

5.2.1

Number of placement of outgoing students during the year

S 2.1-2021
Planer



Date: 02-May-2021

Ms. Aifa Sarang
Mumbai

Sub: Offer Letter

Dear Aifa,

We refer to your application and the subsequent meeting you had with us; we are pleased to offer you the position of **GDS Travel Agent** in our organization at a **Total Cost to Company of INR 4,42,560 (Rupees Four Lacs Forty Two Thousand Five Hundred And Sixty only)** to be structured in accordance with the Company's rules in this regard.

The terms and conditions of your employment are as follows:

Compensation and Benefits:

1. Gross Annual Salary of INR. 4,20,960 per annum.
2. Provident Fund of INR. 21,600 per annum.

Additionally, you would be eligible for a performance pay plan that is linked to your and company's performance and which will be paid as per the company policy. This offer is open for joining on or before **10th May 21** at **Mumbai** failing which this offer stands cancelled.

As is conventional, this offer is subject to satisfactory reference checks and other requirements of the Company with regard to submission of certain documents and further subject to your signing/accepting the Appointment Letter on joining and related documentation that the Company may request you to sign. We assume that you are medically fit to carry out the job requirements of the organization.

You are requested to submit the following at the time of joining:

1. Copies of educational certificates (grade 10 and onwards).
2. Aadhar & PAN Card.
3. Copy of Birth certificate / School Leaving Certificate.
4. Copy of the resignation acceptance/relieving letter from the previous employer.
5. Copies of salary slips for the last 3 months along with your bank statement duly certified by the bank / Certificate of salary including all benefits given by the employer.
6. Copy of document showing proof of residential address. (Light, Electricity, Telephone Bill, Passport or Rent Agreement - Present & Permanent).
7. One photograph of passport size.

The company reserves the right to revoke/modify this offer without any notice for not withstanding with or not satisfactorily fulfilling requirements of pre-joining formalities. This offer is subject to Terms & Conditions set out as per Company HR Policies from time to time.

If you are in agreement of the above, please sign both copies. Return one to us as a token of acceptance and retain the other for your records. You shall receive an appointment letter on joining.

Looking forward to a challenging & fruitful career with us.

Yours faithfully,

For **arrivia Vacations India Private Limited,**

Chairman/Managing Director/HR Head/ Authorized Signatory

Declaration:

Acceptance: I accept the above offer and will be joining your organization on _____ (dd/mm/yyyy)

Signature:

Date:

A/302 & B/303, Eureka Tower, Mindspace, Off Link Rd, Malad (West) | Mumbai, Maharashtra, India
U.S. HQ (602) 749-2100 | India (+91) 701-607-0565 | Fax (602) 626-2602 | arrivia.com
arrivia Vacations India Private Limited

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The break-up of your salary is as follows:

Annexure		
Salary Distribution		
Name :	Aifa Sarang	
Grade :		
Designation :	GDS Travel Agent	
Department :	arrivia Vacations India Private Limited	
Description	Per Month	Per Annum
Basic Salary	17540	210480
House Rent Allowance	8770	105240
Leave Travel Allowance	1754	24000
Supplementary Allowance	5016	21048
Night Shift Allowance	2000	240000
Gross Salary	35,080	420,960
Statutory Payments	1800	21600
Total Cost To Company	36,880	442,560

Foot Notes :

Commission / Bonus / Performance Pay is linked to individual and company performance and is to be paid as per company policy

Taxes as per the Income Tax rules will be deducted in each month salary.

Kindly provide proof of income earned and tax computation sheet of your previous employer so that the same can be considered and appropriate adjustments can be made.

Yours faithfully,

For **arrivia Vacations India Private Limited,**

Chairman/Managing Director/HR Head/ Authorized Signatory

Date: 19th October, 2021

Ms. Anjali Ambre

Subject: Letter of Appointment

We thank you for exploring career opportunity with **IIT- IANS PACE EDUCATION PVT LTD**. You have successfully completed our initial selection process and we are pleased to offer you the position of **Telecalling Counsellor** with effect from 20th October 2021, on the following terms & conditions:

1. You are engaged on full time basis with the organization, the employee will give at-least Eight hours in a day and six days in a week for the profession.
2. You will be on probation period of three months.
3. You will be paid Total CTC of Rupees 1,92,000/- (Rs. **One Lakh Ninety Two Thousand Only.**) per annum. In addition, if applicable, the organization will deduct the Professional Tax from such sums payable to you and deposit the same with the appropriate Government Authority.
4. The Company prefers to make the payment on monthly basis by 10th (Tenth) day according to the calendar of following month, due to any unforeseen reason or due to banking holidays, the salary may get delayed.
5. You cannot discontinue the engagement with the company as agreed under this agreement without giving a month prior notice in writing to the management and completing the said notice period.
6. You have to submit a security cheque equivalent to your one month's pay, which company will deposit in case you leave the organization without serving notice period.

FOR IIT-IANS PACE EDUCATION PVT LTD


AUTHORISED SIGNATORY

Website : www.iitianspace.com

M - 20-21

PRAKASH JETHALAL SHAH

1703, ROOP NAGAR, S V ROAD, KANDIVALI (WEST), MUMBAI-400 067.

GSTIN NO. : 27AAOPS5516M1ZZ

June 09, 2020

PriyankaBharatlalYadav

Chawl No.5, Room No.7, J.V. Road, Durga Nagar,
Jogeshwari East, Mumbai 400060
8169416625

Ms. Priyanka Yadav

Sub: Letter of Appointment

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as Sales Executive effective 09th June 2020 as per the following terms and conditions. This letter of employment has to be read in conjunction with other terms and conditions of employment as mentioned herewith. Upon your acceptance of this letter of appointment, you specifically agree and authorize the Firm to conduct confidential reference checks with your previous employers, educational qualification and other references provided by you. You are required to complete all joining formalities and declare any other relevant declarations as per the Firm policies.

This offer of employment is based on the representation, information and the statement made by you in connection with obtaining the employment with the Firm. Should we later discover that this employment was obtained by you by making misrepresentation or concealment of material fact, the Firm will be entitled to terminate your employment forthwith without any liability to pay any amount /compensation for the notice period.

Your date of birth has been recorded as 01/09/1994 and shall not be changed at any time in the future. You shall inform the Firm about the changes in your personal information, if any, like change in residential address, acquiring higher qualifications, marital status etc. from time to time.

1. Place of Work:

Your place of work is presently at the Mumbai (Goregaon West). You shall be transferred to any other establishment, subsidiary, branch, unit, section, department or division of the Firm that now exists or may be set up in future within the India as the Firm considers appropriate. Upon such transfer, you will be governed by the rules and regulations as applicable to that Unit, if any.

2. Employment Status:

- a. You will be on Probation for a period of 3 months from the date of your joining duties, which may be extended, depending upon your performance, conduct, attendance etc.
- b. During the probationary period, if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.
- c. Your performance shall be reviewed by your reporting manager during probation and if your performance is found satisfactory you will be made permanent in the services of the Firm by a written order.
- d. During probation, your services can be terminated by the Firm by giving fifteen (15) days' notice or salary in lieu of notice thereof. Should you wish to leave the services of the Firm during probation, you shall give the Firm fifteen (15) days' notice in writing. While calculating the payment in lieu of notice period the gross salary i.e. basic salary plus all other applicable allowance will be taken into account.

3. **Functional Responsibilities:**

Subject to superintendence, control and direction of the reporting authority, you will be responsible for all the functions that are allocated to you by your reporting authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated timeline. You may also be entrusted with any other tasks or assignments from time to time in the exigencies of the Firm's business either orally or in writing by your reporting authority or any other higher official.

4. **Remuneration and Perquisites:**

- a. Your fixed remuneration would be as Rs.2,06,400 Per Annum. Any future increments or changes in the remuneration will be made based on individual and Firm performance. The same shall be initiated at the discretion of the Firm and should not be construed as the matter of right by you.
- b. You are required to keep the salary and other perquisites/benefits offered to you strictly confidential. You will not share information regarding the same with anyone nor solicit such information from others.
- c. You may become eligible for a variable performance variable bonus/incentive based on achievement of set performance targets by the Firm in its discretion and introduced from time to time. To be eligible for performance linked bonus/ incentives you need to be on the rolls of the Firm on the date the payment is made to the employees.
- d. Any changes in your employment status, remuneration and/or terms and conditions of employment may be advised to you electronically through email, and or soft copies or by hard copies. Unless specifically responded by you contrary to the published information/communication within seven days from such communication, it shall be considered as your deemed acceptance.
- e. Should you become eligible to receive the bonus as per the Payment of Bonus Act, 1965, the Firm shall adjust the same through the performance bonus/incentives which you are entitled to receive. Any such adjustment would be presumed as the discharge of Firm's obligation with respect to the statutory payment of bonus under the Payment of Bonus Act, 1965.
- f. Any payments made to you will be subject to Income tax as per the Income Tax Act and Rules as applicable from time to time.

5. **Hours of Work:**

Your hours of work will be as notified to you from time to time as applicable to the Unit, where you are posted depending on the nature of the business of the Firm.

6. **Performance Review:**

The Firm will periodically review your performance of the duties assigned to you to ascertain that your performance is within the expected standards. You accept that the decision of the Firm with respect to the quality of service/ assessment standards will be final. Employees joining on or before 30th September of a fiscal year will be eligible for performance review and salary revision for that fiscal year. The salary revision will be on pro-rata basis.

7. **Leave:**

You will be governed by the Leave rules of the Firm as applicable and in force from time to time.

8. **Resignation/Termination from Services of the Firm:**

The resignation/termination from the services of the Firm shall be effected by either party conveying its decision in writing by offering **Thirty(30)days** advance notice to the other party in writing without assigning any reasons. The Firm in its discretion may make the payment in lieu of notice period or opt to accept payment in lieu of unserved notice period. During the notice period, the Firm may advise you not to attend

the work or undertake any duties related to your employment. While calculating the payment in lieu of notice period, the gross salary i.e. basic salary plus all other applicable allowance will be taken into account.

Notwithstanding anything mentioned in para 1 of the clause 8, the Firm reserves the right at all times to terminate your services forthwith without notice or compensation in lieu of notice:

- a. If you found guilty of misbehavior, fraud, dishonesty, misconduct of any nature, negligence or breach of terms of this appointment or any other existing terms and conditions of service laid down by the Firm from time to time for all the employees.
- b. If you are incapacitated by ill-health (physical or mental) or by accident from fully performing your duties in the Firm for an aggregate period of 60 (sixty) days in any 1 (one) calendar year and such incapacity being duly certified as such by the Firm's doctor.

You will be eligible to be relieved from services only after satisfactory handover of responsibilities, settlement of dues and service of notice period. All employee benefits shall cease after the last day of your employment with the Firm.

9. **Firm assets:**

Upon Cessation of your employment, if any, you shall return and surrender to the Firm all confidential information and property in your possession or control held in whatsoever form including but not limited to documents, tools, Plans, drawings, materials, Computer/Laptop, documentation thereof, and other properties of the Firm which may be in your possession or under your control with a proper handover note on the activities status to the person as nominated by the Firm and obtain a "No Objection Certificate" from all the departments of the Firm upon which only you will be relieved from the Firm and your full and final settlement account will be settled.

10. **Retirement:**

You will retire from the services of the Firm on attaining fifty-eight (58 years) of your age or earlier if you are found medically unfit by the doctor appointed by the Firm at any time during the period of your services with the Firm. The Firm at its sole discretion may consider to grant an extension for a period as decided by the Firm until you attain the age of 60 (Sixty) years subject to you being medically found fit by the Medical Officer.

11. **Medical Examination:**

Your appointment in the Firm is subject to the conditions that you are medically, physically and mentally fit and for that purpose you need to produce a certificate of fitness from the Medical Practitioner appointed by the Firm.

12. **Confidentiality:**

You shall owe total allegiance to the Firm always and shall not disclose or discuss or divulge or part with any information or manufacturing process of the Firm, technical knowhow, financial position, marketing strategies, future plans, topography of the Units or any other information related to the Firm or associate Companies that may become known to you while being associated with the Firm, to any third party or an outsider.

13. **Non-Compete & Non-Solicitation**

In the course of your association with the Firm you may acquire knowledge of trade secrets, other Confidential Information of the Firm and dealings with the clients of the Firm. You agree and undertake that during the employment and also upon termination of this agreement for whatsoever reason you shall not directly or indirectly, for your own account or as agent, consultant or shareholder of any Person:

- a. Recruit, solicit or induce, or attempt to induce, any employee or employees of the Firm to terminate their employment with, or otherwise cease their relationship with the Firm;

- b. Solicit, divert or take away, or attempt to divert or to take away, the business or patronage of any of the clients, customers or accounts of the Firm or its affiliates that were clients, customers or accounts of the Firm, or are prospective clients, customers or accounts or give information in any nature whatsoever to any Firm, entity or any class of organization.

14. General:

- a. During the period of employment with the Firm, you shall devote your entire attention and work for the Firm's business always and in any case, you shall not be engaged in any other business or activity directly or indirectly whether on remuneration or otherwise, without, taking prior written consent from the Firm's Management. This includes agency from Insurance Firm/s as well.
- b. In case you resign from the services of the Firm within two years from the date of Joining you will have to repay the entire joining and shifting expenditure incurred for you if any by the Firm with 18% interest per annum.
- c. You shall be governed by the Policies, Practices and other Service Conditions of the Firm as applicable and in force from time to time including any statutory terms and conditions applicable to your cadre of employment.
- d. This contract of employment shall be governed by and construed in accordance with the laws of the Republic of India and the parties hereto submit to the non-exclusive jurisdiction of the courts of the Republic of India at Mumbai/Thane.

Please sign the duplicate copy of this Letter of Appointment in token of acceptance of the above terms and conditions.

We welcome you to our Organization and looking forward to a long and fruitful association.

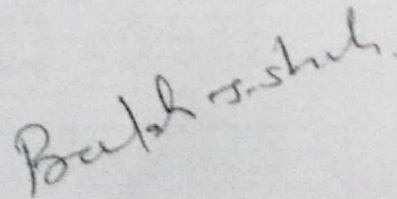
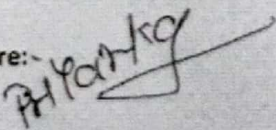
With Regards,

Managing Partner & Authorized Signatory

I have read and understood the terms of my appointment letter. I hereby accept the terms of my appointment letter in full.

Name: Priyanka Yadav

Signature:





Entremonde Polycoters Limited
Innovatively yours



Nikita Jadhav
Trainee

DATE OF JOINING : 04 - 06 - 2018

DATE OF ISSUE : 04 - 06 - 2018

VALID UPTO : 31 - 03 - 2021

EMPLOYEE NO. : EP-MUM-0028

Issuing Authority

Employee's Sign



**FUTURE
RESOURCES**

Manpower and Housing Finance Consultants

1st September 2019

I priyanka Rawool working in this company
at this post of Executive.

Priyanka

FUTURE RESOURCES
F-55, Saikrupa Mall,
Opp. Dahisar Station,
Dahisar (W), Mumbai-400068

SHREE TYRES

SHOP NO. 7 & 8,
ANUSAYA VAITI COMMERCIAL COMPLEX,
NEAR MARUTI COMPOUND,
THANE - BHIWANDI ROAD, KALHER - 421302
PH. : (02522) 276332
CELL : 93200 55142 / 92224 43055

MRF TYRES

EXCLUSIVE DEALER

22/8/2019

MS. Nidhi Vasaiya, is doing job with our
Company at the post of Accountant

For SHREE TYRES

[Signature]

Partner



Date: December 01, 2020

Employee ID: 10000000532693

Umera Saikh

A/1008, Navbharat Chs Ltd, Juhu Lane,
Wireless Road,, Mumbai
Maharashtra, 400058

Letter of Appointment

Dear Umera,

Please refer to your fixed term appointment effective **July 14, 2020**. We would like to offer a continuous employment to you effective December 01, 2020 on Terms & Conditions as stated here-in below.

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

1. Your Grade will be Grade I and you will be designated as Customer Service Associate- Voice. 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. You will continue to contribute to the organization in-line with your business KPIs/goals and objectives.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile 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 Company's office at Mumbai, 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. In case your fixed term contract was for a period less than 6 months, you shall continue to be on probation till you complete 6 months from the start date of your fixed-term employment. 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.
7. 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).

Teleperformance Global Services Private Limited

Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Goregaon (West), Mumbai - 400 104, Maharashtra, India.

Tel: +91-22-66776000 **I Fax:** +91-22-66776010 **I CIN:** U72900MH2001PTC232120 **I Email:** contactus@teleperformancedibs.com

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.

8. 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.
9. 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.
10. 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.

11. 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** 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.
12. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
13. 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**.
14. 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.
15. 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.

16. 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.
17. You hereby consent to share your payroll and employment related data for processing and review outside of the country, subject to adherence to applicable law.
18. 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.
19. 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 Services Private Limited,



Alpana Suneja

Sr. Director- Human Resources

I, Umera Saikh, residing at A/1008 Navbharat Chs Ltd, Juhu Lane, Navbharat Chs Ltd, Juhu Lane, Wireless Road, Mumbai, Maharashtra, 400058 do hereby accept the terms and conditions in this letter.

Employee Signature	
Employee Name	Umera Saikh

Enclosures:

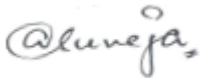
1. Salary Annexure (**Annexure I**)
2. Declaration and Undertaking regarding non-disclosure (**Annexure II**)
3. Declaration (**Annexure III**)

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**.

Annexure I
Compensation Details

Name of Employee:	Umera Saikh
Designation:	Customer Service Associate- Voice
Grade:	Grade I
City:	Mumbai
Salary Structure (Appointment)	Amount in Indian (INR)
Basic Pay	8619
Housing Rent Allowance (HRA)	5172
Statutory Bonus	718
Gross Fixed Salary	14509
Provident Fund (Employee)	1034
ESIC(Employee)	109
Take Home Salary	13366
Provident Fund (Employer)	1034
ESIC(Employer)	472
Gratuity*	415
Total Fixed Cost	16430
Annual Fixed CTC	197160

For Teleperformance Global Services Private Limited



Alpana Suneja
Sr.Director- Human Resources

*Gratuity shall be payable as per "The Payment of Gratuity Act".

**Performance Pay will be paid on Annual Basis and would be payable subject to assessed performance achievement level, based on the "Performance Pay" pay-out policy.

All Reimbursements will be paid as per prevailing IT rules and company policies in effect from time to time.

The above compensation will be subject to Income Tax regulations in force from time to time.

The above compensation/ Take Home Salary is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour welfare tax etc.

ANNEXURE II

ANNEXURE II DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, Umera Saikh residing at A/1008Navbharat Chs Ltd, Juhu Lane,,Wireless Road,,Mumbai,Maharashtra,400058 and working as 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 Services 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 except if expressly requested by my manager. 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
 - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other remedies which may be available, either at law or in equity.
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:
 - i. 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
 - ii. canvass solicit or endeavor 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;
 - iii. solicit, interfere with, or endeavor to entice away any employee of the Company; or iv. 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-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. 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.
2. 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.
3. 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	
Employee Name	Umera Saikh

Annexure III

DECLARATION

Article I.

I 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____

Employee Signature	
Employee Name	Umera Saikh

26-Jan-2021

Ms. Neha Vinod Chaurasiya
Mumbai

Dear Neha,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a **Executive** handling Profile of **Central Advisor** in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 01-Feb-2021.

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

Our Core Purpose:

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Our Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.

This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) Reimbursements-

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.

1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2) Meal Card

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3) Car Expenses' Reimbursement

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

4) Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

C) Performance Bonus:

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year, subject to the employees confirmation and completion of six months in the Company.

2. Additional Benefits:

A) Mediclaim

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.

B) Life Insurance

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) Retirals:

Gratuity:

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. Rules and Regulations

Probation Period:

An Employee will be on probation for a period of six months. On satisfactory completion of the stipulated period, the appointment shall be confirmed subject to management's approval.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.

Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person's,

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leave their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.
- Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment:

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or

have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority:

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address:

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company.

Work From Home:

Work From Home (WFH): Company facilitate Work from Home for Associates, whose duties can be met by Associate through remote working, vide basic support of hardware & Software. WFH shall be applicable to all associates who have been advised by their reporting managers in line with consultation from Departments HODs to WFH either on Full-time or Partial basis. Associates shall adhere to the WFH policy available on Myzone.

As an integral part of the policy, management reserves the right to change / modify any clause in the policy. Management reserves the right to timely change the working conditions under WFH (Partial WFH, Total WFH or Discontinuing WFH i.e., Associates Reporting at Head/Regional/Branch Offices for Attendance Purposes).

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Termination:

The service of an employee who is under probation period can be terminated by giving 15 day's notice or equivalent salary in lieu of notice. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any

underhand means that may be detrimental to the Company.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

Annexure

Name:	Neha Vinod Chaursiya	DOJ:	01-Feb-2021
Designation:	Executive	Location:	MH-Mumbai-Malad (Interface)
Profile:	Central Advisor	Reporting To:	Amit Sanjeev Pandey
Grade:	E2	Department:	Central Advisory Desk

Heads	Annual CTC
Basic	80,000.00
HRA	40,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	41,595.00
PF	15,807.00
ESIC	5,798.00
Annual Remuneration	2,00,000.00

Employee Benefits which you can avail after joining the company	
Group Life Insurance	7,50,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	0.00

Note:

*If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

*Premium towards Parents Mediclaim Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.

*This is a computer generated communication and does not have a signature.

Acknowledged by: _____

Acknowledgement Date and Time _____

MASTER SERVICE AGREEMENT

This Master Service Agreement ("Agreement") is executed at Mumbai on 01-Apr-21 ("Effective Date") by Netscribes (India) Private Limited, a company incorporated and registered under the provisions of the Companies Act, 1956 and having its registered office at Office No. 504, 5th Floor, Lodha Supremus, Lower Parel, Mumbai-400013, Maharashtra (hereinafter referred to as "Netscribes", which expression shall unless repugnant to the context or meaning thereof mean and include its successors and assigns) and Ms./Mr. Ruchira Surendra Kardekar an Indian inhabitant, bearing PAN GROPK5686M and having their address at D/O Surendra Kardekar, 106/1 Kokan Samrat Building, Kokan Nagar, Jogeshwari (East), Mumbai, Maharashtra - 400 060 (hereinafter referred to as the "Service Provider").

Each of Netscribes and the Service Provider are referred to herein as a "Party" and jointly as "Parties". The Service Provider is referred to herein by the gender-neutral pronoun 'they'.

WHEREAS

- A. The Service Provider has represented that they have certain technical competencies and capabilities to perform specific services which may be required by Netscribes from time to time.
- B. Based on these representations, Netscribes wishes to engage the Service Provider to perform services for Netscribes as and when required, subject to the terms of this Agreement.

NOW THEREFORE, THE PARTIES HAVE AGREED AS FOLLOWS.**1. MANNER OF WORKING**

- 1.1. The Service Provider will provide services of the nature requested by Netscribes from time to time ("Services"). Netscribes shall determine and communicate the Services to be performed by the Service Provider and the timeframe within which such Services are to be performed, under a Statement of Work ("Statement of Work"). A Statement of Work will specify the nature of Services, the associated terms and conditions (including service level agreements), and the Service Provider's compensation for rendering the Services to the satisfaction of Netscribes.
- 1.2. Subject to the provisions of this Agreement and the terms of the concerned Statement of Work, the Service Provider shall have the right to perform the Services at such times and in such manner as the Service Provider deems appropriate, subject to the Service Provider adhering to the agreed timeframe of delivery of acceptable quality of Services. The Service Provider agrees to use their best efforts to promote Netscribes' interests, and to give Netscribes the benefit of their experience, knowledge, and skill. The Service Provider undertakes to perform Services in a timely and professional manner and to devote such time, attention and skill to their obligations under this Agreement as may be necessary to ensure the performance of the Services to Netscribes' satisfaction.
- 1.3. The relationship formed under this Agreement is non-exclusive. Nothing herein precludes Netscribes from retaining the services of other persons or entities for availing the same or similar services as those provided by the Service Provider hereunder or from independently developing or acquiring materials or programs that are similar to, or competitive with, the Services.

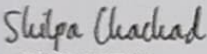
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week
QC	Training	Training	Training	Training	Training	Training	50	100	150	
	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week
	350	400	450	500	550	600	700	800	850	

6. Termination

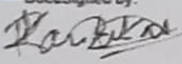
The engagement of the Service Provider hereunder may be terminated by Netscribes by a notice in writing in cases where issues relating to non-timely delivery of the services or inferior quality of services are not cured by the Service Provider to the satisfaction of Netscribes within thirty (30) days from the date of such notice of termination.

The provisions of this Statement of Work are in addition to those of the Master Service Agreement and shall be read harmoniously therewith. If such a harmonious interpretation cannot be made, then to the extent of such conflict, the provisions of this Statement of Work shall prevail. The non-conflicting portion of such provision and the rest of the provisions of the Master Service Agreement shall remain in full force and effect.

Offered for acceptance by the Service Provider on or before 01-Apr-21

DocuSigned by:

 For Netscribes (India) Private Limited
 Name: Shilpa Motiram Chachad
 Title: Assistant Manager

Accepted by me on 01-Apr-21

DocuSigned by:

 By the Service Provider herein
 Name: Ruchira Surendra Kardekar
 Title: Proprietor

INVESTMENT BANKING
MOTILAL OSWAL GROUP

MOTILAL OSWAL

Great
Place
To
Work.

Certified
MAR 2015 - FEB 2016
NASSA



Vaishali Vijay Pawar

Emp Id : 21036

Blood Group : NA



P

**THE
EXECUTIVE
CENTRE**

Private and Confidential

30th April 2022

Angel Devaeragam Nadar

Trainee Engagement Associate– Operations
Mumbai

Dear **Angel**,

Re: Probation Confirmation

I am pleased to confirm your appointment as a Trainee Engagement Associate – Operations effective April 30th, 2022 after reviewing your performance.

As a confirmed employee, you are now qualified to all the benefits and privileges Executive Centre India Pvt. Ltd. extends to its regular employees following the provisions of your contract.

Congratulations for a job well done and we look forward to working with you for many productive years.

Yours Sincerely,

For and on behalf of

For Executive Centre India Private Limited



Indu Vishwanathan

Senior Manager Human Resources South Asia & GCC



The Capital,
7th Floor, 701, Plot No. C- 70
G – Block, Bandra -Kurla Complex
Mumbai-400051, India
CIN : U74999MH2008FTC182125

T +91 22 49055600
F +91 22 49055999
E mumbai@executivecentre.com
W www.executivecentre.com



Admin Sopan Prab... 16 May

to me ▾



Dear Ms. Kadam ,
Greetings from SPAP!

As discussed during the Interview held on 13th May 2022 we are pleased to confirm our offer to you for the position of 'Junior Accountant' with our firm. You will get the Appointment Letter on your joining the firm.

Please confirm the date of joining at the earliest.

Congratulations & All The Best!

Regards,

Ms. Pratiksha Shinde,

SOPAN PRABHU

ARCHITECTS & PLANNERS

510-512, Persepolis, Plot No. 74

Sector - 17, Vashi, Navi Mumbai.

TEL.:022 - 27666483/27801559.

E-mail : info@sopanprabhu.com

OFFER LETTER
GROUP COMPANY TRANSFER

JOB LOCATION :
A-1,2,3, GREEN
PARK, SURAT-NAVSARI
ROAD, UNN, SURAT, GUJARAT, INDIA
HR CONTACT NO : 9099907106

BASIC DETAILS

NAME	SHEMINA SALIMBHAI LAKHANI	EFFECTIVE DATE	15/06/2021 0	COMPANY	BTL
JOB TITLE	HR EXECUTIVE	DESIGNATION CODE	BTL-HO-HR-015	LOCATION	BTL-HO-IGSUG-001

SALARY DETAILS

<u>GROSS SALARY</u>		<u>MEMBER DEDUCTION PAYABLE</u>		<u>COMPANY PAYABLE LEGAL COMPLIANCE</u>	
SALARY LEVEL	Z2	PF (12%)	0	PF (12%)	0
BASIC	4021	ESIC (0.75%)	0	ESIC (3.25%)	0
HRA	4021	PROFESSIONAL TAX	0	PF (0.50%)	0
MOBILE ALLOWANCE	300			BONUS (8.33%)	335
TRAVELLING 5% (Y)	402			INSURANCE (1%)	93
DRESS WASHING ALLOWANCE	250				
ATTENDANCE BONUS 4.20%	338				
SPECIAL ALLOWANCE	0				

<u>GROSS SALARY (A)</u>	<u>9,332</u>
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<u>SALARY DEDUCTION (B)</u>	<u>0</u>
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<u>TOTAL COMPANY PAYABLE (C)</u>	<u>428</u>
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<u>NET PAY (A-B)</u>	<u>9,332</u>
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<u>CTC (A+C)</u>	<u>9,760</u>
-------------------------	---------------------

MEMBER SIGNATURE

HR SIGNATURE

OFFER LETTER

GROUP COMPANY TRANSFER

JOB LOCATION :
 A-1,2,3, GREEN
 PARK, SURAT- NAVSARI
 ROAD, UNN, SURAT, GUJARAT, INDIA
 HR CONTACT NO : 9099907106

GENERAL DETAILS

1	<u>DOCUMENT REQUIRMENT FOR JOINING</u>						
A	10 PHOTOGRAPH	B	AADHARCARD	C	BANK PASSBOOK	D	EDUCATION CERTIFICATE
E	PANCARD	F	RESIDENT PROOF				
2	<u>WORKING TIME</u>	CHECK IN TIME 09:30 & CHECK OUT TIME 18:30 & LUNCH TIME 13:00 TO 13:30					
3	<u>WEEKLY OFF</u>	WEEKLY OFF ON SUNDAY					
4	<u>DRESS CODE</u>	PLATINUM					
5	<u>PROBATION PERIOD</u>	A	YOUR PROBATION PERIOD IS 30 Day FROM THE DATE OF JOINING				
B		IF YOU ARE NOT SEEN US SUITABLE FOR OUR COMPANY DURING PROBATION PERIOD, THAN COMPANY WILL TERMINATE YOU WITHOUT ANY PRIOR NOTICE AND TIME PERIOD.					
C		FOR SERIOUS ISSUE (EX. THEFT, MISBEHAVE, NEGATIVE ATTITUDE, NEGLIGENCE, SHARING COMPANY PRIVATE AND CONFIDENTIAL INFORMATION TO OTHER ETC) COMPANY WILL TERMINATE IMMEDIATELY TO YOU AND WILL TAKE LEGAL ACTION. ALSO IN THIS CASE COMPANY WILL NOT PAY PENDING SALARY AND INCENTIVE.					
6	<u>NOTICE PERIOD</u>	A	YOUR NOTICE PERIOD FOR JOB LEFT WILL BE 30 Day.				
B		RESIGN INFORMATION SHOULD BE GIVEN IN ADVANCE IN WRITING WITH YOUR OWN SIGNATURE AND YOUR HOD SIGNATURE, ALSO NEED TO SUBMIT IN HR DEPARTMENT OTHER WISE RESIGNATION WILL NOT CONSIDERED.					
C		COMPANY RESERVES THE RIGHT FOR ACCEPTING RESIGNATION AND ALSO COMPANY RESERVE RIGHT FOR DISCONTINUE TO YOU BEFORE RESIGNATION EXPIRE.					
7	<u>ADDITIONAL DETAILS</u>	A	BONUS WILL APPLICABLE ON (BASIC) GROSS AMOUNT'S 8.33% , BONUS WILL BE PAID AS PER FINACIAL YEAR (APRIL TO MARCH) ON DIWALI as per bonus act 1963				
B		ATTENDANCE BONUS 4.20% COUNT IF FULL DAY PRESENT, IN CASE OF HALF DAY OR ONE DAY ABSENT ATTENDANCE BONUS COUNT AS A 2.80%, AND IF ABSENT DAY 1.5 DAYS OR 2 DAYS THEN ATTEDECE BONUS COUNT 1.40%, MORE THEN 2 ABSENT ATTENDANCE BONUS WILL NE NIL					
C		BONUS ELIGIBLE CRITERIA IS MINIMUM 1 YEAR CONTINUE JOB IN BTL GROUP					
D		FESTIVAL HOLIDAY FOR HINDU & MUSLIM & OTHER MEMBER DIWALI TO FOUR DAY - RAKSHABANDHAN - GANESH VISARJAN - UTRAYAN - DHULETI					
E		IN AND OUT PUNCHING IS COMPULSORY IN ATTENDANCE MACHINE, MISPUNCHING NEED TO BE SUBMIT IN CASE OF MISPUNCH ON NEXT DAY WITH AUTHORIZE SIGNATURE OTHERWISE MISPUNCHING WILL CONSIDER AS ABSENT					
F		LEAVE FORM COMPULSORY BEFORE TAKING LEAVE WITH YOUR AUTHORIZE MANAGER SIGNATURE, LEAVE FORM AFTER LEAVE, LEAVE FORM WILL NOT CONSIDER.					
G		IF YOU ARE ON LEAVE MORE THAN 7 DAYS WITHOUT WRITTEN PERMISSION FROM YOUR HOD CONSIDER AS A DISCONTINUE FROM JOB.					
H		IF LEAVE CONTINUES MORE THAN 30 DAYS WITH PERMISSION WILL ALSO CONSIDER AS A DISCONTINUE FROM JOB.					
I		TDS WILL BE DEDUCTED FROM SALARY PAYABLE AS PER INCOME TAX NORMS					

MEMBER SIGNATURE

HR SIGNATURE



Appointment Letter

Date: 31st April 2021

Dear Sayyed Naseem Firoz,

With reference to our offer letter, we have pleasure in welcoming you to MUMBAI AAXIS REALTY LLP it gives us immense please to offer you the position of **Pre-Sales Executive** on the following terms and conditions.

1. APPOINTMENT

- You have agreed to join the Company with effect from **1st May 2021** till the time of termination/ resignation or earlier determination. However, the Company may assign you to other roles as it may at its sole discretion determine. You will be on probation for a period of 6 months from your Date of Joining.
- The Company may conduct a background and medical check on you and you hereby agree and assent to the aforesaid offer being made subject to the satisfactory completion of the same.

2. DUTIES

- Your job description and general responsibilities are discussed with you and shall also include such further duties and responsibilities as the Company may delegate to you from time to time.
- You shall perform all such duties as may be delegated to you by the Company and comply with all such directions from time to time.
- You shall, during the term of this Letter of Appointment (unless prevented by ill health or accident or as otherwise intimated to and agreed by the company in writing), devote your entire time and attention and abilities to your employment with the Company and shall use your best endeavours to promote and protect the general interests and welfare of the Company.
- You shall not during the term of your employment with the Company, six months after the termination/cessation of your employment with the Company be engaged, concerned or interested, either directly or indirectly, in any trade or business or occupation (either for Salary or otherwise) similar to the business of the Company, in any manner whatsoever. Nor shall you undertake any activities which are contrary to or inconsistent with your duties and obligations to the Company or with the Company's interests.
- You shall at all times, promptly give to the Company and/or to any person to whom you operationally report (in writing, if so requested) all such information, explanations and assistance as may be required in connection with your duties.

- You are required to be flexible in working hours and work such additional hours as may be necessary for efficient performance of your duties and powers under this Letter of Appointment.

3. Monthly Gross Salary

You will be paid a monthly gross salary of **Rs. 10000 /-** (Ten Thousand Rupees Only) per month **+Incentives As Per Company Structure and is sole discretion of the company.**

4. Working Hours

Your working hours will be 10:00 am to 07:00 pm as per the current company policy. The company observes a 6 days week with weekend working. The Company Reserves the Right to deduct one Day Salary of Yours for Late Marked of 3Days on Duty.

5. Date of Appointment

Your Joining date as per company records will be **1st May 2021.**

6. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

7. Probation Period

You will be on probation for a period of **6 months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

8. Leave

You will be governed by the current Leave Policy of the company for permanent employees. The Company Reserves the Right to deduct 2 Days of Your Salary for Leave Taken without Intimation to the Company apart from Emergency.

9. Retirement Age

The normal retirement age for all employees is **60 years.**

10. Notice Period

While on probation, this appointment may be terminated by either side by giving **30 days' notice**, or **30 days salary in lieu of notice period**

On confirmation, this appointment may be terminated by either side by giving **1 months' notice** or **1 months' salary in lieu of notice period.**

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and only pay you **Full & Final** months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period. Company is Not Liable to Pay you any kind of Incentives once you Leave the Company.

11. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

12. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

13. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

14. Contract/Bond with Previous Employers.

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

15. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

16. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time and is sole discretion of the company.

Please communicate your acceptance of this Offer Letter by signing a copy of this letter and returning it to us.

We welcome you to the **MUMBAI AAXIS REALTY LLP** family and trust we will have a long and mutually rewarding association.

Yours faithfully,



For **MUMBAI AAXIS REALTY LLP**

Offer of Appointment

PHFL/FY21-22/6946

12-Apr-2022

Ms. Rupali Haresh Waghmare
301, Pandurang Ashray,
B P Road, Nr Satyanarayan Mandir,
Kharigaon, Bhayander East,
Thane, Maharashtra - 401105

Offer of appointment in PHFL Home Loans & Services Limited

Dear Ms. Rupali,

We are pleased to make you an offer of appointment as **Central Processing Centre Executive** in PHFL Home Loans & Services Limited at **Mumbai - Borivali Hub**.

We request you to join us on **13-Apr-2022** beyond which the offer stands revoked unless otherwise communicated beforehand by either party. If you would like to join the company based on the outlined offer, kindly confirm your acceptance by sending a signed scanned copy of the offer letter by **13-Apr-2022**.

The offered Cost to Company (CTC) is **INR 201960/-** Per Annum. Your detailed compensation structure is mentioned in Annexure A.

Please also find attached company's appointment terms and conditions, which shall be applicable to you from the day of joining in the company.

Your joining in the company shall be considered subject to completion of the following:

- Submission of mandatory documents: The list of documents to be submitted is attached as Annexure B.
- Satisfactory background and reference check.

In case you require any further clarifications, please feel free to contact Mr. Amit Gupta (HR Executive – HR, CSO) at 9560200583.

For PHFL Home Loans and Services Limited



Satish Kumar Singh
Chief Operating Officer

I hereby confirm that I have read and understood all the terms and conditions of the appointment attached and accept the above-mentioned offer of appointment.

Name _____
Date _____

Signature _____

PHFL Home Loans and Services Limited

पंजीकृत कार्यालय: 207 & 209, 2^{वीं} मंजिल, अंतरिक्ष भवन, 22, कस्तूरबा गाँधी मार्ग, न्यू दिल्ली – 110001
Regd. Office: 207 & 209, 2nd Floor, Antriksh Bhawan, 22, Kasturba Gandhi Marg, New Delhi – 110001
CIN: U67200DL2017PLC322468, Phone: 011-23735678, Website: www.phfl.com

Annexure A

Pay Heads	Monthly Pay (INR.)	Annual Pay (INR.)
Basic Salary	12650	151800
Statutory Bonus	1054	12648
House Rent Allowance	1126	13512
General Allowance	0	0
Special Allowance	0	0
Employer Provident Fund (PF)	1518	18216
Employer Employee's State Insurance (ESI)	482	5784
Employer Labour Welfare Fund (LWF)	0	0
Cost to Company (CTC)	16830	201960

Notes:

* Employee's contribution to Provident Fund, ESIC, Professional Tax, Labour Welfare Fund, Income Tax and any other statutory liability will be deducted as applicable Laws.

* You will be eligible for Gratuity Benefit as per Payment of Gratuity Act, 1972.

*Employee will be covered for Group Medical Insurance upto a maximum limit of INR 1.00 Lac. The same can change as per company policy.

*Employee will be also covered for INR 5 Lac for Group Personal Accident Insurance Policy The same can change as per company policy.

* Payment of ESIC claim and insurance claim is subject to the final approval of Regulatory Authority & Insurer. Company will not be liable to make any claim settlement in whatsoever.



PHFL Home Loans and Services Limited

पंजीकृत कार्यालय: 207 & 209, 2^{वीं} मंजिल, अंतरिक्ष भवन, 22, कस्तूरबा गाँधी मार्ग, न्यू दिल्ली - 110001
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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Maniben Nanavati Women's College
Date: 26-March-2021

Dear Aifa Sarang (B.COM)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Maniben Nanavati Women's College
Date: 26-March-2021

Dear Rebecca Sanjeev Gottimala (BMS)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Perungulathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungulathur, Chennai 600063). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

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