total (B)	2052	24630
Total CTC (A+B)	19000	228000
Net Payable (before taxes)	15318	183820

Rupees (Two Lakhs Twenty-Eight Thousand) Only (Per Annum)

* Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management.

* Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.

*Any Tax implication arising out of the above structure to be borne by the employee.

*Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Yours Truly
For eTeam Infoservices Private Limited

Agreed & Accepted By

Priyanka Mahajan
Senior Executive - HR

Shreyas
MFA19103

Batwal

MORNINGSTAR™

Morningstar India Private Limited

Registered Office:
9th Floor, Platinum Technopark
Plot No. 17/7B, Sector 30A
Vashi, New Mumbai-400 705
Maharashtra, India

Telephone: +91-22-61217100
Facsimile: +91-22-61217200

Private & Confidential

Ref. No: MSTAR202114831

June 11, 2022

Shreyash Batwal
A/304, Aajee Complex,
Sagar, Dombivli

Dear **Shreyash**,

Subject: Offer of Employment

Subsequent to your successful interview with us, we are pleased to extend our offer to you as **Research Associate** with **Morningstar India Pvt. Ltd.** ("the company"). It is expected that you would join us on or before **June 20, 2022**.

Your place of posting for records will be **Mumbai**. Your (referred alternatively as "employee") initial place of work will be at one of the Company's offices as mentioned above. However, you may be posted at any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be situated, if the situation so warrants. You will abide by the Company's rule and regulations as may be in effect from time to time with respect to your function, level or the location where you have to work.

Your Total Gross Annual Pay (i.e. annual compensation) will be **Rs. 465,770/- (Rupees Four lakh sixty five thousand seven hundred and seventy only)** as detailed in **Appendix A**. Additionally, you will be eligible for Benefits and Variable Pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the Company's policies.

This offer letter is subject to the terms and conditions attached hereto (Appendix A and Appendix B). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.

The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu** of that notice, by stating their intention to do so in writing. For the purpose of this Clause, salary shall mean the most current base pay.

Upon joining, the employee will be deemed to be on a **probationary period of 6 months** from the Date of Joining, in line with the company's standard Talent Management policy.

Appendix B lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time. These amendments would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.

Digitally signed by
Shreyash Batwal
Date: 2022.06.13
12:47:51 +05'30'

Akash Jaiswal
MF19121



Date: May 27 2022

To,
Akash Radheshyam Jaiswal
302, Radha niwas, sagaon near empress mall manpada road Dombivali (east)
HIRD-1668
Employee code: _____

We are pleased to appoint you as "Associate" at Airoli, Mumbai with our Client Wipro Limited on a Contractual Basis for 6 months with effective from May 27 2022 to Nov 26 2022

In addition to this following are the terms & conditions:

- Your joining Date will be May 27 2022
- The position we are offering is that of 15848 at CTC of INR /- per month
- Your Joining Location will be **Airoli, Mumbai, INDIA**, and you need to report daily at the office, In Case you are unable to join the work location, your Salary and FNF Settlement will be not cleared.
- It is a condition of your employment with the company that the management in its absolute discretion may transfer you to any other Project site / Establishment / Department / Division located anywhere in the country or outside the country under the same Management or any other Sister Concerns, Associate Companies or any Holdings or Subsidiaries. Such transfers will not create for you any right to ask for revision in your emoluments or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as application to your category of employees in the new place.
- It is understood that our decision to appoint you is based on the information given by you in the bio-data/Application form during the interview you had with us. If at a later stage, it is found that information you had provided is false / Incorrect, your services are liable to be terminated without any settlements of dues or salary.
- You shall not divulge any information you may come across during your services, in connection with the technology / Business / Business organizations etc. In case of violation of this clause, the Management is within its right to terminate your services immediately and can claim damage to this effect.

Akash J



- You shall not leave the company without giving notice of 30 days after the formal acceptance of the resignation or in the lieu of notice by paying a sum equivalent to one months' gross remuneration and salary as the case may be.
- This appointment is for contract between **Wipro** and **HIRD Services Private Limited** for a particular project only, once the project gets over this contract between us stand terminate automatically without giving any notice or Wipro can terminate your appointment anytime between the project. **HIRD Services Private Limited** also reserves the right to terminate your services anytime.
- Not withstanding this, in the event of the project/work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
- Not withstanding anything above, depending upon the aforementioned project/work, the company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged.
- You will be required to comply with all such rules and regulations as the Company may frame from time to time.
- If any Letter of Authority or Power of Attorney is issued in your favor, you will have to return it on-demand or on separation from the company failing which all the liabilities arising in that case will be borne by you.
- Any unauthorized (without prior appropriate approval in writing) leave of absence for a period exceeding three days may lead to termination of employment without settlement of pending dues.
- In case if you break or decide not to continue with the contract, you will not be entitled for any pending dues or any sort of Full & Final settlement amount.
- The Company also has a right to terminate your employment on grounds of Integrity, Unprofessional behavior & Nonperformance as per the Employee Service Rules. In such cases, no settlement of dues shall be initiated.
- You will keep us informed of any change in your residential address, telephone numbers, any upgradation of your qualification etc.

Akash



- Salary slips are generated between 15th-20th of every calendar month, in case same is required please mail info@hird.in
- During the continuance of your employment with us, without our permission in writing, you will not carry on any business or enter any type of services or be employed by any other firm, company or persons in any capacity, for any part of your time, whether during working hours or otherwise. You shall devote your whole time, attention and efforts exclusively to your duties to promote the interest of the company's affairs, Any business activities existing in your name prior to joining service should be disclosed and permission be taken from the management to continue with the activities.
- You shall, throughout the service of the company conduct yourself in the manner benefiting a responsible member of the staff. In case your behavior is found to be undesirable, the company reserves the right to terminate your services forthwith without any compensation, notice, or salary in lieu of notice and all the dues may be forfeited with this effect.
- Continued absence for 3 days without permission in writing from the management or overstay of sanctioned leave for 5 days shall tantamount to voluntary abandonment of service and your name will be struck off from the rolls of the company without any notice to you.
- In case client terminates the contract or ends the project before the actual contract end date, HIRD will not be responsible for same and client decision stands final, the end date of contract will be decided by client only, no monetary claim or benefit can be asked in lieu of same by employee.
- All Full and Final settlement of either contractual/permanent employee would be done post 45 days of the Last working day
- All the income tax liability arises on your salary and remuneration shall be on your account & borne by you. Company will not be liable for anything to this account and would not bear anything towards income tax whatsoever. Company will deduct necessary Tax at Source on your salary and remuneration as applicable from time to time.
- In Case, if there is any extension by client on business contract would automatically get renewed
- All the attendance/ Timesheet need to be approved by your reporting supervisor / Manager, post released the payroll and salaries will be processed in case the same is not approved by your reporting manager the salaries will be not process
- All salaries will be credited between 8th-10th of every calendar month post all timesheet approvals by your reporting manager

Akash



- Candidates need to fill time sheets and attendance on daily basis and need to update the same on the software provide by the client
- All the IT assets like laptop, mobile, any other asset provide by the client will be always candidates responsibility, in case of any damage, theft , loss of assets candidate need to pay the amount in lieu of same
- While exiting the company you to need to submit all the assets back to the client or company or else no full and final settlement or salary in lieu of same will be process

As a token of your acceptance of the above, you are requested to return the duplicate copy of this letter duly signed on all the pages.

With Warm

Regards,

HR Team

HIRD Service Private Limited

3rd Floor, G-04, MIG Colony, Near SBI Bank, Indore, M.P- 452001

Swati Manchanda



(Authorized Signatory)

****The governance of the contract is subjected to the contract act for the contractual employee****

Employee Name : Akash Radheshyam Jaiswal
Address : 302 Radha niwas sagaon near empress mall. Manpada road Dombivali (east)
Contact Number : 8104385044
Signature : *AKASH J*
Date : May 26 2022 16:20 IST

Omkar Paranjape

MF19137



Confidential,

20-Jul-2022

To,

Mr.Omkar Paranjape

202,Samartha Chaya

Manpada Road, Dombivli

**Subject:- Offer Letter for ("Graduate Trainee") at Navi Mumbai
in Biddable Performance Department**

Dear Omkar,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "Graduate Trainee(Level: L3)", in the Biddable Performance Department, of our organisation, for Navi Mumbai location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

- A. **Date of Joining:** Your date of joining the employment will be not later than 25-Jul-2022, in case of your failure to join the Company on this date (without taking prior consent of the Company) this Offer Letter will stand terminated and you shall have no claim against the Company.
- B. **Compensation:** You will receive a fixed yearly compensation of INR 4,00,000/- (Rupees Four Lakh Only) on a cost- to-company ("CTC") basis, subject to applicable taxes and all statutory deductions ("Compensation").

The said CTC includes an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) as Retention Bonus which is only payable to you after completion of 1 year(s) of employment with the Company.

The detailed compensation break-up and other benefits will be provided and declared in your appointment letter. The company reserves the right to allocate any shift or transfer you to a different location, shift schedule, based on exigency. Any period of epidemic/pandemic and force majeure will not be computed for continuity of service under applicable Labour and Employment Laws. You will be eligible to receive your first monthly compensation only if you serve the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you

- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain





confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.

- D. **Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.
- E. **Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, your offer will stand terminated at the discretion of the Company.

By Signing this offer, you confirm that you are not bound by any other contractual or legal obligations that would prohibit you from performing your duties.

You hereby agree that, your employment with the Company is subject to your back-ground verification and in case of breach of any terms of this Offer Letter or misrepresentation to the Company, the Company reserves its right to take necessary action.

For Logicserve Digital

Anshuman Misra
SVP HR

Yash Boloar.
MF19107



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219241524/Mumbai/BPS/BTN
Date: 17/09/2022

Mr. Yash Dharmendra Boloar
A/2, Nav Rutuja Society
Ghanshyam Gupte Road
Jaihind Colony
Dombivli-421202
Maharashtra
Tel# 91-9137466199

Dear Mr. Yash Dharmendra Boloar,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,750/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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TCSL/DT20219241524

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Wellington Centre & Boyce Complex Plot No. 12, Gate No. 4, LBS Marg Vikhroli West, Mumbai - 400078
Ph: +91 22 6778 3000 Fax: 91 22 6778 3300 91 226778 3300 E-mail: corporate.offices@tcs.com, WebSite: http://www.tcs.com
Registered Office: 9th Floor, Nival Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Karan Shetty
MF19159



01st OCT 2022

Mr. Karan Shetty
Thane, MH- 400606

Dear Mr. Karan

Subject: Letter of Offer

This is with reference to your application and the subsequent interview you had with Employee Forums ("Company"). We are pleased to offer you the position of **Talent Acquisition Specialist** with the Company. The effective date of your appointment is agreed on or before **3rd OCT 2022**.

You shall be paid an all-inclusive remuneration package (Cost-to-Company) of **Rs 2,76,000- (Two Lakh Seventy Six Thousand Rupees Only)** per annum subject to post successful completion of 6 Month with the organization.

Your place of posting will be in Mumbai. The normal working days will be 6 days a week and 9 hours per day (Alternate Saturdays off). You may be expected to work for more time as and when the business of the Company so demands. The probationary period for this position is 6 months. Performance assessment will be conducted periodically. Continued employment is contingent upon your meeting the Company's expectations.

On your first day of work, you will also be required to sign a Letter of Appointment which will contain detailed terms and conditions of your employment with the Company. You are expected to follow the rules and regulations laid out by the Company whose details will be elaborated in the Letter of Appointment.

This Letter of Offer is contingent upon the successful completion of all background and reference checks and required documentation. On your first day, please bring the documents as provided in **Annexure**

Please confirm your acceptance of this Letter of Offer by signing and returning the copy of this Letter of Offer within two (2) working days of receiving this Letter of Offer. Please note that if you do not report on the reporting date, this Letter of Offer will stand withdrawn.

We look forward to your joining the Company and to a mutually rewarding working relationship.

Thank you.

Yours faithfully,
For Employee Forums

Authorized Signatory

I agree and accept this Letter of Offer which has been read, understood and accepted by me.

Signature
Name:

Date:

Employee Forums

B-1002, RNA Continental, Road no. 14, Chembur, Mumbai, Maharashtra, 400071
(CIN: U72900MH2021PTC360149)

Sathya Reddian
MF19049

3:21 PM

Bluetooth, Wi-Fi, 4G, Signal, Battery 47%



Biltrax Construction Data - Job Offer Confirmation- Ms. Sathya Reddian.



Inbox



Grethel Gonsalves 20 Mar

to me, Navin, Heena, Anikka



Dear Ms. Sathya,

After careful consideration, we are pleased to announce that we have decided to offer you the position of **'Research Analyst'**. We believe that your knowledge, skills, and experience would be an ideal fit for our team. We hope you will enjoy your role and make significant contributions to the success of **Biltrax Construction Data**. This email will serve as your formal offer.


Your position title will be **'Research Analyst'** and your joining date for the position will be **21st March 2023 i.e. Tuesday**. The remuneration for this position will be **Rs.17,000 per month** and the joining formalities will be undertaken within the initial week.

You are bound to complete 6 months once accepting the offer and not abiding by this will charge you a 2-month remuneration as a penalty.

Please revert with your acceptance.

Thanks & Regards,

Grethel Gonsalves
Executive HR & Admin

image.png

Biltrax Construction Data Research Insight & Technologies Private Limited

Suite-101/102/103, 1st Floor, B-Wing, Arihant Aura,
Plot No. 13/1, TTC Industrial Area, Thane Belapur Road,
Navi Mumbai, Maharashtra 400705, India

M: 7-411 000009551 grethel@biltdat.com



Bhavani Moopnar
MF 19131



12-May-2022

C6586985



*For Accenture use only

Bhavani Rajagopal Moopnar
Sai Krupa aptn room no.5/6 ground floor near hanuman mandir sagarli gymkhana road Dombivli East. 421
Management Level - 13
Sublevel - 3

Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear Bhavani,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Mumbai, India as per the below terms and conditions.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 7.8 March 2022

Reference Id: e049a687-8b47-4195-8fc6-ae0cab2b7db6_2
Signed By: Jal Rumi Master

Candidate's Signature

ANNEXURE 1

Your compensation is as mentioned below.

Your Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 200000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 200000	INR 232000

(C) Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3300
National Insurance Premium paid by Company	INR 11200

(D) Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan - to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 3000 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 200000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.



Vaishnavi Bagayatkar
MF19101

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

14-Sep-2022

C7175028



**For Accenture use only*

Vaishnavi Divakar Bagayatkar
2, subash Mhatre chawl, near sb shelar office katyan road dombivli east 421201
Management Level - 13
Sublevel - 3

Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Contact Center

Dear Vaishnavi,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Mumbai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 219240** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document's within the specified time shall result in termination of employment.

Vaishnavi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **priya.varma** at **7208767128** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jai
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

Vaishnavi D. Bagayatkar

[Insert full legal name]

Date: 23/09/22

Candidate's signature Vaishnavi

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 189000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 189000	INR 219240

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3100
Notional Insurance Premium paid by Company	INR 11200

(D)#Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 2800 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 189000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY23 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- **Employee Stock Purchase Plan (ESPP):** The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

8. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Vaishnavi D. Bagayatkar

[Insert full legal name]

Date: 23/09/22

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



Seema Kalambe

MF19026

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

18-Aug-2022

C6682504



**For Accenture use only*

Seema Maruti Kalambe
R. No.51 Star colony, manpada road, dombivli east 421201
Management Level - 13
Sublevel - 3

Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear **Seema**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 8.0 July 2022

Candidate's Signature _____

Reference Id: 14598511-d963-44b9-952f-da08df17e127_2
Signed By: Jal Rumi Master

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

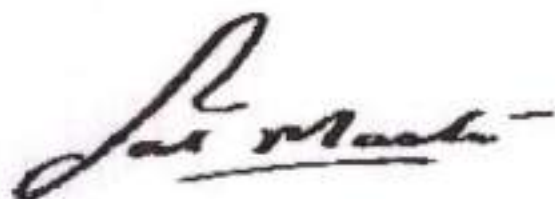
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 219240** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Seema, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call jacinta.jabbal at 9167192797 should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 189000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 189000	INR 219240

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3100
Notional Insurance Premium paid by Company	INR 11200

(D)#Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 2800 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 189000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.**Note: For International Worker Only***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Shitika Rai.

PRIVATE AND CONFIDENTIAL

APPT/ 22/23
Date: 17th Oct'22
New Delhi

Shitika Rai
New Delhi

Dear Shitika,

This has reference to your application and our subsequent meeting. We are pleased to offer you the position of **Management Trainee** on the following terms & conditions:

Salary:

Your salary has been detailed in Appendix 1. Please note that your monthly take home will be adjusted for Income Tax, ESI, EPF & Gratuity as per the applicability. You have chosen to opt out of the EPF.

Please note that your monthly take home will be adjusted for Income Tax (if applicable), ESI and Gratuity. You have chosen to opt out of the PF.

Incentive Disbursement:

Your salary will be complemented by an attractive incentive scheme as detailed in the Incentive Policy which will be shared with you on joining

Confirmation:

You will be on probation during the first six months of your employment, which may be reduced or extended at the discretion of the Company. At the end of probation period, you are eligible for confirmation depending upon your performance as perceived by the Company.

Severance and Notice Period:

- a. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- b. During the probation period, your service can be terminated by giving notice of 15 days.
- c. After confirmation your services can be terminated by giving notice of one month or payment of salary, in lieu thereof on either side.
- d. You will have the option of buying out your notice period, subject to your manager approval and on-going business needs.

General:

- a. If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it would be presumed that you are no longer interested in working for the Company and have abandoned its services, thereby terminating your contract of service, in such a case, you will not be entitled to any statutory compensation.
- b. You will be covered by the services rules and regulations including **Winfort Services Pvt. Ltd.** code of conduct, discipline and administrative orders and any such rules or orders of the company that may come in force from time to time.

PRIVATE AND CONFIDENTIAL

- c. You will intimate in writing to the Management any change of your residential address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- d. **Winfort Services Pvt. Ltd.** reserves the right to conduct background verification at the time of making you an employment offer, or at any time during your employment with the firm. If during this process, it is discovered that the information provided by you is inconsistent with the information obtained during the verification process, we reserve the right to terminate your employment with immediate effect without the agreed notice period or salary and incentive in lieu.

Duties and Responsibilities:

- a. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instruction assigned or communicated to you by the Company and those in authority over you.
- b. You will devote your entire time to the work of the company and will not undertake any direct/indirect business or work, honorary or remuneratory except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You confirm that you have disclosed all of your business interests whether or not they are similar to or in conflict with the business (es) or activities of the company and all circumstances in respect of which there is or there might be perceived, a conflict of interest between Winfort Services Pvt. Ltd., you or any immediate relatives. Also, you agree to disclose fully and immediately to the company any such interests or circumstances which may arise during the course of employment

Confidentiality/ Non-Disclosure

- a. During the tenure of your employment and at all times after cessation thereof, you will keep all information coming to you by virtue of your employment with the organization, its agents and clients as strictly confidential. The information contained in all the documents and other data relating the organisation will not be divulged by you to any other person other than those so authorized to receive such information under the instructions of the management.
- b. You will not divulge to anyone in any form, documentary or otherwise, any information or particulars or details of any trade or business or any other matter concerned therewith or any trade secrets which may come to your knowledge by reason of being an employee of the firm and will always keep secrecy of all information in respect of the firm and the business conducted in the firm's office or outside the office.
- c. The obligation of confidentiality contained hereinabove shall be perpetual

NON-SOLICITATION

During the tenure of your employment or upon cessation thereof you shall not directly or indirectly, on your own behalf or on behalf of another, solicit business from or engage into business or employment, whether directly or through an agent with any clients of the firm for a period of 12 months from the date of your cessation of employment with Winfort. You also shall not directly or indirectly, on your own behalf or on behalf of another, solicit for employment, employ, or induce to leave the service of the firm any employee, contractor or agent of the firm at all times after your cessation of employment with us.

The Management reserves the right to modify this letter in the mutual interest of the employee and the business and in such a case, you will be informed in writing of the same.

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Please sign on each page in acceptance of the terms and conditions set out therein and return a copy of this letter

- You are requested to bring with you the following at the time of joining
- Your last salary drawn certificate from your present /last employer
 - Relieving letter from your last employer.
 - Identity and address proof

We look forward to your joining our team for a long, successful and pleasant association

Sincerely yours
For Winfort Services Pvt. Ltd.

Shalendra
Malhotra

Digitally signed by
Shalendra Malhotra
Date: 2022.10.18
12:37:52 +05'30'

Authorized Signatory

Acknowledgement & Acceptance

I have read and understood the above terms and conditions and hereby signify my acceptance of the same

Date:

Name:

PRIVATE AND CONFIDENTIAL

Appendix: I

Earnings		
A	Fixed	Amount
	Basic	1,81,200
	HRA	21,156
	Other Allowances	-
	Total	2,02,356
B	Retrials	
	ESIC	8,532
	EPF	-
	Gratuity	8,712
	PT	2,400
	Total Retrials	19,644
C	*Performance Linked Incentive (PLI)	44,400
	Total CTC (A+B+C) Annually	2,66,399

* Subject to company and individual performance.

For Winfort Services Pvt. Ltd.

**Shalendra
Malhotra** Digitally signed by
Shalendra Malhotra
Date: 2022.10.18
12:38:37 +05'30'

Authorized Signatory
(Shalendra Malhotra)

Acceptance

Signature & Full Name

OFFER LETTER

Dear **Khushal Savandre**,

Based on our recent discussion with you, we are pleased to inform you that you have been selected for the position of **HR Executive** with **Mr. Jobs**.

Your Date of Joining would be: 16th August, 2022.

Your CTC would be: 120000

Your Monthly net would be: 10000

An amount of Rupees 2500 will be deducted as professional Tax, Payable on monthly basis.

To enable the completion of this process, you would be required to submit the following documents:

1. **Current Employment:** Last 3 months salary slips / Relieving letter / Resignation acceptance letter. In case the salary slips are not in position to be submitted, then the bank statements copy is a mandate.
2. **Education:** Photocopies of your Mark sheet AND Passing certificates- X, XII, Graduation, & Diploma (anyone). For all Graduation awaiting result candidate - Last semester mark sheets.
3. **Address Proof:** Copy of your Passport / Driving License / Ration card / Aadhar Card
4. In case of Name change please furnish - Marriage Certificate or Name change affidavit
5. **Photo ID:** Pan Card / Passport / Driving License / Voter ID Card
 - a. If no PAN Card, then please ensure you carry it on the date of joining (PAN Card is a mandatory document without which we cannot on-board you)

Leave Policy:

Your probation period will be for three months starting from the date of your joining. You are not entitled to any leaves with pay during the probation period. You will be provided with an employee handbook, documentation, and training and performance feedback during that time frame as part of your on-boarding.

- 1) If any emergency employee wishes to take leave, he /she shall call up the management and inform them in advance.
- 2) If sick leave is for more than 2 day's relevant doctor certificate is to be provided.
- 3) All leave approvals at the sole discretion of management.
- 4) In case if an employee does not take necessary approvals before taking leave or fails to inform the management about the leave, management has right to mark him/her absent for 2 days or termination without any settlement of dues and experience documents. If the uninformed leave is for more than 2 days.
- 5) Any team member taking 4 days of consecutive leaves will not be allowed to submit his/her resignation for next 3 months.
- 6) No leaves are allowed during the notice period.
- 7) Leave before and after holiday in a consecutive manner, would be treated as official leave only . Unless planned and informed 1 month in advance.
- 8) Any employee absconding will not be eligible for any pay.

We formally extend you this appointment letter on behalf of Mr. Jobs. You are expected to adhere to all the rules & regulations as per the employee handbook failing to do so will result in necessary disciplinary action.

Your offer is valid subject to clearance of your background verification.

We wish you all the best for your journey with Mr. Jobs.

Your Sincerely,



A handwritten signature in cursive, appearing to be a single letter 'B' with a horizontal line underneath it.

Employee Signature

Madhura Rocky
MFI9a26



Offer Letter - Sofomation Energy Consultant Pvt. Ltd.

2 messages

Pratima Pal <palpratima@sofomation.com>
To: madhurapalkar26@gmail.com <madhurapalkar26@gmail.com>
Cc: Arvind Singh <arvind@sofomation.com>, Rocky Singh <rocky@sofomation.com>

Fri, Feb 24, 2023 at 7:21 PM

Dear Ms. Madhura,

Congratulations!!!

We are pleased to confirm that, you have been selected to work for **Sofomation Energy Consultant Pvt. Ltd.** We are delighted to make you the following job offer.

Position: Resource Executive

Salary: You will be paid a compensation of **Rs. 24,125/-** per month. (Rs. 289,500/- per annum) on Cost to Company basis as per the attached Salary Annexure.

All the payments are subject to deductions as per the Company and Government policies.

Perks and Benefits:

Sofomation offers a comprehensive benefits program, which includes as below:

- Incentives earning between 1.00 lac to 3.00 lac PA depending upon the closure*
- Group Medclaim Insurance of Rs. 2 lac sum assured*
- Gratuity*
- PF & ESIC
- Paid Leaves and Holidays as per labour law policy

Date of Joining: On or before Wednesday, 01 March, 2023.

Please get vaccinated with Covid19 vaccine before joining. We are following this policy to make sure our office place is safe against the infection for all our employee to work.

Your reporting time shall be at **11.00 AM**. Please report to Ms. Pratima Pal. Attached is the checklist of the documents you would require to submit on your joining day.

Upon receipt of the offer, please indicate your willingness and intent to accept an offer of employment for the above position by writing us back with your acceptance.

We welcome you to Sofomation Energy and wish you good luck in your long term career with us.

In case of any queries you can contact us via email or call us at 022 42459867.

Thanks & Regards,

Pratima Pal

HR Manager



Email: palpratima@sofomation.com

Website: www.sofomation.com

Board Line: # +91 22 42459800

Direct: # +91 22 42459867



Madhura Palkar <madhurapalkar26@gmail.com>
To: Pratima Pal <palpratima@sofomation.com>
Cc: Arvind Singh <arvind@sofomation.com>, Rocky Singh <rocky@sofomation.com>

Mon, Feb 27, 2023 at 12:03 PM

Hi Pratima,
I accept the offer.
Thank you for the opportunity to work with Sofomation company. Looking forward to make a positive contribution to the company.

Thanks & Regards
Madhura Palkar.
[Quoted text hidden]

Dalvi Priyanka
MF-19008**Fwd: Offer Letter - Sofomation Energy Consultant Pvt. Ltd.**

1 message

Priyanka Dalvi <dalvipriyanka2502@gmail.com>
To: "smprints27@gmail.com" <smprints27@gmail.com>

Sat, May 6, 2023 at 4:14 PM

----- Forwarded message -----

From: **Pratima Pal** <palpratima@sofomation.com>
Date: Fri, 24 Feb, 2023, 7:20 pm
Subject: Offer Letter - Sofomation Energy Consultant Pvt. Ltd.
To: dalvipriyanka2502@gmail.com <dalvipriyanka2502@gmail.com>
Cc: Arvind Singh <arvind@sofomation.com>, Rocky Singh <rocky@sofomation.com>

Dear Ms. Priyanka,

Congratulations!!!

We are pleased to confirm that, you have been selected to work for **Sofomation Energy Consultant Pvt. Ltd.** We are delighted to make you the following job offer.

Position: Resource Executive

Salary: You will be paid a compensation of **Rs. 24,125/-** per month. (Rs. 289,500/- per annum) on Cost to Company basis as per the attached Salary Annexure.

All the payments are subject to deductions as per the Company and Government policies.

Perks and Benefits:

Sofomation offers a comprehensive benefits program, which includes as below:

- Incentives earning between 1.00 lac to 3.00 lac PA depending upon the closure*
- Group Mediclaim Insurance of Rs. 2 lac sum assured*
- Gratuity*
- PF & ESIC
- Paid Leaves and Holidays as per labour law policy

Date of Joining: On or before Wednesday; 01 March, 2023.

Please get vaccinated with Covid19 vaccine before joining. We are following this policy to make sure our office place is safe against the infection for all our employee to work.

Your reporting time shall be at **11.00 AM**. Please report to Ms. Pratima Pal. Attached is the checklist of the documents you would require to submit on your joining day.

Upon receipt of the offer, please indicate your willingness and intent to accept an offer of employment for the above position by writing us back with your acceptance.


We welcome you to Sofomation Energy and wish you good luck in your long term career with us.

In case of any queries you can contact us via email or call us at 022 42459867.

Thanks & Regards,

Pratima Pal

HR Manager



cid:image009.jpg@01D030B9.DC8C9C70

Email: palpratima@sofomation.com

Website: www.sofomation.com

Board Line: # +91 22 42459800

Direct: # +91 22 42459867

cid:image002.png@01D0299A.0C9FDC50 cid:image001.png@01D0299A.0C9FDC50
cid:image007.png@01D030BC.FD2EEC00

7 attachments



image001.jpg
3K



image002.png
2K



image003.png
2K



image004.png
2K



image003.png
2K



Salary Annexure.pdf
180K



Document Checklist.docx
14K

10/08/2022

Offer Letter

Dear Joel Saji,

Congratulations! We are pleased to confirm that you have been selected to work for **EDUK8 LEARNING LABS PRIVATE LIMITED**. We are delighted to make you the following job offer:

The position we are offering you is that of **HR Associate** with an annual cost to company of **INR 2,87,400/- (Two Lakh Eighty-Seven Thousand Four Hundred Rupees Only)**. This position reports to **Reshma Suvarna**.

We would like you to start work on **1st August 2022**. Please report to **Reshma Suvarna** for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **1st August 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **EDUK8 LEARNING LABS PRIVATE LIMITED** and look forward to working with you.

Sincerely,

Priya Goel 

EDUK8 LEARNING LABS PRIVATE LIMITED

Accepted by,
Joel Saji

Talent Search & Placements in Pharma & other Manufacturing Companies
at all levels at Corporate, Domestic Sales & Marketing,
International and Manufacturing, QA, QC, Regulatory, R & D, etc.

Office - 205, 2nd Floor, Shree Heramb CHS Ltd., Mahatma Phule Road, Mulund (E), Mumbai 400081, INDIA
E-mail: suhas@hrdhouse.com, suhashrd@gmail.com • Website: www.hrdhouse.com

Phone: 022-2163 4982
Skype id: suhashrdhouse

Ref. No: HRD House/ DB/APPT

Date: 26.07.2022

Ms. Vaibhavi Prasad Behere
A/9, Chitrakut CHS Ltd,
Ram Ganesh Gadkari Path,
Near C K P Hall,
Dombivall East, Thane 421201.

Dear Ms. Vaibhavi,

This has reference to your application and subsequent interview you had with us. We are pleased to appoint you as Recruitment Executive (Contributor) based at Mumbai (in Management Cadre) in our organization with effect from 26.07.2022.

1. Your remuneration in the Management cadre is as below:

MONTHLY PAYABLE (A)	Amount in Rs.
Consolidated Salary	8500.00
House Rent Allowance	2500.00
Conveyance Allowance	1500.00
Medical Allowance	2500.00
Total Monthly Gross Salary	15000.00

2. Probation Period:

On satisfactory performance and completion of the probation period of Six Month, your appointment will be confirmed with an increment in salary by separate letter in writing. Unless confirmed in writing, you shall continue to be on Probation.

3. Age of Retirement:

As per our records, your date of birth is 21st June 2001 which has been recorded on the basis of the proof produced by you. This date will not be changed / altered on the basis of any other proof of age if produced by you later. You shall retire from the services of the Company on attaining the age of 58 years. The Management at its sole discretion may avail of your services in any other capacity, subject to your physical and mental fitness.

4. Job Description and Key Result Areas:

Your Role and Responsibilities would be focused on Job Description (JD) and your Key Result Areas (KRA) will be explained to you from time to time. This will form part of your Contractual obligation to perform effectively to achieve the goals set from time to time.



Nupur Mhatre
MFI 9031

August 05, 2022

Ms. Nupur Mhatre
Room No. 105, Yashodha Bhavan Building
Near Datta Mandir, Azdegaon
Dombivli (West) – 421 201

Sub: Letter of Internship

Dear Nupur,

Many Congratulations!!

We are pleased to inform you that you have been selected through the Interview, held on 5th August, 2022 at **AQM Technologies Pvt Ltd.**

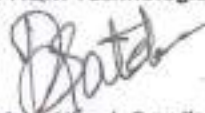
With reference to your discussions during the interview, we confirm the acceptance of your candidature for the position of "Intern" in Human Resource Division. Your internship period would be first 3 (Three) months under the NAPS Program through CLR Facility Services Pvt Ltd.

During your internship you will be eligible for stipend of Rs.10,000/- per month.

Primarily, you will be joining at our Office located at Ghatkopar (Mumbai), however based on project requirement, you will be deployed at any location in India or outside India.

You will be required to comply with all the company's policies directly or indirectly applicable to you.

With best regards,
For **AQM Technologies Private Limited**


Nikleta Nitesh Pandit
Vice President – Human Capital



Purva Jadhav
MF-19020

T&M Services Consulting Private Limited

T & M House, Kohinoor Complex,
'A'Wing, Next To Maharaja Hotel,
W.E. Highway, Dahisar (East),
Mumbai-400 068, INDIA
Tel. : +91 22 4222 0700
Fax : +91 22 4029 7562
Email : info@tmscl.com
Website: www.tnmhr.com



Ref No : TNM/ID-326726/2022-2023

Date: 30-Jul-2022

Ms. Purva Deepak Jadhav

Room No C/102, Pareen Palace, Dindayal Road, Near Matoshree Medical, Anand Nagar, Dombivali -
West, Thane
MAHARASHTRA

Dear Ms. Purva Deepak Jadhav,

Sub: Fixed Term Period Appointment Letter

This has reference to your application and subsequent interview you had with us. We are pleased to inform you that the organization has decided to appoint you as **HR Executive** and deputed for our fixed term period project with our **Client**. You will be working with us for a fixed term period from **27-Jul-2022** to **26-Jul-2023**, on the following terms and conditions:

1. Your monthly salary would be **Rs. 17860.00 (Rupees : Seventeen Thousand Eight Hundred Sixty Only)** all inclusive.
2. Deduction of Income Tax, Professional Tax, Provident Fund, ESIC & other statutory deductions shall be made as per the requirements.
3. The organization reserves the right to vary the terms of your appointment for the Fixed Term period project, however after giving you notice as may be and if required under existing rules or law.
4. The organization has the right to transfer you to any of its branches existing at present or Office or branches likely to open in future any wherein India, in the interest of the organization's business. You shall be governed by the conditions of service or rules and regulations that may be prevailing in the place to which you may be transferred.
5. **Duty Hours:** You have to be regular in attendance and work and behave well. You shall observe working hours as applicable to client's staff, where you are deputed to the client. However you may have to attend your duties as and when required in shifts, on holidays or Sundays in accordance with the exigencies.



6. You shall record your attendance in the attendance sheet given to you and at end of the month you should collect a certificate of attendance from Client on the basis of which salary shall be paid to you.
7. You should notify to the organization change, if any, in your local or permanent address forthwith.
8. **Confidentiality:** You will responsible for maintaining the secrecy and confidentiality and shall not divulge/ disclose to anyone the information obtained by you during the course of executing your fixed term period.
9. You shall disclose to the organization any act of bad faith committed by a fellow servant or any such act or omission which comes to your knowledge and which you consider to be detrimental to the interest of your organization's/Clients business.
10. **Accommodation & Transport:** You will make your own arrangements for accommodation, local transport, etc. and you will not be eligible for any additional reimbursement in this regard.
11. We will issue you an identity card, which should be displayed by you at all times at our client sites.
12. Your services can be terminated without notice and inquiry, under the following condition's
 - A. In case your performance is found to be unsatisfactory, or you are found violating any disciplinary norms of the organization or our client.
 - B. In case the Client project/process/Line of business/Business Unit/Business Activity comes to an end.
 - C. In the event of rejection by the Client, dishonesty, disobedience, absence from duty without permission or any other act considered detrimental to the interest of the organization/client, or violation of one or more terms of this appointment for Fixed term period.
 - D. Any activity leading to formation of groups which the organization may feel that such groups may hamper the work, peace and general client relationship.
 - E. Any activity resulting in loss of work at our organization or its client premises or purposive delay of work, at an individual capacity or in conjunction with other colleagues, will be treated as an in disciplinary act and may result in termination of your service without notice or inquiry, with immediate effect.
 - F. In case any information/particulars provided to our organization or its Client during and after your appointment for fixed term project is false and misleading.
 - G. In case of any Criminal Record or Criminal Proceedings initiated against you.
 - H. You being held guilty by a competent court of any offence involving moral trupitude.
13. You shall observe the standards of cleanliness, decorum, safety and general discipline laid down by the organization or client.
14. You shall observe the timing as are intimated to you by the client, where you are deputed, from time to time. You will have to work for such extra time as may be necessary to fulfill your obligations. You are not expected to remain in the office premises after completion of your assigned work.

Annexure

SALARY BREAKUP			
Name		Ms. Purva Deepak Jadhav	
Emp Code		TK17490	
Grade		Associate	
A	Components	Monthly (Rs)	Annually (Rs)
	Basic Salary	12650	151800
	House Rent Allowance	4156	49872
	Supplementary Allowance	0.00	0.00
	Bonus	1054	12648
	Gross Salary	17860	214320
B	Deductions		
	PF	1518	18216
	ESIC	134	1608
	Total Deductions	1652	19824
C	Net Salary	16208	194496
D	Company Contributions		
	PF	1518	18216
	ESI	581	6972
E	Total monthly Co. Contribution	2099	25188
F	Total Monthly CTC	19959	239508
*Company contribution towards PF is 12% & Company contribution towards ESIC 3.25%			
You are advised to keep information relating to your compensation as personal & strictly confidential.			
Date :			

Note: Salary structure can be revised on changing of statutory norms or at management's discretion.

*Professional Tax is a statutory deduction to be deducted as applicable.

*LWF is a statutory deduction to be deducted as applicable.

Date: 17 Dec 2022

Mr Pratik Sunil Dawkar
P AND T COLONY SAIDAISHAN BULD
NR BALAJI HEIGHTS 2FLOOR ROOM NO 203
DOMBIVLI 421201

Employee No: 2677917

Dear Mr Pratik Sunil Dawkar

Appointment Letter

We are pleased to appoint you in our organization as supervisor materials management subject to the following terms and conditions:

1. Your contract will commence from 17 Dec 2022 and expire on 17 Dec 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 17 Dec 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc. and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 17 Dec 2022 to 17 Dec 2023. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: PRATIK SUNIL DEWALKAR

Salary Annexure

Employee No: 2677917

Particulars	Amount
Basic	12962
House Rent Allowance	1296
Special Allowance	2742
Employer PF Contribution	1884
ESIC - Employer	553
Annual Bonus	1060
GRATUITY	623
Total Amount	21140
Amount in Words(Rs)	Twenty One Thousand One Hundred Forty Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	12962
House Rent Allowance	1296
Special Allowance	2742
Gross Earnings	17000
DEDUCTIONS *	
Employee ESI	128
Employee PF	1684
Professional Tax	200
Total Deduction	2212
Net Salary	14788

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <https://connect.teamlease.com/learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Anant Building, # 77,Koramangala Industrial Layout, Jayshri Nivas College Road, Koramangala, Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33943001 www.teamlease.com

Ashwini More
MF 19132



Ashwini Atmaram More

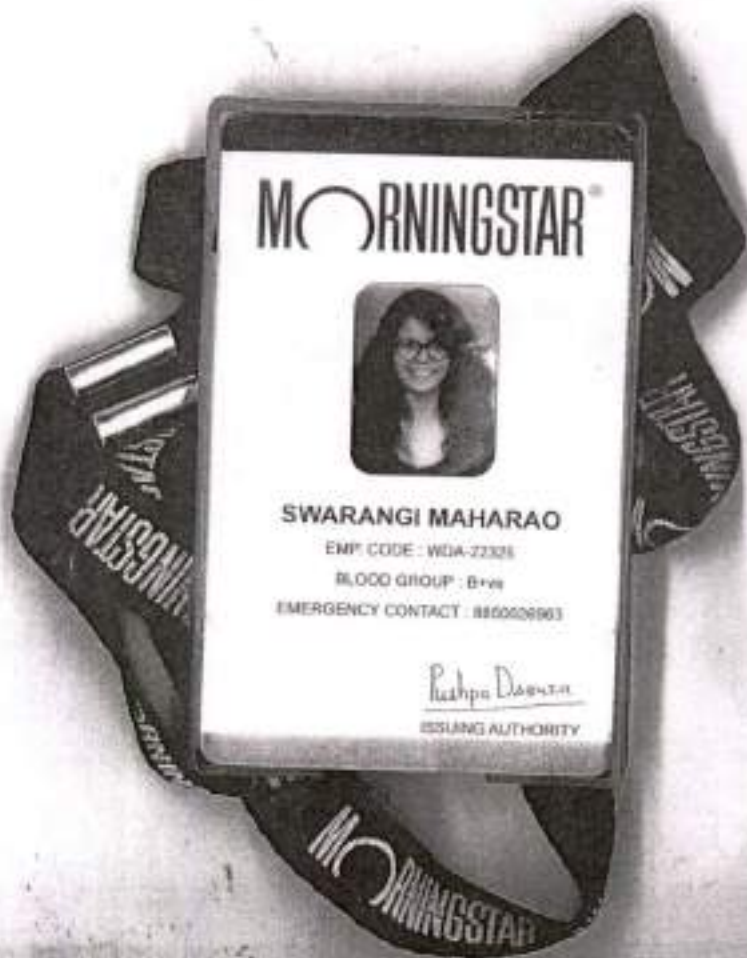
13624083

Name : Ashwini More
Emergency Contact :
Person : VAISHALI MORE
Tel. No : 7900151988

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SWARANGI MAHARAO

EMP CODE : WDA-22326

BLOOD GROUP : B+ve

EMERGENCY CONTACT : 8850029963

Rishpa Desai

ISSUING AUTHORITY

Surya Yadav
MF19156

CONNECT

BUSINESS SOLUTIONS

Company Confidential

Letter of Intent

Date: 5/1/23

Mr./Ms. Surya Yadav

Dear Surya,

With reference to your application and subsequent interactions we are pleased to shortlist you as CSA in the CC (ARIS) Process with Connect Business Solutions Limited (The Company).

You are expected to join us on or before 26/12/22 at our Airoli Office.

Please note that this selection is provisional and your final Offer/Employment letter will be released to you subject to you submitting the following documents (originals to be presented)

Photo ID & Address Proof:	• Passport Size photo PAN Card Aadhar Card Voter ID Driving License Passport Leave and License Agreement copy
Education Proof:	• 10th and 12th Marksheet/Board Certificate. • For Diploma/Graduation/PG require Semester wise marksheets & Passing Certificates.
Experience Proof:	• Offer Letter & 3 Month Salary Slips / Reliving Letter / Experience Letter.
Bank Account Details:	• Cheque Book Passbook

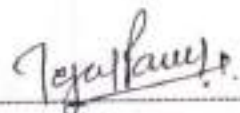
Note: Only Original documents must be scanned & uploaded in PGP App in a JPEG format. (Uploading Photocopies will lead to Cancellation of documents during Verification)

COMPENSATION STRUCTURE	AMOUNT
Monthly Gross (Basic + HRA + Conveyance + Other Allowance + PMI)	
Performance Incentive (PMI)	
BENEFITS (PF / ESIC) / Employee Contribution (Deductions)	
PROVIDENT FUND (PF)	
ESIC	
NET TAKE HOME	14000/- 060
COST TO THE COMPANY (Monthly)	18200/-
ANNUAL COST TO THE COMPANY	


Note: We will issue you your Offer/appointment Letter on/before the Date of joining.

Training Mandate	Office Timings	Salary Payout	Transport
• 100% Attendance • Shift: Day /Night Shift • You are already aware about your Trainer, Shift, Venue.	• Rotational Shift. • 6 Days of Working • Weekly Off: 1 Day (Any day for the week)	• Payout : 1 st of Every month • PMI : You will start earning PMI after 2 months.	• Female: After 8:00 PM. • Male : After 11:00 PM Only if transport is allowed in your Location.

I, _____, have understood the salary mentioned in this LOI and I take complete responsibility of joining Connect Business Solutions Limited, and shall perform as per the job Description explained to me.

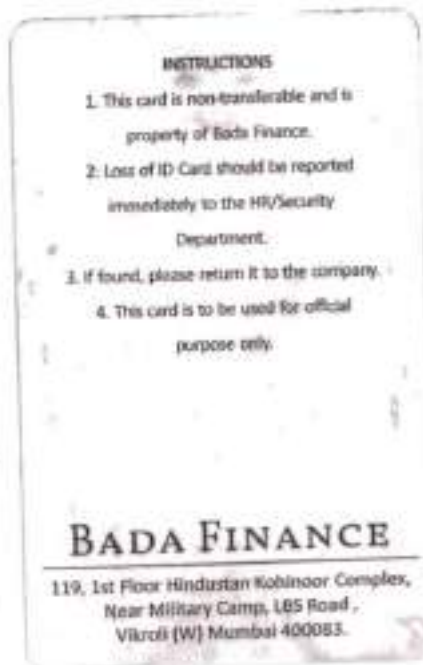


Authorized Signatory



Candidate Signature

Grishma Poyrekar
MF19143



Appointment Letter

27th April 2023

Shivam Mangesh Jangankar
204, Second Floor, Matruchaya Building,
Subhash Road, Chincholi Pada,
Dombivli (W) - 421202.

Dear Shivam Mangesh Jangankar,

We are pleased to appoint you as "Support - Executive" with effective from **April 26, 2023** on following terms and conditions:

1. **Compensation:** Your salary structure and perquisites per month will be as per "Annexure A". Please note that your salary structure may vary in your salary slips due to pay roll formulation or as per your options availed, though your overall gross CTC will remain unchanged. Please note that the compensation details are strictly confidential between you and the Company and should not be divulged to anyone.
2. **Benefits:** As per Company policy you shall also be entitled to the other benefits such as Personal Accidental Insurance Policy and Group Mediclaim benefits.
3. Initially you will be posted at our office at Mumbai. However, you may at any time be transferred to any another department, unit or location in India or overseas, as may be considered necessary by the Company at its sole and absolute discretion. You may be required to work in different shifts at the sole discretion of the Company.
4. **Confidentiality:** You are required to sign a "Employee Non-Disclosure and Confidentiality Agreement" at the time of joining the Company. This is to ensure that all the confidential and proprietary information, documents, literature, invention, obtained/made during your tenure with the Company, will not be utilized by you at any point of time to undermine the interest of the Company.

You shall not, during the period of your employment with the Company or at any time thereafter, divulge any information acquired by you as a consequence of your employment with the Company, relating to the Company's business operations and activities or business operations and activities of any of its associate companies or business operations and activities of any of its clients, to any other person.

5. **Probation & Notice Period:**

5.1 Probation Period:

Initially you will be on probation for a period of six (6) months from your date of joining. Your probation can be extended in writing if your performance is not considered satisfactory by the Company.

5.2 Notice Period:

- (a) The notice period for the purpose of separation from services during the probation period, by either side will be by written intimation of forty-five (45) days in advance or salary in

CIN : U72200MH2008PTC184354 2008-2009

lieu thereof, subject to management's approval. The notice period post completion of probation period shall be in accordance with Clause 5.2 (b) below.

- (b) Your employment will be terminable by giving written notice of ninety (90) days or salary in lieu thereof, by either side. Since the purpose of notice is to ensure business continuity in the eventuality of you separating from the Company of your own accord, serving of ~~notice period shall be compulsory unless the Company after due consideration, agrees to~~ accept payment in lieu of notice period. Notice period will not be adjusted against any unavailed leaves. In the event that you abscond or leave the services of the Company without proper notice as provided herein, the Company will initiate legal proceedings against you and all costs/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given by you during the course of your employment.

5.3 Resignation:

(a) On Site:

Any employee who has been deployed at client locations outside India and/or are in the middle of an assignment, the resignations cannot be accepted unless the employee has returned and reported back to the Company office at Mumbai, India, after successful completion of his/her assignment.

~~By Specialized Training:~~

If any special training is provided and there is a mutual acceptance on a minimum period between the employer and the employee, then the resignation will not be accepted.

5.4 Termination of Employment:

- (a) Your appointment is made based on you having furnished to the Company information and documents in support of your age, academic qualifications, previous work experience, relieving letter from your last employment and other particulars on or before your day of joining. The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.
- (b) If at any time, in the opinion of the Company which shall be final and binding, you are *found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status or the post you hold in the Company, or of any other conduct considered by the Company as detrimental to its interests or in violation of one or more terms and conditions of your employment*, the Company shall be entitled to forthwith terminate your employment.

6. Non-Solicitation:

- (a) During the term of your employment with the Company and for a period of two (2) years immediately following the termination of your employment with the Company, you shall not contact or solicit by any means whatsoever, whether directly or indirectly, personally, by agent or representative or become employed by or otherwise work for, any current or prospective customer of the Company that you obtained, solicited or contacted while

employed with the Company for the purpose of providing the products and services. During the term of your employment with the Company and for a period of two (2) years immediately following the termination of your employment with the Company, you agree not to join as an employee or consultant or contractor in any organization that is a customer of the Company and/or is working with the same customer and project for which you were working during your employment with the Company. Employee acknowledges and agrees that the monetary compensation may not be an adequate remedy for breach of this clause. In the event of a breach by you, the Company will be entitled to the remedies of injunction, specific performance and any other equitable relief, and no proof of special damages shall be necessary and for the enforcement of these remedies the expenses shall be borne by you.

(b) You agree that during the term of your employment with the Company and for a period of two (2) years immediately following the termination of your employment with the Company, you shall not contact or solicit by any means whatsoever, whether directly or indirectly, personally, by agent or representative, any employee of the Company for the purpose of offering or providing employment, or otherwise inducing any employee to discontinue his or her employment with the Company.

7. **Non-Compete:**

You shall not offer any product/services and/or conduct any business that is similar to the product/services or business of the Company, whatsoever, either directly or indirectly with any of the Company's customer(s) or prospective customer(s) or third party exposed to you during the term of your employment with the Company and for a minimum period of two (2) years thereafter.

8. You will not, during the course of employment with the Company or after leaving the employment for whatsoever reason, make any comments or invite comments in any form or manner, in regard to Company's (including group companies & subsidiaries) existing or future ~~policies or activities or actions or employees, as the case may be, by using name or logo of the~~ Company in social or print or electronic media including but not limited to social media sites such as Twitter, Facebook, Google+, LinkedIn, Orkut, WhatsApp, email, etc. thereby inviting attention of people at large, irrespective of the fact as to whether such writings or inviting comments is in the interest of the Company or detrimental to it. Any breach of this will be termed as criminal breach of trust and shall be strictly dealt with.
9. You shall be governed by the conduct and disciplinary rules and regulations of the Company for the time being in force.
10. Your appointment is made on the basis of your having furnished to the Company information and documents in support of your ~~age, academic qualifications, previous work experience,~~ relieving letter from your last employer and other particulars on or before your day of joining. The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.
11. If at any time, in the opinion of the Company which shall be final and binding, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status or the post you hold in the Company, or of any other conduct considered by the Company as detrimental to its interests or

in violation of one or more terms and conditions of your employment, the Company shall be entitled to forthwith terminate your employment.

12. If you are found guilty of any cyber-crime or accessing, downloading, transmitting, printing or storing of any unauthorized information, or engaged in any unlawful acts under the Information Technology Act, 2008, you shall be required to indemnify the Company, its shareholders, directors, officers and other agents (other than you) from and against all claims, liabilities, damages, attorneys' fees, court costs and expenses which arise out of the aforementioned actions. The Company also holds the right to bring any action against you under the Information Technology Act, 2008 for such non-compliances or other applicable laws. The obligations under this clause shall survive the expiration or termination of your employment.
13. You shall retire from the services of the Company on attaining the age of 60 years. This will be determined on the basis of the date of birth as given at the time of joining the services of the Company.

14. **Arbitration and Governing Law:**

In case of any question, dispute or differences arising out of in connection with this Agreement, the Non-Disclosure Agreement, Security Policies and Personnel Policies or breach, termination or validity hereof shall first endeavor to be settled through amicable discussion or negotiations between the parties. If the dispute cannot be resolved amicably, but not earlier than three (3) months after a request to settle the dispute amicably has been made to the other party, the same shall be finally settled by Arbitration in India, in accordance with the Arbitration and Conciliation Act 1996 and relevant laws and regulations in force at that time in India. All disputes and differences which may arise between the parties hereto as to the meaning, construction or effect of any of the terms or provisions of Agreements or as to the rights or claims of either party under the Agreements shall be referred to the sole arbitrator appointed by the Company and you shall not raise an objection to the appointment of such arbitrator. The award of the arbitrator shall be final and binding on both the parties. The Arbitration proceedings shall be in English and shall take place in Mumbai and will be governed by the provisions of the Arbitration and Conciliation Act, 1996 or for any modification thereto or any re-enactment thereof for the time being in force.

This letter shall be governed by and construed in accordance with the laws of India and the courts at Mumbai, India shall have exclusive jurisdiction.

If you are agreeable to the above terms, please sign and return the duplicate copy of this letter as a token of your acceptance.

Employee Undertaking:

**I have carefully read and understood the above Terms and Conditions and accept the same.
Agreed and accepted by**

**Name of the Employee: Shivam Mangesh Jamgaonkar
Title: Support - Executive
Date:**

ANNEXURE A

EMPLOYEE NAME	Shivam Mangesh Jamgaonkar
EMPLOYEE CODE	MGS3984
DESIGNATION	Support - Executive
WORK LOCATION	Mumbai

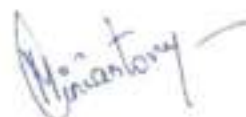
SALARY STRUCTURE		
Salary Components	Annual Salary (INR)	Monthly Salary (INR)
Basic	180000	15000
M.A.	9000	750
Other Allowance	120	10
Employer's PF	21600	1800
Employer's ESIC	7080	590
TOTAL CTC	217800	18150

Note:- (If applicable)

- (a) PF :- Your employer gross ctc included employer PF contribution.
- (b) Exgratia :- Will be the annual bonus paid after successful completion of an year if employment with us on performance basis.
- (c) Sodexo:- Rs. 2500/- per month will be given as per meal coupons instead of cash in CTC, this has tax benefit.

Yours faithfully,

For Mindgate Solutions Pvt Ltd



Mini Antony

Vice President - Human Resources

Signature of the Employee

Declaration: I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

July 19, 2022

Ref:HDBFS/22-23/HR/IC/66897/App/156047

Ms. Kajol Mahan Gawade,
B-8, Maheshwar Dham Soc.,
Kopar Rd, Shastri Ngr,
Dumbivali West, Vishmanagar Kalyan,
Thane-421202

Dear Ms. Kajol Mohan Gawade,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as **JK OFFICER - SALES COORDINATOR** 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

- a) 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 unilaterally have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) month's 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.
- b) 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 reference(s) who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Thane. You are initially assigned to services at our client premises, LODHA THINK PALAVA CITY. 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 : Rachika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Bid

Page 1 of 5

- 1) 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, even on any business or occupation or office in any capacity, the employment of an individual or business for profit or otherwise, with any other concern or person without the prior written consent of the Company.
- 2) You shall abide by all the applicable policies, rules, regulations, constitution 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.
- 3) You shall 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 non return or account for such properties to the Company's satisfaction.
- 4) 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, developments, finances, properties, contracts, methods, trade secrets, inventions, 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.
- 5) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- 6) If at any time you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 7 (seven) consecutive days or are found to be habitually absent or are otherwise found guilty of delinquency, 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.
- 7) 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.
- 8) 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.
- 9) 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 August 3, 2022.

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

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) 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



Ms. Kajol Mohan Gawade

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MS. KAJOL MOHAN GAWADE		
Role	Jr. Officer - Sales Coordinator		
Grade	Grade-I		
Location	Thane		
Annual Compensation Break up			HDBFS Monthly
Basic	1,10,880		9,240
HRA	44,352		3,696
PDA	29,568		2,464
Provident Fund (Employer's contribution)	16,848		1,404
Gross Salary (A)	2,01,648		16,804
ESIC (Employer's contribution)-----(B)	6,006		500
Gratuity----- (C)	5,333		444
Total Fixed Compensation (D=A+B+C)	2,12,987		17,749
Note:			
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/HRIC66897/Aopt/156047	

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



 Ms. Kajol Mohan Gawade



Shivam Singh
MF19055

Offer Letter - Shivam Singh - 5Paisa Capital Limited

2 messages

Hemangi Chauhan <hemangi.chauhan@5paisa.com>

Tue, Apr 11, 2023 at 11:54 AM

To: st926657 <st926657@gmail.com>

Cc: devika.jagtap <devika.jagtap@5paisa.com>

Dear Shivam,

We were all very excited to meet and get to know you over the past few days. We are impressed with your background and would like to formally offer you the position of Customer Care Executive at Officer Grade in Equity Broking at Thane location.

We will be offering you an annual CTC of Rs. 255,000 Per Annum. I am attaching a letter with more details about your compensation plan.

This offer is subject to successful completion of 6 days class room training & certification without any absenteeism at 5paisa Office premise. This offer is valid up till the below mentioned date of joining. You are requested to send an offer letter acceptance on mail and report to the Office with all list of documents (Xerox Copies & Original for verification purpose) mentioned below in the mail for joining purpose on mentioned date.

You are requested to send an offer letter acceptance on mail.

Your Date of Joining is 12th April 2023, Wednesday.

Below is the compensation details:

Compensation Breakup	Amount
CTC Per Month	21,250
(-) 2% TDS	425
Net in hand per month	20,825

*Net take home is subject to TDS as per prevailing rules.

All amounts payable to you are subject to deduction of Taxes, Cess, Charges, Levies and other contributions that may be applicable from time to time and required to be made under the existing laws.

Below is the List of documents (Photocopies & Original for Verification Purpose).

1. Four Passport size colored photographs in formal attire.
2. Two Professional References (Name, Designation, Contact No, Address)
3. A copy of past experience / relieving certificate along with the last 3 months pay slips. Appointment Letter OR Offer Letter of previous organisations (NOT Applicable for freshers).
4. A copy of 10th, 12th, Diploma & Degree Marksheet / Certificate.
5. A copy of the Photo ID (Driving license / Passport / Voter ID / Aadhaar)
6. A copy of the Pan card.
7. UID (Aadhar Number)

SSL/HRD/OL/2022-23/463
Date: 19-Dec-2022

Ms. Pravina Lingaraj Panigrahi
Mumbai

Letter of Employment

Dear Pravina Lingaraj Panigrahi,

With reference to the interview you had with us, we are pleased to appoint you in our organization as **Officer - CSG (in Officer Grade) for Customer Support Group Department** on following terms and conditions:

Commencement:

You are required to join our organization on or before **19-Dec-2022**. Please note that your Joining will be subject to completion of all the joining formalities in our system.

Pre-requisite:

In case your appointment is for Dealer Role then it is subject to you successfully completing NISM Series VIII Equity Derivatives Certification Examination. You are required to complete the certification and submit a copy of the certificate within 90 days from the date of your joining. Kindly note that failure on your part to submit the required certification, will lead to initiation of appropriate action which may include termination of services.

Location:

You will be initially posted at our office in **Mumbai (MAFATAL)** till further instructions.

Remuneration:

Your annual total cost to company will be **Rs. 200,004 /-p.a. (Rupees Two Lakh Four Only)**.

A detailed break up of your compensation has been attached herewith in the affixed Annexure.

Important note:-

- Your remuneration is a confidential matter between you and the Company, and the Company shall view any breach of confidentiality with utmost seriousness, warranting initiation of disciplinary action against you including termination of service.
- The Company shall deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company's policies from time to time.


Signature with date



Shivam Singh
MF19055

Offer Letter - Shivam Singh - SPaisa Capital Limited

2 messages

Hemangi Chauhan <hemangi.chauhan@spaisa.com>
To: st926657 <st926657@gmail.com>
Cc: devika.jagtap <devika.jagtap@spaisa.com>

Tue, Apr 11, 2023 at 11:54 AM

Dear Shivam,

We were all very excited to meet and get to know you over the past few days. We are impressed with your background and would like to formally offer you the position of Customer Care Executive at Officer Grade in Equity Broking at Thane location.

We will be offering you an annual CTC of Rs. 255,000 Per Annum. I am attaching a letter with more details about your compensation plan.

This offer is subject to successful completion of 6 days class room training & certification without any absenteeism at Spaisa Office premise. This offer is valid up till the below mentioned date of joining. You are requested to send an offer letter acceptance on mail and report to the Office with all list of documents (Xerox Copies & Original for verification purpose) mentioned below in the mail for joining purpose on mentioned date.

You are requested to send an offer letter acceptance on mail.

Your Date of Joining is 12th April 2023, Wednesday.

Below is the compensation details:

Compensation Breakup	Amount
CTC Per Month	21,250
(-) 2% TDS	425
Net in hand per month	20,825

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1. Four Passport size colored photographs in formal attire.
2. Two Professional References (Name, Designation, Contact No. Address)
3. A copy of past experience / relieving certificate along with the last 3 months pay-slips. Appointment Letter OR Offer Letter of previous organisations (NOT Applicable for freshers).
4. A copy of 10th, 12th, Diploma & Degree Marksheet / Certificate.
5. A copy of the Photo ID (Driving license / Passport / Voter ID / Adhaar)
6. A copy of the Pan card.
7. UID (Aadhar Number)

We would like to have your response by 12th April 2023 in the meantime, please feel free to contact me or via email or phone on 8976794506, should you have any questions.

We are all looking forward to having you on our team.



Spaia

Hemangi Chauhan
hemangi.chauhan@Spaia.com

Spaia Capital Ltd.
Website: www.Spaia.com
For more updates, follow us:



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shivam thakur <st926657@gmail.com>
To: Hemangi Chauhan <hemangi.chauhan@Spaia.com>

Tue, Apr 11, 2023 at 2:46 PM

Hi ma'am,
Yes I will be there tomorrow
Thank you
[Quoted text hidden]

Onkar - Desai
MF19111

BEYOND THE
MAKE A DIFFERENCE

Accenture

17-May-2022

C6513459



*For Accenture use only

Onkar pravin Desai
sai dham room no 16, 3rd flr near swami vivekanad school m.p road dombivli west 42201
Management Level - 13
Sublevel - 3

Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear Onkar,

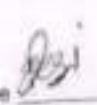
Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as the Company) in Mumbai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 5 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Candidate's Signature 

Version 7.8 March 2022

Reference Id: cc571327-dab0-4a89-938c-f2337ee350bb_2
Signed By: Jal Rumi Master

ANNEXURE 1

Your compensation is as mentioned below.

SCHEDULED COMPENSATION		
(A) Annual Fixed Compensation*	Annual (PFID)	
(B) Variable Bonus earning potential	INR 200000	
	Min	Max
	0%	16%
Annual Total earning potential (A+B)	Min	Max
	INR 200000	INR 233000

(C) Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3000
Notional Insurance Premium paid by Company	INR 11300

(D) Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 3000 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)


*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 200000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

Candidate's Signature 

Month Salary
MF19026



Date: November 15, 2022

Dear Manish,

Congratulations! We are pleased to inform you that you have been selected for the position of **Officer in BAND I (D)** at Hexaware Technologies Limited, Mumbai. Your date of joining will be **17th November, 2022**. Your compensation structure is as follows:

COMPONENTS		PM		PA	
A: Monthly	1.1 Basic	INR	10,000	INR	120,000
	1.2 HRA	INR	6,412	INR	76,940
	1.3 LTA	INR	833	INR	10,000
	1.4 VPA	INR	5,000	INR	60,000
	Total (A)	INR	22,245	INR	266,940
B: Benefits	2.1 Provident Fund	INR	1,200	INR	14,400
	2.2 GLIP & Medclaim	INR	155	INR	1,860
	2.3 ESIC	INR	-	INR	-
	2.4 Bonus	INR	1,400	INR	16,800
	Total (B)	INR	2,755	INR	33,060
TOTAL CTC: [A+B]		INR	25,000	INR	300,000

MONTHLY TAKE HOME CALCULATION			
COMPONENTS MONTHLY	MONTHLY TAKE HOME @3 RATING	MONTHLY TAKE HOME BASED ON RATING	
Gross(Refer to Total [A] above)	INR 22,245	Rating 1	INR 19,395
Add: Bonus @ 15%	INR 1,050	Rating 2	INR 20,645
Less : ESIC (1.75% of Gross Salary)	INR -	Rating 3	INR 21,895
Less : PF Contribution (12% of 1.1)	INR 1,200	Rating 4	INR 23,145
Less : Profession Tax	INR 200	Rating 5	INR 24,395
Net Take Home Salary	INR 21,895		

Notes regarding components above:

1.4	Variable Performance Allowance will be paid based on the ratings at the end of every month. Those ratings will be given for your performance in line with the KRAs. VPA for employees for the first 30 days or training period, whichever is higher, will be paid at a default rating of 2. In case you exceed performance and get a rating of 4 and above you will be entitled to make more than your Target Variable Pay as mentioned above in the structure.
2.2	The company has a Group Life Insurance Policy and a Medclaim Policy in case of any medical emergencies. A premium of Rs.155/- per month is paid by the company and hence is provided as a benefit as shown in the above table. As per the policy, the coverage limit under Medclaim is Rs.1,25,000/- & the coverage under Group Life Insurance Policy is Rs. 500,000/-.
2.4	Any Advance bonus component as a part of CTC is being paid as a part of monthly take home. The final bonus payable as per Payment of Bonus Act 1965 will be decided & paid before Diwali after adjusting the advance amount paid out as a monthly component.

Additional Notes:

i	The above salary is subject to income tax deductions & is calculated based on the Statutory provisions & Labour Legislations prevailing at the time of issuance of this letter which may change from time to time as per Government rules and regulations. You will be notified as and when such changes happen in the legislations governing the compensation.
ii	Probation Period - An employee is eligible for Confirmation post the completion of the Probation period subject to a satisfactory performance review. The Probation and confirmation is as per the company policy and the same shall be binding on the employee.
iii	Notice Period - as per the company policy and same shall be binding on the employee.

iv	Salary information is to be kept confidential and is governed by the Non-Disclosure and Confidentiality clause mentioned in your appointment letter. All other terms & conditions will remain the same as per company policy
----	--

A detailed Offer Letter will be issued on you undergoing a medical check up and submission of relevant documents required at the time of joining. Non Compliance of the same will entail the date of joining to being revised, with effect from completion of all joining formalities.

- Policies

Leave Entitlement -

Rules related to Earned Leaves and Sick Leaves

Eligibility & Procedure

	Earned Leave	Sick Leave
Entitlement for confirmed employees	21 days per calendar year of service, or pro-rata for partial period of service in a calendar year	7 days per calendar year of service, or pro-rata for partial period of service in a calendar year.

Mediclaime Policy -

The coverage is for all Hexaware BPS employees

MEDICLAIM GRADE AND SUM INSURED		
Grade	Sum - Insured	Policy Type
Band 1	Rs. 125000	Individual
Band 2	Rs. 150000	Self + Spouse
Band 3	Rs. 250000	Self + 3
Band 4	Rs. 500000	Self + 3

Group Life Insurance Policy -

The coverage is for all Hexaware BPS employees

GROUP LIFE INSURANCE POLICY GRADE AND SUM INSURED	
Grade	Sum - Insured
Band 1	Rs. 4,50,000
Band 2	Rs. 9,00,000
Band 3	Rs. 15,00,000
Band 4	Rs. 50,00,000

* The employee will be eligible for Mediclaim and GLIP benefits under this scheme from the date of joining.

For Hexaware Technologies Limited



Mohd Shabaaz
Sr. General Manager- Human Resources

ACCEPTANCE

I, _____, have read and understood the above terms and conditions governing the services and employment at Hexaware Technologies Limited., and the same are acceptable to me.

Place:

Signature:

Date:

Anjali Gupta
MF19014



Issue Date:01-06-2022

Private & Confidential
Offer-Cum-Appointment Letter

Anjali Gupta,
403/B Wing Vithai Complex,
Gymkhana Road, Sagarli Dombivli (E),
Thane, Maharashtra, India - 421301

Dear Anjali,

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of Trainee - Branch Underwriting - Branch Underwriting at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 16-06-2022. If you do not join on or before the above mentioned date, this Offer Cum Appointment Letter stands withdrawn. Your initial posting will be at Navi Mumbai - Panvel, Raigarh(mh) Shop No 1 to 5,1st Floor,Melody Tower,410206,Maharashtra. You shall be governed by the terms and conditions applicable to all employees of the Company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

- Annexure "A" : Salary and Benefits
- Annexure "B" : General Terms & Conditions of services for Managerial Personnel.
- Annexure "C" : Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the date of this letter. In case no confirmation is received within the above mentioned period this letter shall be deemed to have been withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

We look forward for a long, successful and pleasant association with the Company.

Sincerely yours,

For Piramal Finance Sales and Service Private Limited



Parneet Soni

Authorized Signatory

Accepted and Agreed:

Name:

Signature:

Date:

ANNEXURE A
COMPENSATION DETAILS

Employee Name: Anjali Gupta

Band / Grade: Band G1 /G1

Business Unit: Piramal Finance Sales and Service Private Limited, Branch Underwriting,-

Location: Navi Mumbai - Panvel, Raigarh(mh) Shop No 1 to 5, 1st Floor, Melody Tower, 410206, Maharashtra

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	90,000	7,500
HRA	25,313	2,109
Special Allowance	22,500	1,875
Statutory Bonus	16,800	1,400
Professional Development	22,500	1,875
Medical Allowance	22,500	1,875
Total Gross	1,99,613	16,634
Provident Fund	18,900	1,575
Esic	6,487	541
Total Fixed Pay	2,25,000	18,750

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Panel, Mumbai- 400013, India

T +912262309400 F +912261513444