

20-21  
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## CIPLA CANCER & AIDS FOUNDATION

26 May 2022

### Offer Letter

Sushant Sawant,  
A/P - Malawadi, Tal. Man,  
Dist. Satara

Dear Sushant,

With reference to your application and the subsequent interviews you had with us, we are pleased to inform you that you have been selected as **MSW** at **Cipla Cancer & Aids Foundation (CCAF)**, Warje, Pune. You are expected to join on or before **1<sup>st</sup> June 2021**

The complete break up of your remuneration is available in Annexure A of this letter. You shall also be entitled to various benefits of CCAF as applicable to your Level including Leave, Health Insurance etc. You will be on probation as per the Confirmation Policy of CCAF.

This offer is subject to you clearing the medical examination and reference check successfully.

A formal letter of appointment with the terms and conditions of employment would be issued to you upon joining. Please do confirm back your acceptance to this offer in the next 3 days, else the offer stands withdrawn.

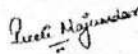
You are requested to ensure you carry the following document on your date of joining as these are required to generate your appointment letter:

- Scanned passport size photograph.
- Documented proof of your date of birth
- Photocopy of all your educational certificates
- Photocopy of testimonials pertaining to your past services
- Photocopy of your Permanent Account Number Card (PAN Card)

For Cipla Cancer & Aids Foundation,



Anurag Mishra  
Authorized Signatory



Preeti Majumdar  
Authorized Signatory



HRD/APPT/NF  
03.02.2022

Mr. Krishna Jadhav,  
Pune.

### Appointment Letter

Dear Mr. Krishna Jadhav,

This is with reference to your application for employment and the subsequent meetings you had with us. We are pleased to offer you employment in our organization for the position of **Medical Social Worker** at Pune.

Your Maximum Gross Emoluments (CTC) including all benefits as discussed and agreed between us shall be **Rs. 2,40,000/- (Two Lakhs Forty Thousand Only)** payable monthly as per the policy.

#### The Terms & Conditions of your services are as mentioned below:-

1. During the course of your employment in our organization, you will be governed by the rules, regulation and model standing orders those are in force from time and are applicable to your category.
2. During the course of your employment in our organization or any time thereafter you will not disclose to any person, any information, confidential or otherwise concerning the affairs of the Foundation to the detriment of the Foundation. You will also not undertake or carry on either alone or in partnership or be employed directly or indirectly with any of the competitors as a principal, agent or otherwise in any other business, trade or profession whatsoever.
3. You will be required to be diligent, honest and hardworking and you will not directly or indirectly and either solely or jointly be engaged in any service or other business or profession, whether during or after the hours of your service.
4. The management reserves the right to transfer you to any other department, locations, shifts or so any other allied Foundation as and when deemed necessary and any agreement, bond etc. entered with the Foundation will be binding on the employee for remaining period of the agreement after transferring to any of the allied companies or sister concerns.

Nityaasha Foundation

# 501, Lunkad Sky Vista, Next to Dorabjee Store, Vimannagar Pune – 411014.

Contact : 9825037238 / 7798462014



5. You will be responsible for the safekeeping of all the material, tools, equipment's, and such other things as will be coming in your charge and return the same in good condition and order to the foundation.
6. In case of termination by either party for any reason this appointment can be terminated by giving not less than Three months written notice on either side or Three months gross salary in lieu thereof. However the management reserves the right to accept your resignation waiving the notice period and no compensation would be payable for unexpired notice period.
7. The foregoing terms and conditions are subject to variations from time to time as found necessary by the Foundation and the said variations will be duly notified to you.

Kindly confirm your acceptance of the above terms and conditions by signing on the duplicate copy of this letter and return it to us.

**For Nityaasha Foundation**



Authorised Signatory

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Acceptance:

I accept the above terms and conditions of Appointment.

Mr. Krishna Jadhav.



25/02/2023

## APPOINTMENT LETTER

### FIXED TERM CONTRACT OF EMPLOYMENT

Dear MR:-SANKET VIJAYRAO PINGALE

We are pleased to offer you employment in our organization as **HR OFFICER** for a fixed period of employment, on the following terms and conditions:

- 1) Your contract of employment will be valid for a period of **SIX MONTH from 01/03/2023 to 31/08/2023** notwithstanding 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 aforementioned project/work.
- 2) Not with standing anything above, depending upon the aforementioned project/work, the company reserves its right to extend you temporary appointment for such period or periods, as may be necessary depending upon the exigencies related to the work for which you are hereby engaged. In that event, the company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
- 3) During the period of fixed contract, your services could be deputed at the sole discretion of the management to any of our clients' company to do work pertaining to or incidental to the clients business.
- 4) Details of your salary breakup with components are attached herewith.
- 5) You will be entitled to an employer's contribution of Provident Fund to the extent of 12% of your Basic salary.
- 6) You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
- 7) This contract shall be terminable by either party giving 30 day's notice in writing or salary in lieu of notice, to the other.
- 8) You will, with effect from **01/03/2023** be required to work at our clients office /premises at any of their locations.



- 9) During the tenure of the deputation, you will continue to be an employee of SHRAVANI SERVICES.
- 10) In the day to day functioning or carrying out all responsibilities, you will receive instructions from the client and will undertake to abide by any suggestions, etc. given by assigned person(s).
- 11) You shall also abide by any training that may be offered to you by the client.
- 12) You shall be bound to follow the working hours of the client.
- 13) You shall take care not to disclose confidential information/trade secrets, etc that you may come across in the course of your responsibilities to anyone outside the client and use such information only in connection with the service provided to the client.
- 14) 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 the arrangement is purely a contractual agreement between SHRAVANI SERVICES and the client for the time specified.
- 15) You shall not engage in any act subversive of discipline in the course of your duty/duties in the property of the client or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
- 16) You shall be responsible for protecting the property of the client. Entrusted to you in the discharge of your duties and shall indemnify the client when there is a loss of any kind to the said property.
- 17) We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the SHRAVANI SERVICES as a new entrant; we would like you to whole-heartedly contribute in this process.
- 18) As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

With warm regards,

FOR SHRAVANI SERVICES.

  
AUTHORISED SIGNATURE

CANDIDATE'S SIGNATURE



**DETAIL OF SALARY STRUCTURE**

NAME – SANKET VIJAYRAO PINGALE		
DESIGNATION	HR OFFICER	
Particulars		Rupees
<b>EARNINGS :</b>		
Basic		16450.00
Special allowances		775 .00
HRA @ 5 %		6890.00
CONVINCE ALLOWANCE		1500.00
Leave		861.00
BONUS		1435.00
<b>GROSS SALARY</b>		<b>27911.00</b>
<b>DEDUCTIONS :</b>		
Provident Fund (Employee's Contribution)		2067.00
E.S.I.		209.00
Professional Tax		200.00
Canteen Ded		390.00
<b>TOTAL DEDUCTION</b>		<b>2866.00</b>
<b>TAKE HOME SALARY</b>		<b>25045.00</b>





1<sup>st</sup> October, 2021

FPAI/530/Pune/Personnel

To,  
Ms. Trupti Dilip Pansare,  
Shivajinagar Gaothan,  
310/311, Pune 411 995

**Sub. : Appointment letter for the post of Placement Consultant**

Dear Ms. Pansare,

Please refer to your application and subsequent interview for the position of Training Coordinator (Consultant), the Management is pleased to offer you the above mentioned position.

As you are aware, Family Planning Association of India (FPA India) is a voluntary, non-profit making, non political and non-sectarian organization working in the field of sexual and reproductive health (S&RH) including family planning. FPA India provides services to children, young people, men and women particularly the poor and marginalized, alongside, People Living with HIV (PLHIV), People using narcotic drugs, Men having Sex with Men (MSM) and sex workers. It is registered under the Societies Registration Act as also under the Bombay Public Trust Act.

Your appointment is executed on behalf of FPA India – Pune Branch under HDB Project. It is subject to the following terms and conditions.

1. You will be appointed as "Training Coordinator (Consultant)" for one (1) year and the appointment shall be effective from October 1, 2021 to May 31, 2022. On completion of your tenure period on February 28, 2022, you shall stand automatically relieved without any further notice.
2. You will be paid a consolidated monthly compensation of Rs.20,000/- (Rs. Twenty Thousand Only) for the period October 1, 2021 to May 31, 2022 and your performance will be reviewed quarterly.
3. The appointment is coterminous with the project period. The contract ends at the completion of contract period or at the end of project period whichever is earlier.
4. After three months, this appointment is liable to be terminated, before expiry of the term as mentioned above, by either party without assigning any reason/s by giving one months' notice or one month's compensation in lieu of notice.

FOUNDER MEMBER:

**President**  
Adv. Avlokita A. Mane

**Vice Presidents**  
Ms. Sushama V. Kibe  
Mr. Chander P. Khosla

**Hon. Treasurers**  
Ms. Ujwala V. Parasnis  
Dr. Savita P. Datar

**Hon. Secretary**  
Ms. Geetanjali Deshpande

**Branch Manager**  
Mr. Pravin B. Sonawane

**Headquarter:** FPA India, Bajaj Bhawan, Nariman Point, Mumbai – 400021.  
**T:** 022-22029080 / 40863101 | **E:** fpai@fpaindia.org | **W:** www.fpaindia.org





5. The first six months of your appointment will be deemed as observation period. During this observation period, your appointment is liable for termination without assigning any reason/s. On your work and conduct being found satisfactory, you will be allowed to complete the remaining period of the appointment.
6. You will not be entitled to any other benefits whatsoever to which other employees if any, are entitled to, such as provident fund, gratuity and medical subsidy, etc.
7. You will be governed by the employees conduct policies and disciplinary Rules of FPAI and such rules are subject to change from time to time.
8. You will produce a certificate of medical fitness from a registered medical practitioner along with certificates of your educational and professional qualifications and experience, if not already deposited.
9. You will be required to accomplish the jobs as described in the attachment. This will be given to you in due course. As per the needs of the organization there may be additional / changes in your duties and responsibilities about which you will be informed.
10. You will be reporting to the Branch Manager.
11. You will be allowed to avail leave for maximum period of 22 days during the tenure. The unutilized leave if any, shall lapse at the end of the tenure.
12. FPA India has the right to dismiss or transfer in its own discretion, if you are found to breach the policies of the organization.
13. In case of any dispute, the legal recourse is limited to the jurisdiction of the court in Mumbai district only.
14. Please ensure the following points for the smooth functioning without any legal complications.
  - Successful completion of 5 batches with minimum 175 Trainees for the course under Paramedical Skill Development Project.
  - Placement of all trainees.
  - All other responsibilities mentioned under scope of work.

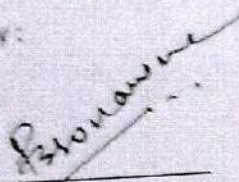
*P. S. Sonawane*



You are requested to acknowledge, accept, sign and return the attached copy of your appointment letter.

With best wishes.

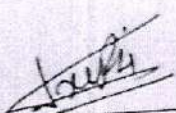
Signed by :

  
Mr. Pravin B. Sonawane  
Branch Manager

Family Planning Association of India – Pune Branch  
202, Western Court, 1082/1, Ganeshkhind Road,  
Behind Shree Seva Petrol Pump, Shivajinagar,  
Pune 411 016. Maharashtra.

1<sup>st</sup> October, 2021.

c.c. : Accounts Dept.

  
Ms. Trupti D. Pansare  
Placement Consultant

Family Planning Association of India, Pune Branch,  
202, Western Court, 1082/1, Ganeshkhind Road,  
Behind Shree Seva Petrol Pump, Shivajinagar,  
Pune 411 016. Maharashtra

1<sup>st</sup> October, 2021.



I hereby accept the terms of my service contract and,

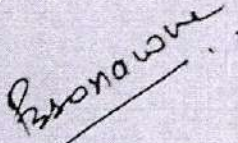
- a) I certify that I am neither a relative of any volunteer member nor of any staff member of FPAI.
- b) I certify that I have never been convicted for any criminal offence by a Court of Law and in future if I am convicted by a Court of Law for any criminal offence involving moral turpitude. I shall convey such information to the management.
- c) I also certify that the information given by me is correct to the best of my knowledge and belief and nothing has been concealed. I accept that the statements made by me and the information supplied by me shall form the basis of my service contract with the Association and if at any time I am found to have concealed any material information or given false details against any of the above particulars, any appointment shall be liable to summary termination without any notice.
- d) The Training Coordinator (Consultant) is not covered for professional indemnity, life insurance, disablement and other insurance benefits during the period of these assignments. The consultant shall be considered as having the legal status of an independent contractor. Nothing in the Agreement shall render the consultant as an Employee, agent or partner of FPA India and the consultant shall not hold herself out as such. Consultant will not be entitled to any staff benefits.
- e) The Training Coordinator (Consultant) shall not, during or after the end of the assignment disclose to any third party any confidential information pertaining to FPA India. Confidentiality about the assignments shall be strictly maintained. Raw data including MIS, reports and drafts, transcriptions, audit, video recordings etc. as well as all the computerized data will be the property of FPA India.
- f) All publications and presentations related to the assignments will be the property of FPA India and hence will not be published/reproduced/quoted/copied either in part or full.
- g) **Penalty Clause**  
In case the project deliverables are not completed as per the contract, the organization is not liable to pay any consultancy fee for the same. Any court disputes arising will be subject to local jurisdiction name Jurisdiction



: 5 :

h) I Accept and agree to abide by the terms and conditions mentioned in the contract.

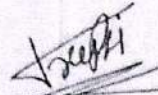
Signed by :



Mr. Pravin B. Sonawne  
Branch Manager

Family Planning Association of India - Pune Branch  
202, Western Court, 1082/1, Ganeshkhind Road,  
Behind Shree Seva Petrol Pump, Shivajinagar,  
Pune 411 016. Maharashtra.

1<sup>st</sup> October, 2021.



Ms. Trupti D. Pansare  
Consultant

Family Planning Association of India, Pune Branch,  
202, Western Court, 1082/1, Ganeshkhind Road,  
Behind Shree Seva Petrol Pump, Shivajinagar,  
Pune 411 016. Maharashtra

1<sup>st</sup> October, 2021.

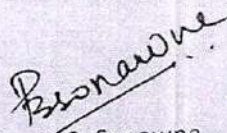
c.c. : Accounts Dept.



Duties of Placement Consultant

The placement consultant continues as a part of the project team three months' post project completion envisaging that he/she will be required to facilitate job placements of the trainees from the 5<sup>th</sup> batch at all five locations.

- He/she will mainly be responsible for the placement of trained participants for internships as well as for permanent jobs after the completion of the course.
- The person will report to Training Coordinator.
- He/she will regularly visit various hospitals, elderly care homes, placement agencies in order to do this.
- Apart from the responsibility of job placements, he/she will be involved in mobilizing trainees for further courses.
- Support Training coordinator in reporting and documentation
- Any other work given by the Branch Manager/Training Coordinator

  
Mr. Pravin B. Sonawane  
Branch Manager





**BADLAAY**  
BE THE CHANGE

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3<sup>rd</sup> March 2025

Dear Nilam Gaikwad,

We hereby extend the role of Project Assistant in our NGO. We believe you are an asset to Badlaav SRF while we hope we can continue to provide you with an enjoyable and enriching experience and skills you can carry on for life.

The details of your term are as stated below:

**Start date: 01.03.2025**

**End date: 31.03.2026**

**Job Title: Project Lead**

**Probationary period: None**

**Working hours: 45 hours a week**

**Salary: INR 28,500/- (from April 2025)**

Your appointment will be governed by the Terms and Conditions as presented in **Annex A** as well as the Organisational Policy Document shared with you.

We look forward to you joining our team. In case of any questions, please do not hesitate to contact us.

If you accept our offer, please sign this offer letter, and send it back to us.

Congratulations!

Radhika Dhingra  
Director,  
Badlaav Social Reform Foundation

Badlaav Social Reform Foundation

12-B Premdeep building, Sindh Hindu society, Lullanagar, Pune 411040

<https://www.badlaavsrfoundation.org>

[contact@badlaavsrfoundation.org](mailto:contact@badlaavsrfoundation.org)





**BADLAAV**  
BE THE CHANGE

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## Annex A

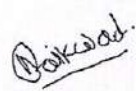
During your period of employment with Badlaav SRF, you shall be governed by the Terms and Conditions of service stated as follows.

1. You are being hired as a Project Assistant. Your direct supervisors will be Radhika Dhingra and Rosalie Shrestha, and you will receive and report your tasks to them.
2. During your term, you are required to inform your supervisors about any other engagements or forthcoming events in advance, so that your work can be planned accordingly.
3. All the work you produce at or in relation to Badlaav SRF will be the intellectual property of Badlaav SRF. You are not allowed to copy, store, share, sell, and distribute it to a third party under any circumstance.
4. Since we are an NGO, and most of the work appointments are dependent upon our stakeholders and collaborators, the working hours of 45 hours/week.
5. Under normal circumstances either the organisation or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the organization may terminate this agreement forthwith under special situations.
6. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, clients and treat everyone with due respect.
7. Expect constant objective feedback from your mentor and other team members. We encourage you to ask for and provide feedback at every possible opportunity.
8. The contract is a fixed-term contract, valid till 31.03.2026.
9. Since this is extension of your previous term, there is no probationary period.
10. The salary will be revised in July 2025 – to see if there is any scope of increment.

I have read, negotiated, understood and agreed to all the aforementioned terms and conditions of this job offer, read the Organisational Policy, and hereby affix my signature in complete acceptance of the terms.

Pune 2.04.2025

-----  
Place, Date

  
-----  
Signature; Last name, First name

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Badlaav Social Reform Foundation

12-B Premdeep building, Sindh Hindu society, Lullanagar, Pune 411040

<https://www.badlaavsrfoundation.org>

[contact@badlaavsrfoundation.org](mailto:contact@badlaavsrfoundation.org)





# नॅचरल एज्युकेशन फॉर इकाॅलाजीकल डेव्हलपमेंट इन्स्टिट्यूट (NEED) 6

नोंदणी क्र. महाराष्ट्र/४३/२०१० (यवतमाळ), आणि एफ १३४९० (यवतमाळ)

कार्यालय - मु. खैरगांव (भेदी) पो. बोटोणी ता. मारेगांव जि. यवतमाळ, पिन - ४४५३०३

Email : need.kolam@gmail.com

Mob. : 9921747531

जा. क्र. :

दि. ....

## APPOINTMENT LETTER

Shri Akash Tarachand Rathod,

At: Dhanora ( Khurd ),

Tal: Digras, Dist: Yavatmal, Pin: 445203

Dear Akash Ji,

We are pleased to extend our warmest congratulations on your successful selection for the position of TANABANA PROGRAM HEAD at Pune. Your qualifications, experience, and commitment to our organization's mission have distinguished you as the ideal candidate for this crucial role.

We are confident that your skills and dedication will greatly contribute to the success of our initiatives, and we look forward to welcoming you to our team. Please find the details of your appointment below:

- Position: TANABANA PROGRAM HEAD
- Date of Joining: 15<sup>th</sup> July 2024
- Reporting to: Sunil Gowardipe, Secretary NEED.
- Salary: Rs. 25,000/- with travelling Expenses Per month.

### **Duties and Responsibilities:**

1. Develop and implement comprehensive sales strategy.
2. Conduct market research to identify new sales opportunities.
3. Lead, manage and mentor the sales team to insure high performance.
4. Regularly update NEED senior team on sales activities and business growth.

We are excited to welcome you to the NEED family and are confident that your contributions will make a positive impact on our mission. Once again, congratulations on your appointment.

Sincerely,

Sunil Gowardipe,  
Secretary, NEED,

Khairgaon Bhedi, Mob. No. 9921747531

Date: 12<sup>th</sup> July 2024



August 14, 2022

Mr. Yogesh R Shinde,

Ap- Nathachiwadi (Pimpalgaon),  
Tal: Daund, Dist: Pune. Pincode: 412214

**LETTER OF INTENT**

Dear Mr. Yogesh,

Please refer to the meeting you had with us recently.

We are pleased to offer you the position of **"Executive- HR" (Level- IV-B)** in Minda Corporation Limited (Wiring Harness Division), Pune-II, on the terms and conditions mutually discussed and agreed during the meeting.

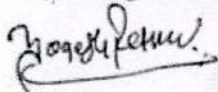
- You may join duty on or before August 16, 2022.
- You will abide by all the rules and regulations of the Company in force from time to time.
- You will be issued a detailed Appointment Letter within one week of your joining duty
- This LOI is subject to your producing a relieving certificate from your present employer at the time of joining the employment.
- Please bring with you a copy of your educational qualification certificates, four colored passport-sized photographs, as well as a copy of this Letter of Intent.
- You are required to go through a pre-employment health checkup as per the details attached.

We look forward to having you onboard shortly and to your significant contribution to our Company. Please sign and return the duplicate copy of this letter as a token of your acceptance.

Thank you,

Yours faithfully,

For Minda Corporation Limited,  
(Wiring Harness Division)



**Yogesh Petkar**  
Manager HR- WHD, Pune II

Encl: Details of a pre-employment medical check-up.





26th December, 2022

To,  
Gaurav Ramesh Raut  
Pune, Maharashtra

**Offer Letter as Outreach Coordinator, Sustainable Livelihood**

Dear Gaurav,

We are glad to inform you that you have been selected for the position of Outreach Coordinator, Sustainable Livelihood of Lighthouse Communities Foundation.

Please find the break-up for compensation below:

Components	Monthly	Annual
Basic	14625	175500
HRA	7313	87750
Medical	1250	15000
Conveyance	1600	19200
PA	2663	31950
<b>Gross (A)</b>	<b>27450</b>	<b>329400</b>
<b>Retiral Benefits</b>		
Provident Fund	1800	21600
<b>Total (B)</b>	<b>1800</b>	<b>21600</b>
<b>Variable Pay</b>		
Variable Pay	750	9000
<b>Total (C)</b>	<b>750</b>	<b>9000</b>
<b>Employee Deduction</b>		
Provident Fund	1800	21600
Professional Tax	200	2500
<b>Total</b>	<b>2000</b>	<b>24100</b>
<b>Net Salary</b>	<b>25450</b>	<b>305300</b>
<b>CTC(A+B+C)</b>	<b>30000</b>	<b>360000</b>

**LIGHTHOUSE COMMUNITIES FOUNDATION**  
(formerly Pune City Connect Development Foundation)

The Lighthouse Complex, Spicer College Road,  
Aundh, Pune - 411007, Maharashtra.  
CIN No: U74999PN2011NPL139899.

+91 84848 15943  
contact@lighthousecommunities.org  
www.lighthousecommunities.org





**Note:**

1. Variable Pay will be disbursed on an annual basis prorated from the date of joining till June 2023 and is subject to achievements against goals.
2. To receive your first VP, you should be on the rolls of the organization till July 2023.
3. Your designation will be Executive L2 (refer to the level structure in Annexure 2).

By accepting this letter of offer you acknowledge and agree to the following:

- Your work location will be Warje, Pune.
- Your work days will be Monday to Friday with alternate Saturday (1st and 3rd) working.
- Your probation period will be for 6 months.
- During the probation period, you can take one leave per month in case of any emergency. After successful completion, you will be eligible for the leave policy of the organization.
- Maintain strict confidentiality for information which you may have access to, obtained or shared intentionally or unintentionally with you including but not limited to prices, policies and procedures, know-how, technical, financial information, personally sensitive information, strategies, etc.
- You shall abide by all the rules and regulations, policies of the company applicable from time to time.
- You shall serve the notice period of 1 month or 1 month salary in lieu thereof in case of termination of the agreement. Early relieving by compensating is at the discretion of management. You shall not be eligible for any leaves during the notice period.

However, in the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Company's business, or such misdemeanour which is likely to affect, or affects the reputation of the Company's working or of any breach of the terms and conditions herein, the Company reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.

- You will devote your full attention exclusively to the duties entrusted to you from time to time by the organisation and while in service of this organisation you will not work for any person or organisation in any capacity either for consideration or otherwise, nor do any private business without obtaining prior permission of the organisation in writing.

Your joining date will be 02 January 2023.

You are requested to sign a duplicate copy of this letter as a token of your acceptance.

Wishing you a long and mutually beneficial association with us.

Yours sincerely,

**Shreya Verma**  
**Manager - Human Resources**  
**Lighthouse Communities Foundation**

**LIGHTHOUSE COMMUNITIES FOUNDATION**  
(formerly Pune City Connect Development Foundation)

The Lighthouse Complex, Spicer College Road,  
Aundh, Pune - 411007, Maharashtra.  
CIN No: U74999PN2011NPL139899.

+91 84848 15943  
contact@lighthousecommunities.org  
www.lighthousecommunities.org



**Annexure 1**

**Variable Pay Structure**

Bands	Levels (2021-2022)	Variable Pay %
A. Executive	Junior Executive L1	0
	Executive L2	2.5%
	Senior Executive L3	2.5%
B. Manager	Assistant Manager L4	5%
	Manager L5	5%
	Manager L6	7.5%
	Senior Manager L7	10%
C. Director	Director L8	12.5%
	Director L9	15%



## Annexure 2

### Level wise Band structure

Band	Level (Sub Levels)	Competency
A. Executive	Jr. Executive L1	Execution of repetitive work, individual contributor, manages stakeholders with support.
	Executive L2	Execution of work that requires cognitive skills, individual contributors, manages stakeholders independently
	Senior Executive L3	Plans and executes work that requires cognitive skills, individual contributor, manages stakeholders independently
B. Manager	Assistant Manager L4	Planning and Execution, individual contributor, forms and manages partnerships with stakeholders, technical knowledge of the domain
	Manager L5	Strategy, Planning and execution, leading and supervising teams and stakeholders
	Manager L6	Strategy, Planning and execution, leading and supervising teams and stakeholders, applies business analytics, manages programs at scale
	Senior Manager L7	Strategic direction at the department level as per emerging trends, leads large teams and stakeholders, drives culture
C. Director	Director L8	Reporting to CXO level, driving strategy and implementation at Regional level
	Director L9	Reporting to CXO level, driving strategy and implementation at National level



# स्नेहदीप जनकल्याण फाउंडेशन

रजि न. १०३९ (पुणे)

५४५, भवानी पेठ, मेमजादे बिल्डींग  
हरकानगर, पुणे - ४११ ०४२.  
फोन : २६४५७९०५ २६४४७७४४.



## SNEHEDEEP JANKALYAN FOUNDATION

Regd No E 1039 (Pune)

545, Bhavani Peth, Memzade Building,  
Harkanagar, Pune - 411 042.  
Tel 26457105 / 26447744  
E-mail : sjfpune@gmail.com

Date -28<sup>th</sup> Oct 2021

To,  
Mr. Milind Kakde,  
Pune.

**Subject – Appointment for the post of "Project Supervisor"**

Dear Mr. Milind Kakade,

With reference to your application and subsequent interview held on Oct 25<sup>th</sup> 2021; we are glad to inform you that you have been selected for the post of 'Project Supervisor' on the project 'Combating Malnutrition in Slum areas in Pune City' funded by Tata Motors Limited, Pune. The terms and conditions will be as follows:-

1. You will be joining the organization from 8<sup>th</sup> Nov 2021.
2. Your office timings will be from 10.30 am to 5.30 pm.
3. You will be reporting to Head Office of the organization in Bhavani Peth, Pune; to Mrs Shaddashri Yelameli Project in-charge.
4. You will have to be on the field area of project frequently.
5. You will be having probation period of 3 months and will entitled only 1 leave per month during probation period. After satisfactory completion of probation period, you will be entitled to 2.5 leaves per month.
6. You will be entitled to avail weekly holidays and other holidays of scheduled by head office.
7. Your Gross salary will be Rs. 18500/- per month including travel allowances. 12% + 12% to provident Fund will be cut from your salary after satisfactory completion of probation period. Your professional tax of Rs. 200/- will be cut from your gross salary. Thus your net salary will be Rs. 18300/-.
8. You will also be involved in other projects of Sneheedep as and when required. If you are asked to work on Sundays, you can avail a compensatory off for the same.

**Projects :-** □ Family Development Project □ Resource Centres □ Balwadi & Creche  
□ Student Sponsorship □ Reading Classes □ Community Child Clubs  
□ Adolescents Groups □ Sure Start - Mother & Child Care Project



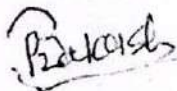


9. If you are asked to visit any other place for official responsibilities, you are entitled to get travel allowance as per the office rules.

**Job Responsibilities:**

- 1) Rapport establishment with AW workers and key persons in the community
- 2) Plan and implement baseline survey and medical screening
- 3) Setting up center for nutrition distribution
- 4) Assure availability and timely distribution of nutrition and medical supplements
- 5) Keeping a check on daily recording of nutrition supplementation
- 6) Planning of CLWs and FWs work
- 7) Assurance of visits paid to families and visits are recorded
- 8) Conducting reviews of families so that process and progress is monitored
- 9) Plan and arrange group awareness meetings
- 10) Facilitate awareness meetings if required
- 11) Plan and organize mass awareness meetings
- 12) Recording of awareness meetings
- 13) Plan , organize and record monthly medical check-ups and growth monitoring
- 14) Providing data for MIS
- 15) Overall responsibility of implementation of activities in the field

We welcome you in the Snehdeep Team!!!



Director

Dr. Prakash Bhandari

President

Snehdeep Jankalyan Foundation  
Pune - 411 042.







**TATA** AUTOCOMP SYSTEMS LIMITED

Date: August 01, 2021

To,  
Karpe Aniket  
1B Near Maruti Mandir, Kothrud Gavthan, Pune 411038

*Subject: Offer of Appointment*

---

**Dear Karpe Aniket,**

We are delighted to offer you the position of Intern with Tata Autocom Systems Ltd. CSR Dept., Pune. Your joining date will be August 2021, with an annual package of ₹3,00,000. You will report directly to the CSR Head.

Your role will involve responsibilities aligned with the objectives of the organization. We are confident that your skills and dedication will contribute significantly to our mission.

Please confirm your acceptance by signing and returning a copy of this letter.

We look forward to working with you.

Sincerely,

Ishani Kolhatkar

CSR Head  
Tata Autocom Systems Ltd. CSR Dept., Pune





**icmr** **NIE**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH NATIONAL INSTITUTE OF  
EPIDEMIOLOGY

Date: December 01, 2021

To,  
Kalage Abhishek  
Raibaug, Belgaon, Karnataka Raibaug, 591317

**Subject:** Offer of Appointment

**Dear Kalage Abhishek,**

We are delighted to offer you the position of Fellow with ICMR, National Institute of Epidemiology, Himachal Pradesh. Your joining date will be December 2021, with an annual package of ₹3,60,000. You will report directly to the Project Director.

Your role will involve responsibilities aligned with the objectives of the organization. We are confident that your skills and dedication will contribute significantly to our mission.

Please confirm your acceptance by signing and returning a copy of this letter.

We look forward to working with you.

**Sincerely,**  
Project Director  
ICMR, National Institute of Epidemiology, Himachal Pradesh



26th December 2023

To,

**Rajan Thakur**

thakurrajan546@gmail.com | 8879433461

Durga Nagar Rahivashi Sangh, Akurli Cross road no 1,  
Kandivali East, Mumbai Suburban,  
Maharashtra 400101

Dear Rajan,

**Sub: Appointment Letter**

We are pleased to offer you an appointment with **Air Pollution Action Group (A-PAG)**, registered as **Foundation for Improving the Quality of Life** as **Program Associate** under the following terms and conditions:

**TERMS AND CONDITIONS:**

1. Your effective date of joining is **29th January 2024**.
2. Your Fixed Cost to Company will be **INR 7,50,000/- (Seven lakhs fifty thousand only)** per annum, subject to the tax deductions as applicable components of your salary are provided in Annexure II and would be governed by APAG policies as amended from time to time.
3. In addition to the salary components indicated in Annexure II, you shall also be entitled to the benefit as per organisation policies and rules during your tenure with the APAG.
4. You will also be reimbursed for work related expenses incurred in accordance with relevant organization policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your responsibilities as part of the project team, and will be conveyed to you at the time of accepting this assignment.
5. Your place of work will be **Prayagraj, Uttar Pradesh**. However, your services are transferable, and you may be assigned, after reasonable notice, to any location in India based on the project or work requirements. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
6. Working days and working hours will be determined as per the requirement of your project.
7. You will be entitled to twenty-four working days leave per annum (pro-rata basis from the date of joining) subject to prior approval by the organisation. Of the 24 leaves, only upto 10 leaves can be taken during the probation period of 6 months.
8. While you are employed by APAG:



this offer is conditional upon the result of such checks. In the event the result of such checks is unsatisfactory on any account, the organization may, in its sole discretion, revoke this offer at any time.

12. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the organisation; failing which your employment with the organisation shall be liable for termination without prior notice.
13. All terms and conditions will be governed by the organization's policies as stated from time to time and the organisation may in its sole discretion as it deems fit revoke or change such policies.
14. You will automatically retire on attaining the age of 60 years. The date of birth as submitted by you at the time of joining the services of the organization will be treated as binding and final. Your services can be extended, on mutually agreeable terms and duration.
15. Termination of services:
  - a. You will be on probation for a period of 6 months. During probation either party can terminate the employment by giving a 15-days' notice.
  - b. Post probation, your services may be terminated by either party, giving 6 weeks written notice or payment of salary in lieu thereof. The organisation reserves the right not to accept salary in lieu of the notice period.
  - c. The organisation reserves the right to terminate your employment with immediate effect, on grounds of breach of any organisational policy including misconduct or where your performance has been found to be unsatisfactory.
  - d. A review of your performance will be done after completion of your probation of 6 months. However, in the rare event that the individual fails to display the capacity to fulfill the objectives of the role, either the probation period might be extended or the person might be asked to resign or the contract terminated.
16. The organization may at its absolute discretion, terminate your employment with the organization immediately without notice or pay you in lieu thereof, if at any time during the course of your employment you:
  - a. commit any act of gross misconduct;
  - b. commit any serious breach or repeatedly or continually commit a material breach of the terms of your employment with the organization;
  - c. are guilty of conduct tending to bring yourself or the organization into disrepute;



nominated by the organisation and your further employment will depend on your being found fit.

24. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party, firm or company having dealing with the organisation and if you are offered any, you should immediately report the same to the Management.

25. Any dispute arising out of this employment shall be referred to the exclusive jurisdiction of courts in NEW DELHI only.

The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 3 days of the issuance of the letter else this offer stands automatically withdrawn. Please send the signed scan copy of this letter to [hr@a-pag.org](mailto:hr@a-pag.org).

We welcome you and wish you every success at APAG !

Warm Regards,




**Vijay Chadda**  
**Chief Executive Officer**  
**Air Pollution Action Group**

**Acknowledgement**

I hereby accept and agree to all the terms and conditions mentioned in this Appointment Letter and give my consent to this employment agreement.

Name : Rajan Thakur

Signature : 

Date : 28/12/23



## Annexure 2

Name	Rajan Thakur
Designation	Program Associate
Location	Prayagraj, Uttar Pradesh

Components	Amount (per annum)
Basic	3,00,000
Housing Rent Allowance	1,50,000
PF	43,200
Special Pay	2,56,800
<b>Pre Tax Annual Take Home Salary (CTC)</b>	<b>7,50,000</b>

*\* Pre-Tax take-home salary shall be subject to deduction of applicable taxes like Income Tax, Professional Tax etc. as per applicable laws.*

- APAG reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such change becomes applicable.
- The CTC includes the PF contribution (employee and employer) as and when it happens. Any employee deduction will be governed by applicable laws and prevalent organisation policy, and will be subject to change.





Samarpan/HR/OL/006/2023-24

November 01, 2023

PRIVATE & CONFIDENTIAL

Mr. Tarang. U. Yeole,  
Flat No 9B. 11 Kudale Patil  
Complex Sinhgad Road Manik  
Baug Pune City Anandnagar  
Pune City Pune  
Maharashtra - 411051

Dear Mr. Tarang. U. Yeole,

This is with reference to the interview you had with us on October 25th, 2022 and subsequent discussion; we are pleased to offer you the position of **Intake Co-ordinator - Rehab (Grade - O3)** in our organization on terms and conditions, which have been mutually discussed and agreed upon.

The detailed appointment letter indicating all terms and conditions governing your employment will be handed over to you at the time of joining.

**Please bring the following documents in original and one set photocopy of the same at the time of joining:**

1. Four passport size photographs.
2. Educational certificates and mark sheets
3. Previous company Experience Certificate / Relieving letter
4. Passport/Driving License / Voter id for your address proof
5. PAN Card & Aadhar Card.
6. State Bank of India Bank Account Number

You are required to provide your acceptance by **October 28, 2023** from your receipt of this offer letter.

Also, you are required to submit the copy of your resignation letter accepted by your present employer within **November 01, 2023** Failure to submit the above documents in time would be considered that you are not interested in the offer and the same would stand withdrawn by us.

You are required to undergo pre-employment medical checkup. On your meeting the required health standard stipulated by us, you may make necessary arrangement to report on duty, **on or before November 01, 2023**, failing which this offer will stand cancelled.

We are happy to welcome you to Samarpan.

Yours faithfully,

For SAMARPAN

*Dhishruti Dosh*

Vice President – HR & Administration

I, \_\_\_\_\_, agree with the above said terms and conditions of my offer and I

Will report to duty from \_\_\_\_\_.

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

Signature: \_\_\_\_\_  
Tarang. U. Yeole

Samarpan

Baldota Bhavan, Maharshi Karve Road, New Marine Lines

Churchgate, Mumbai, Maharashtra - 400 020 | T: 1800 2100 220 | [www.samarpan.in](http://www.samarpan.in)



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**Date:** 08 December 2021

**Name:** Ms. Kirti Dini

**Address:** B-702, Viviana Society, New DP Road, Vishal Nagar, Pimple Nilakh, Pune- 411027, Maharashtra India

Dear Kirti,

**Subject: Offer of appointment as Program Manager- Intern for Swadhar IDWC**

With reference to your interview, we are pleased to offer you the position of Program Manager- Intern for Swadhar IDWC Pune, subject to the following terms and conditions.

1. **Appointment:** Your appointment will be on contract basis with effect from **13<sup>th</sup> December 2021** for a period of 12 months from the date of your joining with a probation period of 6 months. After successful completion of probation period, your designation shall be "Program Manager".
2. **Working Hours:** Working hours for staff are 10.30 am to 5.30 pm from Monday to Saturday. Every 3<sup>rd</sup> Saturday of the month and all Sundays will be observed as holiday.
3. **Place of work** Your present place of work will be Swadhar IDWC Main Office: Flat No 301, Dhan-Shree Apt, Opp. Chittaranjan Vatika, Model Colony, Shivajinagar, Pune 411005. The organization however reserves its right to transfer your work location at any other place to suit the organizational and job requirements.
4. **Remuneration:** Your total emoluments will be Rs 30,000/- per Month (i.e., **Thirty Thousand Only**) subject to applicable tax deductions at source as per applicable rules.

Deductions on account of the Statutory Liabilities and Obligations, such as Professional Tax, Provident Fund, Income tax and other statutory deductions as applicable would be made from your salary. Changes in your salary and benefits are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

5. **Reporting Manager:** At the time of joining, you will report to Ms. Surhudini Prasad- Managing Committee Member and Convener- GESP, Swadhar IDWC. Your direct and dotted reporting structure is mentioned in the Job Description, attached herewith. This may change depending upon organizational and job requirement.



**6. Leave:** You will be entitled to avail leaves as per the leave policy of the organization.

As a Program Manager-Intern, you are expected to maintain the highest standards of ethical conduct.

Throughout your continuance of services with Swadhar IDWC, you should be medically fit. It will be open for the organization to require you to undergo such medical tests as may be determined. In the event, if the Organization finds it unsuitable for your services to be continued on medical grounds, the decision of the organization in that event shall be final and binding on you and your services will be liable to be terminated on account thereof.

**7. Confidentiality:**

You must always maintain highest degree of secrecy and keep as confidential the records, documents and such other information relating to the functioning of the organization which may be known to you or confided in you by any means. You will use such records, documents and information only in a duly authorized manner in the interest of the organization.

Infringement of this condition will render this agreement to be terminated and also warrant for appropriate disciplinary action.

You must not at any time after leaving the employment of the organization, for any reasons, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the organization.

On the termination of your employment, for whatever reasons, you will be required to return to the organization all property, documents and papers in your possession or under your control relating to your employment or to clients' business.

You must not anywhere, at any time after termination of your services with the organization, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected or interested in any way in the business of the organization.

You shall also have to execute a Non-Compete and Non-Disclosure agreement if so, required by the Organization.

If any dispute or difference arises in connection with this letter of appointment or any further terms and conditions that may be laid down by the management from time to time it shall be subject to the exclusive jurisdiction of the appropriate Court in the city of Pune.

**8. Service Conditions:**

- a) You will give your entire time and attention to the organization and discharge your duties and carry out all instructions given to you diligently and faithfully.
- b) You will not accept any other employment or receive any fee or payments whatsoever for services rendered without prior knowledge and written consent of Swadhar.
- c) You will keep us informed of any change in your residence address and your civil status. You be governed by the service rules, regulations and policies of employment which will be in force in the organization.



- d) This letter does not entitle you to make claim of any nature, whatsoever, on the permanent employment of the organization and your appointment is purely on contractual basis and discretionary at the requirements of the Company.
- e) All reports, manuals, letters, memos, articles and documents prepared by you alone or with others as part of or in connection with this assignment with Swadhar shall be deemed to be and remain the property of Swadhar.
- f) You will be responsible for the safe keep and return of, in good condition, any or all property such as tools, equipment and/or data (print and electronic). Swadhar shall have the right to deduct the monetary value of all such things from your dues in the event of your failure to account for any such property to our satisfaction.
- g) If after referral checks you have been found to have made any false declaration with regard to your educational qualification and work experience or willfully suppressed any material information, you will be liable for termination of services without notice.
- h) You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person / client with whom you may be having official dealings.

**9. Termination:**

During probation period, termination of this contract from either side will require an advance notice of one month or payment in lieu of notice to the other party, unless termination is for cause of violation of the terms of this appointment order. On discontinuation of the project and/or funds, your services shall automatically stand terminated. After successful completion probation period, termination of this contract from either side will require an advance notice of two months or payment in lieu of notice to the other party, unless termination is for cause of violation of the terms of this appointment order. On discontinuation of the project and/or funds, your services shall automatically stand terminated.

10. This offer is valid for a period of seven (7) days from the mentioned date of joining in this letter.

11. Your work profile (Job description) is attached along with this letter.

12. This offer of appointment is issued to you on the presumption that all the details submitted by you in your application and the contents of the documents submitted by you are authentic and true.

**13. Documents Required:**

You should submit the following prior to joining Swadhar:

- i. Two copies of recent passport size photos
- ii. True copies of certificates relating to your age, educational qualifications and work experience,
- iii. Self-attested Copy of your PAN, AADHAR, passport
- iv. Relieving letter from your last employer

Looking forward to a healthy association with you and your contribution in fulfilling the objects of the Trust  
Thanking you,

Yours sincerely,  
For Swadhar IDWC,



Mrs. Sanjivani Hingne  
Hon. Secretary

Encl. : As above

Please sign and return the duplicate copy of the letter in acceptance of the terms and conditions mentioned therein

I confirm having read and understood the terms and conditions governing my appointment with the company and the same are acceptable to me in totality including Annexures.

Signature \_\_\_\_\_  
Date \_\_\_\_\_





CEQUE

CENTRE FOR EQUITY AND  
QUALITY IN UNIVERSAL  
EDUCATION

CENTRE FOR EQUITY AND QUALITY  
IN UNIVERSAL EDUCATION

5A, Nav Meghdoot CHS Ltd. 535/36,  
Linking Road, Khar (W), Mumbai 400052

2024

15

4 September, 2023

Sunil Shivaji Kotkar  
At: Kolhapur post Nagapur ta kannad  
Dist Aurangabad 431147

**Sub: Terms of Reference**

Dear Sunil,

We are pleased to offer you an 11-month contract as **Coach** for CEQUE. The position will be full-time and currently based in Nashik, Maharashtra.

Your contract period will be 11-September-2023 to 11-August-2024 and it will be renewed based on need.

The Terms of Reference are as below.

**Scope of Work**

Your main responsibilities will be as follows:

- Coach teachers to improve their teaching practices
- Visit government & school officials and build relationships with teachers
- Maintain & submit required data
- Identify and document stories of change in the assigned district
- Provide assistance to DMs & pedagogues
- Track the performance of teachers

In addition, there may be other tasks assigned as per need.

**Reporting**

You will report to the District Manager, Nashik.

**Work Timings**

9:00 am – 5:00 pm, Monday – Friday, a 5-day work week will be maintained.  
During deadlines the work week and timings will be extended as per need.

**Holidays**

You can avail of the holidays as per the Policy mentioned in the Employees manual.



# Offer Letter - NIIT Foundation

Inbox



16



Fahd Naseer 10/27/2021

to me, Kashish, Karthika... v



Dear Prashant ,

NIIT Foundation is pleased to offer you a job as Marketing Executive. We trust that your knowledge, skills and experience will be among our most valuable assets.

The Date of Joining is - 1st November , 2021 (Monday).

Job Location : NIIT Foundation, Flat no 01A, First floor, Siddhivinayak Park, Hadapsar

Reporting Manager and Contact No. : Supriya Khomane/7378822622

Salary Calculation		
SALARY PARTICULARS	PROPOSED	
	MONTHLY	ANNUALLY
BASIC	6168	74016
HRA	3084	37008
FLEXI	8919	107028
Gross salary	18171	218052
Employer's PF Contribution	1800	21600
Employer's ESIC Contribution	591	7092
Monthly CTC	20562	246744
Annual CTC		246744
DEDUCTIONS		
Employee PF deduction	1800	21600
Employee ESIC deduction	136	1632
TAKE HOME	16235	194820

Your Take-home per month will be Rs. 16,235/-





HR/DTSS/0452941

Dongare Ankush Bhagwan  
Pune

**Sub: Fixed Term Appointment**

Dear Dongare Ankush Bhagwan,

Welcome to DTSS,

We are pleased to appoint you on "Fixed term Employment" as a "Executive Compliance / Legal" with effect from 16.10.2021; on the following terms and conditions:

**1. Duration of Appointment**

Your appointment shall be for a fixed term period starting from 16.10.2021 and shall automatically end on 15.10.2022. This employment agreement shall be considered as null and void after the end date, unless the same is extended by the organization by way of a written communication addressed to you. Your fixed term employment with us is subject to the explicit condition of continuation of or shall be co-terminus with the contract with the principal employer at whose site you shall be deployed.

**2. Assignment & Place of Posting**

Your services are hired for **Bajaj Auto Ltd - Chakan - Pune - Maharashtra** and accordingly, your place of posting shall be at **PIMPRI CHINCHWAD** where the project is undertaken by the organization. You will be issued a letter containing your job description. You will be required to comply with the policy, rule and regulations and the instructions that may be issued from time to time by the Company.

**3. You have been appointed on fixed term basis and will not have any right nor have lien on the post you have been appointed for. You will have no claim over regular employment with the Company even if there is a vacancy for the post held by you or otherwise. In case for any unforeseen reason whatsoever, if you continue to work after the aforesaid specified fixed period without any letter of extension, such an event must not be deemed as an event which confers regular or permanent employee status on you. On such discovery of the event by the company your services shall be terminated forthwith without any notice or payment of salary in lieu thereof.**

**4. That during your employment with the Company, you are required to perform your duties efficiently, diligently and to the best of your ability and integrity and generally carry out duties and work as assigned to you from time-to-time. You shall obey and comply with all lawful orders and directions issued by the Company and shall punctually attend to your duties at the place or places where you are deputed or posted.**

**5. This appointment and its continuance till the term lasts is subject to your remaining physically fit. You shall appear before a medical practitioner appointed by the Company for the medical examination from time to time.**

**6. Salary : Your monthly gross salary will be Rs. 18432/- (Please Refer Annexure I for detailed Salary Breakup) and your performance will be evaluated time to time. You will be entitled to all statutory benefits, in accordance with the provisions of local labour laws.**

**DUSTERS TOTAL SOLUTIONS SERVICES PVT. LTD.**

Regd. office: 4th Floor, No. 50, Zeechi Center, 100 A Road, Indiranagar, Bengaluru - 560038. T. 080 4086 6000

Mumbai Regional Office: 201 & 202, Building No. 1, B-4Ying, Kalash Industrial Complex, Parkside, Vikhroli (W), Mumbai - 400079. T. 022 4238 1111  
W. www.dts.in





assignments, you will also be expected to follow all reasonable orders / instructions / directions issued by your Senior Officers from time to time.

- c) In all other cases of termination of employment not limiting to any disciplinary actions taken against you, your contract of employment shall be liable to be terminated without notice or payment in lieu of notice at any time during the period of your contract.
- d) Further, if you remained absent from work for more than eight consecutive days without informing and taking prior sanction of leave, it will be considered that left the services voluntarily and you are no longer interested in continuing your services with the company and that you have left the employment on your own without giving notice and thereafter this fixed term employment shall stand automatically terminated.
- e) During this fixed term with the Company you shall not take up any other job/assignment in any capacity, whether remunerative or honorary, and/or you shall not engage in any business of whatsoever nature without the permission of the management in writing.
- f) You shall communicate the change, if any, in your permanent/present residential address/telephone/mobile number hereafter immediately, failing which communication sent to you at your notified address shall be deemed to have been received by you.
- g) You completely understand that your services are hired for a specific duration which is assignment / project specific and accordingly, your services shall stand terminated automatically and no specific communication will require to be issued by the Company.
- h) On the expiration of this fixed term contract, you are requested to submit all the assets (Uniform etc, locker keys etc if any given to you at the time of your joining this fixed term employment.
- i) Your continuation in service with the company is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directives of the Management.

If the above terms and conditions are acceptable to you, please sign and return the copy of this document as an acknowledgement of your acceptance. We welcome you to our organization and wish you a satisfying career with us.

For Duster Total Solutions Services Pvt. Ltd.

Authorized Signatory



Declaration by the employee

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

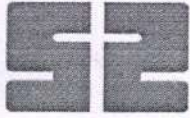
Or

Signature:

Date :

Place :





Date: 01-09-2024

To,  
Full Name: Suraj Balalji Kambale  
Contact no: 9657912170  
Email id: kamblesuraj1606@gmail.com  
Location: Latur

**Consultant Offer Letter**

Dear Suraj,

Greetings of the Day!!

We have pleasure in informing you that, you have been shortlisted for role **Arogya Sathi** as a consultant for **S2 Infotech International Ltd** and your deployment will be onsite at **Latur**. Your date of joining as per this consultant offer letter will be from **01-09-2024** to **31-07-2025** and your services as consultant may be extended mutually for further period. In the event that you fail to join us as per the scheduled date without our prior written approval, our offer shall stand canceled.

- 1 Annual Fees: You will be paid consultancy fees of **Rs 253332/- Per Annum (Rupees Two Lacs Fifty Three Thousand Three Hundred Thirty Two Only)** and applicable charges towards TDS deduction & Medical Insurance (GMC, GPA) will be deducted from this consultancy fee.
- 2 Notice Period: If you want to discontinue the contract, you shall give one (1) months' notice in writing and discontinue your consultant offer letter. For any other kind of discontinuation, please refer to the termination clause mentioned in this letter. You will not be entitled for any compensation in lieu of notice period. The company reserves the right to extend your notice period and / or insist on full compliance to the notice period and may initiate appropriate legal remedies should you violate the provision of notice. The notice period will not be applicable if the project discontinued by the department or upon cessation of contract duration. If you fail to serve their full notice period, S2 Infotech International Ltd may suspend your salary for the remainder of the notice period.
- 3 Working Hours: Your Working hours are as determined by the client but your responsibility is to ensure that the assigned deliverables are complete within the allocated duration. Work can be in shifts and shift timings may vary according to the client. Compensatory leaves and overtime allowance will not be provided for work that is performed outside of regular working hours. Violation of this clause shall lead to your termination with immediate effect.
- 4 Submission of Joining Document: You are required to submit documents within 7 Days of joining on our online Joining form/portal credentials of which shall be shared once you are onboarded on the system.
- 5 Absence Without Notice: In the event that you take leave or is absent without notifying your respective reporting senior/ in-charge of project authority, the company reserves the right to take appropriate action which can result in the discontinuation of contract with immediate effect and without any notice to you. The Company will terminate the service with no dues paid if you are absent from work for five consecutive days without any prior notice to your reporting senior manager & in-charge of project authority.



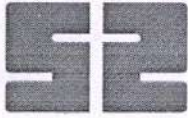


- 6 Internal Policy: The policies of company shall be communicated to you from time to time based on the decisions from company and same shall be applicable to you. You will follow all these policies without any conditions.
- 7 Cessation of Service: Your service shall cease on the specified contract end date or upon receipt of the discontinuation notice from the department, whichever occurs earlier. The serving of the notice period will not be applicable in this scenario.

1. Termination of Consultant Service:

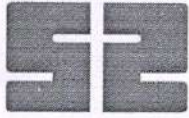
- i Misconduct, Unethical or Illegal practice, Misbehaviour, Unsatisfactory Performance, Sexual Harassment, Moral Turpitude: The Company will terminate your consultant service with immediate effect with no dues and without any notice for any reason including but not limited to misconduct, misbehaviour, sexual harassment, unsatisfactory performance, moral turpitude, use of abusive language, consumption of liquor, misbehaviour with colleagues / seniors / onsite client officers, malpractice, police case, political interference, any third party interference, etc. and if required appropriate legal action will be initiated.
- ii Non-Involvement in Political Activities and Representations: You shall refrain from engaging in any political movement, political activities, or conspiracy. You must not identify themselves as representatives of the Company in any political activity or in any correspondence with news sources. You shall not exploit any political advantage or influence; in order to location/project transfer. Violation of this policy will result in immediate termination of service with immediate effect and with no dues payable to you and without any notice.
- iii Criminal Charges/ Police Case: In the event that you are involved in criminal charges or police case during the consultant service, the company shall terminate the services immediately without any prior notice and no dues payable to you. The associated penalties and charges shall be borne by you in case of any legal action is initiated by the company or project authority and same shall be recovered from your dues.
- iv Location Transfer/Project: You will be deployed at any of the Company's client's sites as per the requirement. The project location or projects can be shifted or transferred from one unit to other as per the requirement. You must adhere to this provision otherwise it will result in immediate termination of service with no dues payable and without any prior notice.
- v Participating In More Than One Projects: You shall not initiate or participate in more than one project at simultaneously. If you are found to be engaged in more than one place, then company shall terminate your consultant service with immediate effect and with no dues payable and without any prior notice to you.
- vi Moonlighting / Working for any other business: During the term of your service with Company, you shall not, directly or indirectly you will not engage in any business activity or third-party work or serve in any capacity, whether full-time or part-time with any other entity or organization except as expressly authorized in writing by Company. You shall devote entire time, attention and energy exclusively to the business interests of Company. Your services shall be terminated immediately without any notice and dues payable to you, if you found involved in any other business or third party working / service





- vii Claiming for Govt. Job/Service: You will not claim for Govt. job / service with Govt. client / Government Department during the service with Company. The company will terminate your service with immediate effect and no dues payable and without any prior notice to you, if you violate this provision and claim for the government job. Expenses of litigation in such event shall be recovered from your dues/ amount payable to you.
- viii Disclosing or Divulging to Public Any Information: You will not disclose or divulge to public /third person/entity any information regarding the Company's affairs, Employee's personal details, administrative / project information, any other confidential information of the company. The Company will terminate the your service with immediate effect and no dues payable and without any prior notice to you, if you violate this provision of disclosing the said information.
- ix Corruption & Bribe during Service: If you engage in malpractice or engage in taking commissions, bribe (including for any person) or any sort of gratification in cash or kind from any individual during the service with Company, the company will initiate appropriate legal action. The associated penalties and charges towards the legal procedures will be borne by you, and the company will terminate the service with immediate effect and with no dues payable to you and without any prior notice.
- x Background Verification Check: The Company will terminate your service with immediate effect and no dues payable to you without any prior notice, if any discrepancy occurs during the Background Verification check in qualification, experience & character verification documentations, etc.
- xi Employee Referrals and References: You are not permitted to solicit or accept any form of compensation / monetary benefits / gifts from individuals who are referred to company for service. The appropriate legal action may be initiated against you / such consultant employee and your services will be terminated with immediate effect and no dues payable to you and without any prior notice.
- xii Association Activities: You are restricted to get involved directly / indirectly in any kind of association activities or its associated activities, which are not of the interest of public, company and client. You will not get involved in any strike or work stoppage / slow down activities. The company will terminate the your / consultant services with immediate effect, without any prior notice and without any dues payable to you, if you are involved in any kind of such activities association. Upon gaining knowledge or any information with respect to the same, Company shall take strict action and shall avail all its judicial/quasi-judicial rights available against you.
- xiii Notice Period: Please refer to clause no.3 for notice period. If you violate any code of conduct, then company reserves the rights to terminate your consultant service with immediate effect and with no dues payable to you. The Company reserves the right to extend the your notice period and / or insist on full compliance to the notice period and may initiate appropriate legal remedies should violate you the provision of notice.
- xiv Property Damage / Theft: You are responsible for any damage that you cause to company property / onsite client property. If you damage any company property / onsite client property / theft, you will be required to pay for the cost of repairs or replacement or theft components. If you are found to have violated this policy will be subject to disciplinary action, up to and including termination of service without no dues payable to you. In case of any legal action is initiated for property damage, the charges applicable for legal procedures will be borne by the you.





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LIMITED

xv Non submission of documents: Non submission of documents within 7 Days of joining will result in your termination and salary suspension without any prior notice to you.

**For S2 Infotech International Ltd.**



**Sr. HR Executive**

**Received & Accepted By:**

**Name:**

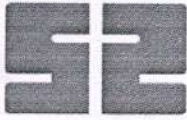
**Sign:**

**Date**

**List of documents to be submitted on the date of joining**

1. Offer Letter Acceptance
2. Aadhar Card Copy
3. Copy of PAN / Acknowledgement of PAN Application & Aadhaar Card (Mandatory) If Pan & Aadhar are not linked then 20 % TDS will be deducted.
4. Copy of Degree / Post Graduate Degree passing certificate
5. Previous Employment (Experience, Relieving letter/Appointment Letter / Pay slip)
6. Bank Proof Copy (Cancel cheque or Bank passbook front page)
7. Certificate of last drawn salary / salary slip
8. Passport Size Photo (ID Card Size)





### **Non-Disclosure Agreement**

This is an Agreement between \_\_\_\_\_ and S2 Infotech International Ltd. The Agreement is effective on your first day of contract dated **01-09-2024** with S2 Infotech International Ltd.

During your contract with S2 Infotech, you will have access to and gain knowledge of confidential and proprietary information belonging to the Company. The term "Confidential Information" is defined below, but in general, it refers to any information related to the Company which is not known to the general public.

As an express condition precedent to your contract, you are required to agree to comply with the terms of this Agreement.

Therefore, intending to be legally bound, you agree to the following:

#### **I. Confidential Information Defined.**

1. As used in this Agreement, "Confidential Information" means confidential and/or proprietary information which is disclosed to you or which you otherwise learn of during the course of or as the direct or indirect result of your contract with the Company. Confidential Information is information not generally known to the public or to others who could obtain economic value from their disclosure or use of the Information. All information related to the Company which you gain during the time of your contract should be deemed confidential, unless clearly identified to be non-confidential.

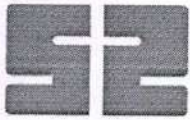
2. Confidential Information includes all proprietary technical, financial, customer, business or other information owned by or licensed to the Company or any of its clients, customers, or vendors, including by way of illustration, but not limitation, customer lists, pricing data, supply sources, production techniques, computerized data, maps, production methods, product design information, written material, drawings, photographs, Employees, computer programs, software, firmware, inventions, discovery, improvement, development, tools, machines, designs, works of authorship, logos, promotional ideas, concepts, formulae, market information, trade secrets, information related to current or proposed research and development, organization charts, advertising materials, financial records and reports of the Company or any enterprise affiliated with the Company, inventions, patents, inventions that are patentable and works subject to copyright protection, copyrighted materials, and performance standards. Confidential Information includes, without limitation, Information which is made, written, discussed, developed, secured, obtained or learned (a) solely or jointly with others, (b) during the usual hours of work or otherwise, (c) at the request and upon the suggestion of the Company or otherwise,

(d) with the Company's materials, tools, instruments, or (e) on the Company's premises or otherwise.

3. Confidential Information includes all confidential and proprietary material that you may design, author, create, distribute or produce during the term of your contract.

4. Confidential Information " shall mean any and all information, know-how and data, technical or non-technical, or description concerning any matters affecting or relating to your services for Company, the business or operations of Company, and/or the products, drawings, plans, processes, or other data of Company disclosed or provided by Company to the you, whether disclosed or provided in oral, written, graphic, photographic, electronic or any other form





5. The Confidential Information will be held by you in complete confidence and kept secret and confidential. You shall keep the Confidential Information and copies of it secure and in such a way so as to prevent unauthorized access or theft by any third party.

6. You shall not without our prior written consent, communicate or disclose, in whole or in part, to any person other than as permitted by us. In no case copy, distribute, sell, commercially exploit or otherwise make use of Confidential Information

7. The Confidential Information will not be summarized, excerpted from or otherwise publicly referred to, nor will it be used in anyway directly or indirectly detrimental to the S2 Infotech or for any purpose other than for purposes relating to the Services provided by S2 Infotech.

8. You shall inform the S2 Infotech immediately if You become aware that any Confidential Information has been disclosed to an unauthorized third party.

9. You shall not remove Confidential Information from the office or work-place, where work is being carried out.

II. The term "Confidential Information" does not include any information:

1. Which at the time it is made available to you, is in the public domain; or

2. Which subsequently comes into the public domain (other than as a result of any breach by you of the terms of this letter or any unauthorized disclosure by a person to whom Confidential Information has been disclosed); or

3. Which is or becomes available to you on a non-confidential basis from a source other than S2 Infotech (as evidenced by the S2 Infotech's or your written records) provided that such source is and was not prohibited from disclosing such information by a legal, consultant or fiduciary obligation to S2 Infotech or any of its subsidiaries, advisers or representatives and you were aware of such obligation.

III. Return of Confidential Information.

You agree to promptly return all Confidential Information to the Company upon the earlier of the Company's request or the termination of your contract.

IV. Compliance with Rules.

You agree to comply with all reasonable rules established from time to time by the Company for the protection of Confidential Information.

V. Disclosure to the Company of Confidential Information.

You agree to promptly and fully disclose to the Company any Confidential Information that you design, create, or develop, including, without limitation, any Information which is patentable or subject to copyright protection or which may be protected as a trade secret.

VI. Disclosure of Intellectual Property.

You agree to disclose to the Company any patent or copyright applications or steps taken to protect intellectual property protection which you may file during the one year period following the

termination of your contract. Any such applications filed within one year following your last day of contract are presumptively Confidential Information of the Company.









#### VII. Disclosure to the Government.

You are permitted by federal law to disclose Confidential Information if you do so in complete confidence, either directly or indirectly, to a federal, state, or local government official or to an attorney. Such disclosure

is permitted, however, solely (i) for the purpose of reporting or investigating a suspected violation of applicable law; or (ii) in the context of a complaint or other document filed under seal in a lawsuit or other proceeding.

#### VIII. Title to Confidential Information.

All right, title and interest in and to all Confidential Information is vested exclusively in the Company, including, without limitation, Confidential Information or work product which you may author, create or develop.

#### IX. Survival of Promises.

You further agree that your obligations described in the Appointment letter, it will continue beyond the termination of your contract with the Company, regardless of whether your termination is voluntary or involuntary. However, if you are asked to provide such assistance after termination of contract.

#### X. Injunctive Relief.

You hereby acknowledge (1) the unique nature of the Confidential Information which is the subject of this Agreement; (2) that Confidential Information constitutes trade secrets of the Company; that the Company will suffer irreparable harm if you breach your obligations under this Agreement; and (3) that monetary damages will be inadequate to compensate the Company for such a breach. Therefore, if you breach any of such provisions, then the Company shall be entitled to injunctive relief or any other remedies at law or equity, to enforce such provisions.

#### XI. Severable Provisions.

The provisions of this Agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable, in whole or in part, the remaining provisions and any partially unenforceable provisions to the extent enforceable shall nevertheless be binding and enforceable.

#### XII. Modifications.

This Agreement may be modified only by a contract in a writing executed by the party to this Agreement against whom enforcement of such modification is sought.

#### XIII. Prior Understandings.

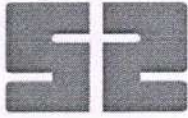
This Agreement contains the entire agreement between the parties with respect to the subject matter of this Agreement. The Agreement supersedes all prior understanding, agreements, or representations.

#### XIV. Waiver.

Any waiver of a default under this Agreement must be made in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. No delay or omission in the exercise of any right or remedy shall impair such right or remedy or be constructed as a waiver. A consent to or approval of any act shall not be deemed to waive or render unnecessary consent to or approval of any other or subsequent act.

#### XV. Jurisdiction.





S2 INFOTECH  
INTERNATIONAL  
LIMITED

This Agreement is to be construed pursuant to the laws of the State of Maharashtra.  
You waive an objection to the personal jurisdiction of any of the above named courts.

Agreed and accepted date

Name:

Sign:





**InaliFoundation**  
Enabling Lives One Hand At A Time

19

Date : 06/12/2021

To,

Prajakta Kumbhar  
718, Gadkar Aali, Dhumal Aali,  
Satara.  
Mobile No.9021175135

**SUBJECT: CONFIRMATION OF EMPLOYEMENT**

We are pleased to inform you that, in appreciation of the efforts put in by you in the past 3 months during your probation, we hereby confirm your employment as 'Executive -PR' w.e.f. 1<sup>st</sup> November, 2021 with the increment in your CTC from Rs.2,16,000/- to Rs.2,64,000/-.

All other terms and conditions of your appointment remain the same.

We trust you shall carry forward the good work done by you and we look forward to your playing an even more important role to contribute towards the growth of the Foundation.

Kindly return a copy of this letter, duly signed by you, in acknowledgement of your receipt of the same.

Wishing you all the very best.

For, INALI FOUNDATION

Mr. Prashant Gade  
(DIRECTOR)

Mrs. Kalyani Pardeshi  
(HR MANAGER)

Received and Accepted

Signature



# KALYANI TECHNOFORGE LIMITED



To,  
Mr. Jyotiram Ingale  
Karanja  
Paranda  
Dharashiv

08-JUL-2024

**Subject: Offer of Employment**

Dear Jyotiram,

We are delighted to extend an offer of employment to you for the position of **Sr Officer-HR & Admin** in the **Grade S2** at **Ambethan-II Plant**. After reviewing your qualification, knowledge, experience and on the basis our interaction in the interview, we believe that you will be a valuable addition to our Organization. We are confident that your expertise and dedication will contribute to the continued success of our Organization.

1. As we mutually agreed, compensation structure is enclosed in Annexure – 1.

2. Please note:

- > You will join us on or before **22-JUL-2024**. This offer is contingent upon the successful completion of employment background check and medical check-up.
- > You will forward us a copy of resignation from your current employer within 3 days upon receiving the offer.
- > Confidentiality agreement will be signed by you at the time of joining our organization.
- > You will furnish all required documents mentioned in Annexure –II on the day of your joining. You are required to complete the e – onboarding procedure within / prior to 7 days

Please review this offer carefully and confirm your acceptance by signing and returning a copy to us within 3 days upon receiving the offer.

We will be happy to assist you for any clarifications or queries.

Once again, we are excited about you joining our team and look forward to the opportunity to work

Thanking you,  
Yours faithfully,

**For Kalyani Technoforge Limited.**

**Makarand Kotalwar**  
Vice President & CHRO

Name & Signature : \_\_\_\_\_ Date : \_\_\_\_\_



**KALYANI**  
DRIVING INNOVATION

**KALYANI TECHNOFORGE LIMITED**

REGD.OFFICE & WORKS - I : KALYANI TECHNOFORGE LIMITED, MUNDHWA, PUNE - 411 036, INDIA. PHONE : 020 66441000 / 66215000 FAX : 020 6641009 / 1034  
ADMIN. OFFICE : CORPORATE BUILDING, SAARLOHA ADVANCED MATERIALS PVT. LTD., MUNDHWA, PUNE 411 036. PHONE : 020 66215000  
CIN NO.: U29141MH1979PLC020973 | GST NO. : 27AABCK0618A1Z7



# KALYANI TECHNOFORGE LIMITED

Continuation Sheet...

## ANNEXURE - I

Name of the Candidate		Mr. Jyotiram Ingale	
Grade	S2	Designation	Sr Officer-HR & Admin.
Particulars			Monthly
Basic Salary			18333
HRA			7333
Education Allowance			200
Additional Allowance			8292
CCR Monthly			5000
Gross Salary Total (A)			39158
Gratuity			882
Bonus			3594
Provident Fund			2200
Indirect Total (B)			6676
Total A+B			45834
Total CTC PA			550008
<b>Mediclaime Insurance:</b> Mediclaime Insurance Family Floater Policy Rs.1.75 Lac (Self, spouse, 2 children age upto 25 years).			
<b>* Commitment Completion Reward (CCR):</b> 1.It is applicable for 03 years & locking period starts from your date of joining & it shall be payable on monthly basis during 3 years of service. 2. If in case you resign within 3 Years as per clause 1 you will not be eligible for proportional payment of CCR amount and will be liable to repay the paid amount to the company 3. After completion of 3 years, the said amount will be added to your Additional Allowance. <b>***Above compensation structure will be replaced/modified as per the applicability of new labour codes without affecting your CTC.</b>			

## ANNEXURE - II

- > Photocopies of all Educational documents along with originals for verification
- > Relieving letter and Experience certificate from all previous employers
- > Latest salary increment / revision letter from previous employer
- > Photocopy of Pan Card, Aadhar Card & cancelled bank cheque

For Kalyani Technoforge Limited.

*M. Kotalwar*

Makarand Kotalwar

Vice President & CHRO





1<sup>st</sup> September 2021

Rutuja Paygude  
Swaraj Colony, Pawar Nagar  
Thergoan.  
Pune- 411033

Dear Rutuja,

We are glad to inform you that you have been selected for Internship for a period of Six months starting from **1<sup>st</sup> September 2021 to 28<sup>th</sup> February 2022** with CSR department at Tata AutoComp Systems Limited.

During the course of your internship you may be assigned to various CSR Projects at Tata AutoComp Systems Ltd or one of its group entities / offices, as part of your project work.

You will be paid a consolidated internship stipend of **Rs. 15,000/-** per month (Fifteen thousand only) during the period that you work on the project as stated above.

Please note that during your internship:

- You are expected to render your best efforts to the company during the period.
- This internship will not be construed to imply either any principal-agent relationship or any employer-employee relationship between you and the company.
- You shall be governed by the rules and regulations of the company and are requested to abide by the same.
- You may come to possess information connected with the Company's financials, operations of our manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during the internship with the Company or thereafter. In the event of your acting in any contradiction, the company will be at liberty to initiate appropriate proceedings to safeguard the interests of the company.
- You agree to hold harmless and indemnify the company from any claim, damage or loss resultant, whether direct, consequential or otherwise, arising from the breach of the terms of this letter of engagement, including but not limited to unauthorized disclosure of Confidential Information which you may have access to.
- You shall not incur any expenditure on behalf of the company until and unless you have prior written approval for the same.

**TATA AUTOCOMP SYSTEMS LIMITED**

CIN: U34100PN1995PLC158999

Registered Office: TACO House, Plot No 20/B FPN085, VG Damle Path Off Law College Road, Erandwana Pune 411 004 India

Tel: 91 20 66085000 Fax: 91 20 6608 5034 email: [taco@tacogroup.com](mailto:taco@tacogroup.com) website: [www.tacogroup.com](http://www.tacogroup.com)





- The company will have no liability for compensation whatsoever for any injury / accident arising out of or in the course of the project.
- Any income tax and other applicable taxes shall be borne by you and the Company shall not be held responsible for any such statutory or other payments, other than for tax withholding at source as required by the pertinent Income Tax Rules.
- Prior to submitting Project Report to your institute, if required, the same shall have to be approved by us.

Please sign and return the copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

Sincerely,

For – TATA AutoComp Systems Ltd

**Deepak Joshi**  
Vice President – Group Human Resources

*I have read and understood the terms and conditions mentioned above. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions.*

Signature and name: \_\_\_\_\_ Date \_\_\_\_\_

**TATA AUTOCOMP SYSTEMS LIMITED**

CIN: U34100PN1995PLC158999

Registered Office: TACO House, Plot No 20/B FPN085, VG Damle Path Off Law College Road, Erandwana Pune 411 004 India  
Tel: 91 20 66085000 Fax: 91 20 6608 5034 email: [taco@tacogroup.com](mailto:taco@tacogroup.com) website: [www.tacogroup.com](http://www.tacogroup.com)





**TARA  
MOBILE CRECHES PUNE**  
Enriching Childhood • Shaping Futures

Date: August 01, 2021

To,  
**Bambale Neha**  
B-209, Madhur Vihar, Warje NDA Road, Pune 411023

**Subject:** Offer of Appointment

**Dear Bambale Neha,**

We are delighted to offer you the position of Project Coordinator with Tara Mobile Creches, Pune. Your joining date will be August 2021, with an annual package of ₹3,36,000. You will report directly to the Project Director.

Your role will involve responsibilities aligned with the objectives of the organization. We are confident that your skills and dedication will contribute significantly to our mission.

Please confirm your acceptance by signing and returning a copy of this letter.

We look forward to working with you.

Sincerely,  
Project Director  
Tara Mobile Creches, Pune

Tara Mobile Creches Pune, 1st Floor, Parvati Sadan, Lane no. 14, Adarsh Colony, Vidyanagar,  
Pune 411015, Maharashtra, INDIA. +91- 8380088822 [taramobilecrechespune@gmail.com](mailto:taramobilecrechespune@gmail.com)





**TARA**  
**MOBILE CRECHES PUNE**  
Enriching Childhood ♦ Shaping Futures

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Maharshi Karve Stree Shikshan Samstha's

## BAYA KARVE WOMEN'S STUDY & RESEARCH CENTRE

Near Smt. Hiraben Nanavati Institute of Management & Research for Women,  
Cummins College Campus, Karvenagar, Pune - 411 052.

Tel : (020) 25475977, 7447229961 • E-mail : bkWSC2015@gmail.com

Ref.: bkwsrC/90/2022-23

Date: 18/10/2022

To,  
Ms Bhagyashree Vyavhare  
Pune.

**Subject: - Appointment as Project Coordinator for Shramsiddha Project.**

Dear Madam,

With reference to your interview dated - 28/06/2022, conducted by the Local management committee of Baya Karve Women's Study and Research Centre and the subsequent discussions, we are pleased to inform you that you are appointed as 'Project Coordinator for the Shramsiddha project at Samstha's Baya Karve Women Study Centre, Karvenagar, Pune on contract basis subject to following terms and conditions. Your appointment is purely on temporary basis for one-year w.e.f. 19.07.2022 to 18.07.2023.


1. You will be paid consolidated salary ₹25,000/- p. m.
2. You will report to the Unit Head, Baya Karve Women's Study and Research Centre.
3. Your working hours will be 10.00 am – 6.00 pm
4. Your appointment will be governed by Samstha and Institute Rules.
5. The rules mentioned under Provident Fund Act 1952 and Employees Provident Fund Scheme 1952 will be applicable to you, provided, you are previously covered under EPF Act by your previous employer and your age is up to 55 years. You shall submit the necessary proofs about PF membership such as PF Slip or Unique Account Number (UAN) immediately after joining. If you are not covered under rules of EPF Act by your previous employer, you shall be treated as excluded employee as per Section 2(f) of The Provident Fund Scheme 1952. You shall fill up the Form No. 11 immediately after joining accordingly
6. You will assist in coordination activity for the Shramsiddha project. The detailed job description will be as follows
  - a. Participating and coordinating in various activities required for the execution of the Shramsiddha Project.
  - b. Meeting with various stake holders for the said project.
  - c. Networking with various NGO's, Recruitment and field workers to reach out to the target population.
  - d. Designing syllabus for such module, arranging required Experts / Faculty for these modules and ensuring the effectiveness of the module.

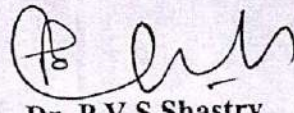


- e. Documentation of each batch.
- f. To work as facilitator between beneficiaries and faculty, work on the issues if any to maintain the effectiveness of the Project.
- g. Counselling of the beneficiaries if and when needed.
- h. Conducting orientation sessions for registration purpose.
- i. Coordination work for printing, assessment, content development and material development with various agencies working on this Project.
- j. Coordination with the CSR team of the funding agency; i.e Bajaj Finserv.
- k. Coordinating with the accounts department of the MKSSS Head office and BKWSRC regarding fund utilization and Audit.

l Any other job required for the smooth execution of this project as and when instructed by superiors.

- 7. Your services may be terminated from either side by one month's prior notice or one month's salary.
- 8. You are requested to sign this as an acceptance of appointment.

  
**Ms. Swati Ranade**  
Unit Head,  
BKWSRC

  
**Dr. P.V.S Shastri**  
Secretary,  
MKSSS



To,

29<sup>th</sup> September, 2021

Mr. Vaibhav Chandrashekhar Deshpande,  
Near Ambedkar School, 96/801, Laxmi Nagar,  
Parvati, Pune, Maharashtra-411 009

**Sub: Offer Letter**

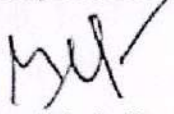
Dear Vaibhav,

This has reference to your interview you had with us. We are pleased to offer you employment in our organization as a Management Trainee in "Management Trainee - Grade" at our Corporate Office. The details of terms & conditions agreed during the discussion you had with us which are as follows:-

1. As indicated, you will join us on or before 01<sup>st</sup> October, 2021. A detailed Letter of appointment will be issued to you after joining. If you fail to join us on the above mentioned date the offer would automatically stand cancelled.
  2. You will be paid emoluments as per the discussions you had with us at the time of interview.
  3. Your appointment is subject to your being found fit in the pre-employment Medical Examination.
  4. You are requested to bring along with you following documents at the time of joining
    - Three copies of recent passport size photographs.
    - Copies of Education Qualifications along with originals for verification
    - Experience Certificates
    - Proof of last salary drawn
    - Relieving letter from the current employer.
    - Copy of Pan Card & Aadhaar Card
    - Blood Group Certificate
    - Proof of DOB
  5. Confidentiality agreement will be signed at the time joining with the organization.
  6. Salary offered to you is liable for modification as per the applicability of new labor codes without affecting your CTC; it will have impact on your take home.
- Please sign the duplicate copy of this offer letter as token of acceptance and submit back to us within 03 days from the release of this offer letter.

Thanking you,  
Yours faithfully,

For Kalyani Technoforge Limited

  
Anant Chincholkar  
Head HR



**KALYANI**  
DRIVING INNOVATION

**KALYANI TECHNOFORGE LIMITED**

REGD. OFFICE & WORKS - I: KALYANI TECHNOFORGE LIMITED, MUNDHWA, PUNE - 411 038, INDIA. PHONE: 020 65441000 / 66215000 FAX: 020 6641009 / 1034  
ADMIN. OFFICE: CORPORATE BUILDING, SAARLOHA ADVANCED MATERIALS PVT. LTD., MUNDHWA, PUNE 411 038. PHONE: 020 66215000  
CIN NO.: U29141MH1979PLC020973 • GST NO.: 27AABCK061BA1Z7





## NBCC (INDIA) LIMITED

A Government of India Enterprise

Phone: 24367314 - 15 (Extn.1209)  
Email: hrm.recruitment@nbccindia.com

NBCC Bhawan,  
Lodhi Road,  
New Delhi - 110003

No: NBCC/HRC/Offer/2022/ 1992

Date: 22.11.2022

MR PRITESH RAMESH BADAR  
S/o MR RAMESH GANPAT BADAR  
TULSI NAGAR  
KALWAGHE LAY OUT  
BULDANA  
MAHARASHTRA- 443001

User ID :- NBCCMT002791

Mob: - 973095346

Email: - priteshbadar1@gmail.com

Sub: **Offer of Appointment for the post of Management Trainee (HRM) in the IDA Pay Scale of Rs.40,000-1,40,000 (E-1 level).**

Sir,

With reference to your online application for the post of **Management Trainee (HRM)**, based on age, qualification, marks obtained in Written Examination & performance in the Personal Interview held ON 13.10.2022. against the Advt. No.10/2022, the Company is pleased to provisionally offer you the post of **Management Trainee (HRM)** on an initial Basic Pay of **Rs. 40,000/- per month (Rupees Forty Thousand Only)** in the IDA scale of pay of **Rs. 40,000-1,40,000 (E-1 level)** subject to verification of your original documents.

1. Your appointment is provisional and you will be on probation initially for a period of **one year** which is extendable further by the Appointing Authority. During this period you will not have any right or lien on the job/post assigned to you and you cannot claim regular employment against the post in the Company. During this period you will be required to undergo a comprehensive on the job training for a period of one year. During the training period, you will be entitled for remuneration consisting of **Initial Basic Pay, Dearness Allowance, Perks & HRA**. You will also be eligible for the Membership of EPF & Medical facilities as per Company's rules.
2. If your services are found to be satisfactory based on your **performance** on the job and other parameters as laid down by the Company, your probation period will be confirmed to have been completed satisfactorily through a formal written order and you will be continued in the regular establishment of the company. **In the event of satisfactory completion of probation period, you will be offered the post of Assistant Manager (HRM) in the IDA pay scale of Rs.40,000-1,40,000/- (E-1 level) and you will be entitled for remuneration consisting of Basic Pay, DA, HRA, Perks, Performance Related Pay and Allowances & Facilities as applicable as per rules of the Company.** In case your services are not found to be satisfactory based on your performance, the probation period may be extended further or your services may be terminated by NBCC. In case of termination of your services during probation, no notice or salary in lieu of notice period will be payable. Until and unless expressly confirmed in writing, you will be deemed to be on probation.
3. **You will be required to furnish Surety Bond of Rs.1.50 lacs (Rupees One Lac Fifty Thousand only) on a Stamp Paper of Rs.100/- prior to your joining, to ensure that you will serve NBCC (India) Ltd. for a period of at least three years including one year of on the job training/probation or pay liquidated damages amounting to Rs.1.50 lacs (Rupees One Lac Fifty thousand only) in case you resign earlier (Proforma of Surety Bond is enclosed).**
4. Your services will be liable for termination at any time by giving three months' notice in writing or on payment of an amount equivalent to **three months' pay** in lieu of notice period after confirmation in the regular establishment of the company.

Contd..2/-



5. You may resign from the services during period of probation by giving **one month** notice in writing and after satisfactory completion of the period of probation by giving **three months'** notice in writing subject to fulfilment of condition No. 03. Your services shall terminate only on acceptance of your resignation with effect from expiry of the period of notice. Provided that, the period of notice may be waived by the Company on payment of amount equivalent to the salary in lieu of a part or full period of notice. Provided further that the Company shall have the right to refuse or accept your resignation if the circumstances so warrant or if disciplinary proceedings are pending against you or a decision has been taken by the competent authority to issue a charge-sheet or a show cause notice etc., as per the guidelines laid down by the Department of Public Enterprises.
6. Your appointment is provisional till the verification of antecedents by the appropriate civil and police authority is completed. **You must produce Medical Fitness Certificate from the Medical Board of a Government Hospital prior to your joining.**
7. **Your appointment is subject to the community / caste certificate being verified through the proper channels (if applicable). If the verification reveals that your claim to belong to SC/ST/Other Backward Classes (or not to belong to creamy layer)/EWS category is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificates. Further, all other relevant certificates viz: Education/Experience etc., submitted by you will also be verified through appropriate authorities, and if, the verification reveals that the certificates are false, your services will be terminated without assigning any further reasons.**
8. Any unauthorized absence on your part originally or in extension of sanctioned leave will be considered as amounting to desertion of post from the date of absence and your services will be considered terminated from the date of such absence and outstanding dues would be forfeited to the extent of pay in lieu of notice period in addition to any other action as the Company may deem fit to take against you.
9. You will be imparted 06 (six) days of induction training at our Corporate Office, New Delhi. Your place of posting will be decided after completion of 06 (Six) days of induction training. You will be required to serve in any part of India or abroad according to requirements of the Company including its subsidiaries & JVs.
10. If any information furnished by you in your application for appointment or / and in the attestation form is found to be false or incorrect, or if you are found to have wilfully suppressed any material information, you will be liable for removal from the service of the Company without any notice or compensation in lieu thereof. The Company will be at liberty to take such other action, as deemed necessary/ fit in such case.
11. You will be governed by rules and regulations as prescribed by NBCC from time to time, including any rules affecting service conditions.
12. You are required to discharge your services in an honest and efficient manner and will be responsible for safe custody and proper upkeep of any equipment/plant/machinery/stock assigned to you. Damage, if any, will be recovered proportionately from your emoluments. Besides, you will also be liable for necessary action as per provisions of relevant rules.
13. You will be whole time employee of the Company and will not engage yourself in any business or trade for personal profit or undertake employment / work elsewhere either full time or part time while in the service of the Company.
14. During your tenure of employment, you will not disclose any confidential document / information to any person/firm/Company. This confidentiality is to be maintained even after termination / leaving of service.
15. You will be eligible for payment of travelling allowance for self on initial appointment as per Company Rules. You will also be eligible for maximum 7 days lodging reimbursement at the place of posting on joining as per your entitlement. (Applicable only in case of outstation candidate).
16. Your appointment is further subject to your submitting a declaration about your marital status in the form enclosed. In the event of your having more than one spouse living, the appointment will be subject to your submitting exemption from the appropriate authority in this regard.





17. Your appointment is subject to verification of original documents & fulfilment of all the conditions & requirements as mentioned in the advertisement No. 10/2022. **In case of any discrepancy with regard to fulfillment of eligibility criteria for the said post, the candidature shall stand cancelled. You are required to bring all your documents in original along with self-attested copies thereof for verification at the time of joining, failing which your candidature for the said post shall be cancelled :-**
- Complete set of mark sheets, degree, and certificate in support of qualification / Professional Qualification. Please ensure that the qualification acquired by you is Full time MBA / MSW / two years Post Graduate Degree/ Post Graduate Diploma in management from Government recognized University / Institute with Specialization in HRM / PM/ IR as major subject with 60% aggregate marks.
  - All Post Qualification Experience Certificates (including from present employer) indicating clearly the date of joining and relieving on the posts (if applicable).
  - Matriculation/ Secondary certificate as proof of date of birth.
  - Wherever CGPA/ OGPA or grading system in a Degree is awarded, equivalent percentage of marks with documentary proof/certificate to this effect from the Institute/ University.
  - Certificate of Scheduled Caste / Tribe / Latest OBC (NCL) / Latest EWS/ PWD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
  - 02 passport size photographs.
  - Print out of Application form and Identity proof (Aadhar card, Driving License, Voter Identity Card, Indian Passport etc.)
  - Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies have to furnish "NO OBJECTION CERTIFICATE". However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their parent department, they may submit proper relieving order from their organization; otherwise they will not be allowed to join.
18. You should also submit the following documents in the enclosed proforma (being sent through this email) along with your joining report.
- Two Character Certificates from two different gazetted officers.
  - Attestation form (Three sets) along with five recent passport size photographs.
  - Home Town declaration and details of family members.
  - Nomination form for Group Insurance Scheme.
  - SC/ST/Latest OBC/Latest EWS/PWD certificate as the case may be from the appropriate authorities (if applicable). Declaration regarding not belonging to Creamy Layer in case of OBC candidates.
  - Medical Fitness Certificate from the Medical Board of a Govt. Hospital.
  - Surety bond of Rs.1.50 lacs (Rupees **One lac Fifty thousand only**) to be furnished on a Stamp Paper of Rs.100/-.
19. Your services may be terminated by the Company at any time without notice, if the Company is satisfied on medical evidence that you are unfit for the post and are likely, for a considerable time, to continue to be unfit by the reason of ill health or physical or mental disability for the proper discharge of your duties. Provided further that the decision of the Company that you are likely to continue to be unfit shall be conclusively binding on you.
20. You are requested to send an unconditional acceptance of this offer latest by **02.12.2022** to the undersigned, failing which it will be presumed that you are not interested in joining the Company. While sending your acceptance kindly indicate the likely date of your joining this Company by your registered E-mail ID at [hrm.recruitment@nbccindia.com](mailto:hrm.recruitment@nbccindia.com)
21. For Document Verification you are required to report to **Addl. General Manager (HRM), NBCC (India) Ltd., Corporate HRM Division, 2nd Floor, NBCC Bhawan, Lodhi Road, New Delhi - 110003 latest by 02.12.2022.**
22. In case the offer of appointment on the above noted terms & conditions is acceptable, you are advised to report for induction training to **ED (HRM), 2<sup>nd</sup> Floor, NBCC (India) Ltd., NBCC Bhawan, Near Lodhi Hotel, Lodhi Road, New Delhi-110003 latest by 21.12.2022**, failing which this offer will be treated as cancelled without any further reference.





23. **Issue of this Offer of Appointment letter is provisional subject to verification of all the original documents as mentioned at S.No 17 & 18 above. It does not confer any right of acceptance of candidature and should not be construed as an acknowledgement of fulfilling the eligibility criteria. The candidates selected herein are being called on provisional basis. Actual candidature will be decided only when he/ she is found suitable after due verification of the Candidature.**

This offer of appointment issues with the approval of the Competent Authority.

Yours faithfully,



(K. Ganeshiya)

**Chief General Manager (HRM)**

**Encl: as above**

Copy to:

1. ED (HRM), Corporate HRM Division, H.O.





Maharshi Dhondo Keshav Karve  
Awarded "Bharat Ratna" - 1958

# कर्वे समाज सेवा संस्था KARVE INSTITUTE OF SOCIAL SERVICE

18, Hill Side, Karvenagar, Pune - 411052 Tel. Office: 91 - 7517564210 | 91 - 7517835431

Email : secretary@karveinstitute.com www.karveinstitute.edu.in

Regn. No. : F-275 PAN No. : AAATK1026G

Exemption u/s 80 G of the Income Tax Act 1961



B.D.K.R&C, CSR Cell, KINSS/Appointment/30//2021-22

Date:-12/10/2021

To,  
Mr. Mohammadzaid Iqbal Attar,  
A/p- Walhe, Taluka, Purandar, District Pune,  
412305

## Subject: Appointment Letter

Dear Mr.Mohammadzaid Iqbal Attar.

We are pleased to appoint you as a Project Coordinator for the project of Cummins-KINSS at Savitribai Phule, Pune University, Pune w.e.f. 12<sup>th</sup> October 2021 to 31<sup>st</sup> March 2024 under the C.S.R. Cell Project on the following terms and conditions:

1. Your appointment is purely Project base under the C.S.R. Cell project of Cummins- KINSS as Project Coordinator and the same will stand terminated automatically without any notice once the project is over.
2. You will be paid consolidated salary of Rs. 25,000/- only per month. Subject to statutory deductions as applicable.
3. It is made abundantly clear that your appointment is for the aforementioned specific project. If the project or its funds are discontinued or on completion of the project for any reason whatsoever then your services are liable to be terminated without any notice or compensation.
4. The Headquarter of the project is C.S.R. Cell Pune and your present place of work is at Karve Institute of Social Service Pune & SPPU. However your services are liable to be transferred to any other Centre of the Cell, activity, geographical location or any of its associates, presently in existence and operational or will be operational in future. In such an eventuality you will be governed by the terms and conditions and the level of earnings as applicable to such new place to which your services may be temporarily or permanently transfer and that you will therefore not be entitled to any additional compensation.
5. Although your normal work shall consist of the duties assigned to you in the capacity as shown above, you may anytime be called upon to discharge any other duties which are within the your capacity to discharge and you shall for with undertake to discharge those duties with diligence and care.
6. During your employment you shall be subject to service regulations applicable from time to time to the establishment where you are required to work. Your other service conditions will be same as for the employees of your category in the organization. If you remain absent continuously for more than eight days without written permission, your services will stand terminated automatically without notice.





7. In the event you leave the job earlier, you will be liable to reimburse the cost incurred the CSR Cell towards the training given to you during your employment of the CSR Cell and related expenses incurred for your travel, stay, fees, stationary, logistics, infrastructure etc. Provided during training.
8. During your appointment with the Cell, you will be governed by Service Conditions more specifically stated in the Annexure – A attached to this letter and other rules, code of conduct and regulations framed by the Managing Committee Members overseeing the functions of the Cell from time to time, which shall be applicable to you and also by such legal provisions as many be applicable.
9. Your appointment will be subject to your being and remaining medically fit. It is necessary for you to get medically examined by the Medical Officer appointed by Cell as and when required by the Cell. If at any stage, you are found to be unfit by the Medical Officer for the job currently being done by you, then you are liable to be terminated on Medical Grounds.
10. Your appointment is substantially based on information, testimonial, documents submitted by you, which you will required to submit while joining the duties or may be called upon to do so subsequently. The Cell shall be within its right to verify the correctness of such information at any time now or in future. If it is found at any stage that the information provided by you is incorrect or the some information is suppressed, then your employment will be automatically concluded.
11. During the continuance of your employment and thereafter, you shall keep all secrets and shall not divulge to any person, firm or company whatsoever other than the Directors of the Cell or their authorized representative all such secrets or confidential information of any description acquired by you while in our service concerning business practices or affairs of the Cell or any of its associates or branches, their customers and Clients.
12. During your service you shall not undertake or carry on either alone or in partnership not be directly or indirectly employed or concerned with as principal agent, clerk, assistant servant or otherwise in any other business, trade or profession whatsoever. You shall devote your whole time and attention to your duties with us.
13. The organization reserves its rights to terminate your services by giving one months' notice or one month salary in lieu of notice. However, no notice or salary in lieu of notice will be given in case your services are terminated on the basis of any misconduct.
14. If you desire to discontinue your employment with the organization, it will be necessary for you to give one month's notice or one month's salary in lieu of notice, for your intention to do so.
15. Upon termination of your employment, you shall return to the organization, all documents and other articles and or any copies thereof belonging to the organization, which may at the time in your possession. Also, you will not be eligible for any performance pay or incentives.
16. You will report to Hon. Director CSR Cell Director of the Institute.

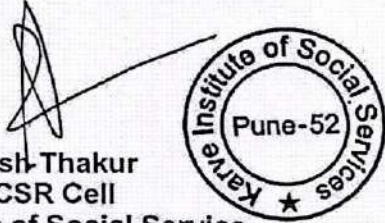




17. If you agree to the above terms and conditions please return the duplicate copy of this letter duly signed by you, confirming your acceptance.

We take this opportunity to welcome you to our organization and hope that your association with us will prove to be of mutual benefit.

Thanking you,



Prof. Dr. Mahesh Thakur  
Hon. Director CSR Cell  
Karve Institute of Social Service.

I herewith sign after agreed on all above mentioned terms and conditions/rules.

Sign   
Mr. Mohammadzaid Attar.





## SEVA SAHAYOG, PUNE

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**Date:** September 01, 2021

**To,**  
Sardeshpande Devika  
Madhulila Bungalow, 109 Bibvewadi, Pune 411049

*Subject: Offer of Appointment*

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**Dear Sardeshpande Devika,**

We are delighted to offer you the position of Project Coordinator with Seva Sahayog, Pune. Your joining date will be September 2021, with an annual package of ₹1,80,000. You will report directly to the Director.

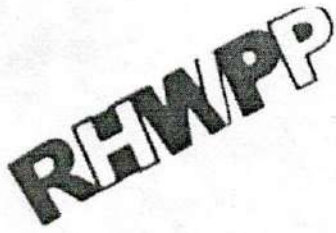
Your role will involve responsibilities aligned with the objectives of the organization. We are confident that your skills and dedication will contribute significantly to our mission.

Please confirm your acceptance by signing and returning a copy of this letter.

We look forward to working with you.

Sincerely,  
Director  
Seva Sahayog, Pune





# Rev. Haribhau Waghmode Patil Pratishthan

Rameshwar Market, Second Floor, A4  
1004/5 Dane Lane, Budhwar Peth, Pune 411 002

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Chairman  
Shirish H. Waghmode Patil  
M 9422306871

Secretary  
Dinesh H. Waghmode Patil  
M 9881462556

22 April 2024

To,

FRRO, Pune

Subject: Contract

Dear Sir, Madam,

We would like to bring to your kind notice about the above subject that Mr. King Jung Lam is working in the Trust -Rev. Haribhau Waghmode Patil Pratishthan as a Managing Director. This NGO is working in the Red Light Area for the rehabilitation CSW (commercial sex workers) and their children. He will continue his duties on an unpaid basis.

Mr. King Jung Lam's details are:

Surname:: Lam

First Name:: King Jung

Nationality :: USA

Passport No. :: 642536877

Date of birth:: 13 Jul 1977

Date of issue:: 20 Sep 2018

Date of expiry:: 19 Sep 2028

Your early action and kind cooperation will be greatly appreciated.

Mr. Waghmode Shirish Haribhau





Double

19-21

29



Tower-C (6th Floor)  
Unitech Business Zone  
Nirvana Country, South City-II  
Gurgaon-122018, Haryana, India  
Tel: + 91-124-4549800  
E-mail: info@srf-foundation.org  
Website: www.srf-foundation.org

This Service Agreement, made on July 29, 2024

between

SRF Foundation, a society registered under Indian Societies Registration Act, 1860, having administrative office at Tower C, 6<sup>th</sup> Floor, Unitech Business Zone, Nirvana Country, South City – II, Gurugram, Haryana. (hereinafter referred to as "Foundation") and

✓ Mr. Avinash Subhashrao Sonkamble S/o Mr. Subhashrao Sonkamble, resident of Daregaon Taluka Degloor, Walag, Nanded, Maharashtra - 431718 as "Project Associate" (hereinafter referred to as "Service Provider").

Whereas Foundation is engaged in transforming the society through Education, Vocational Skills & Livelihood and Natural Resource Management and works on various related projects.

Whereas Service Provider provides services related to Project Associate and represented that he/she has required skills.

Whereas based on representations of Service provider, Foundation agreed to take services of the Service provider for the Skill Development for Sustainable Livelihood Project (hereinafter referred to as Project Support).

Parties are hereinafter referred to individually as a "Foundation" and "Service Provider" and collectively as "Parties"

**Terms and Conditions of Agreement:**

**1. Assignment**

SRF foundation hereby assigns you the role of Project Associate – Skill Development for Sustainable Livelihood Project, Shell India Markets Pvt Ltd as per the requirement.

**2. Roles & Responsibilities**

Will be shared with you at the time of joining.

**Agreement terms and payment**

- This agreement will be effective from August 04, 2024 until July 31, 2025.
- You will be on Probation for initial period of six months from the date of Agreement, wherein the Agreement is terminable by either party with immediate effect without serving any notice period. Thereafter, the Agreement can be terminated by either party by giving at least 1-month notice.
- This agreement may be renewed on expiry, based on your performance review during the contract period & availability of Project Extension / similar projects with the Foundation.
- Your duty station will be SRF Foundation (Pune, Maharashtra) Office.
- You will be eligible for two leaves per month.
- You will receive professional fee of Rs. 5.88 Lakhs /- (Five Lakh Eighty-eight Thousand only) per annum.
- In case 1-Month Notice is not served by either party, Rs. 49,000 /- (Forty-nine Thousand only) need to be paid in lieu of.
- Mobile and Local Travel shall be given as per organization policy.
- TDS will be deducted, as applicable.



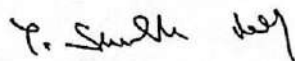
05 Aug

P. Sonkamble  
by



3. **Investment by SRF Foundation:** SRF Foundation would strive to invest in your self-development through training, workshops and exposure visits for building a cadre of resource person without charging any fee.
4. **Performance:** You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith. During the course of assigned activity, you are expected to work full time until the task is accomplished or as per the mutual understand on the same.
5. **Reporting:** You need to closely work with the **Senior Program Officer, Vocational Skills, HO, Gurgaon** of SRF Foundation for planning the activities in your area of work and submit all required information by maintain suggested records.
6. **Termination of Agreement:** This agreement can be terminated earlier than the date specified herein with one-month prior notice, in case of either your performance or behaviour being unsatisfactory. Similarly, you shall give one-month prior notice in writing if you wish to terminate this agreement.
7. **Divulging Information:** You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall be directly or indirectly disclosed to any person whatsoever, except with the written permission of the Director, SRF Foundation.
8. **Written Articles/ Report / Materials:** You shall be responsible for the safekeeping and return in good condition and order, of the organizations and Schools property, which may be in your use. Custody of charge.

For SRF Foundation,



Dr. Y. Suresh Reddy

Director



I do hereby accept the terms and conditions of this assignment as set out in this agreement and by my signature here to, I bind myself to abide by these terms.

Date:

Place:

Signature:

A handwritten signature in black ink, appearing to be "S. Suresh Reddy", written over a horizontal line.

Encl\* Duplicate of this agreement.

I agree to accept the terms and conditions mentioned above. The original of this agreement is in my possession.

---





## Edwards India Ltd.

Date: November 01, 2021

To,  
**Thorve Snehprabha**  
A/p- Somatne, Tal-Mawal, Dist- Pune 410506

**Subject: Offer of Appointment**

**Dear Thorve Snehprabha,**

We are delighted to offer you the position of Intern with Edwards India Ltd.. Your joining date will be November 2021, with an annual package of ₹1,20,000. You will report directly to the Manager, HR.

Your role will involve responsibilities aligned with the objectives of the organization. We are confident that your skills and dedication will contribute significantly to our mission.

Please confirm your acceptance by signing and returning a copy of this letter.

We look forward to working with you.

Sincerely,  
Manager, HR  
Edwards India Ltd.



Edwards India Pvt Ltd (Systemization Plant Chakan )  
Industrial vacuum equipment supplier  
PRP6+F4 Nighoje, Maharashtra Chakan MIDC, Nighoje Tal. Khed Dist. Pune



Ref: 2941

6th April 2022

(Confidential)

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Vedant Halarnekar

Pune

Sub: - Offer Letter

Dear Vedant,

We are pleased to extend an offer of employment to you with us, one of the largest pure-play data science solutions and services company, Saama Technologies (India) Pvt. Ltd. (The Company).

We loved knowing about you and felt that you can be a great addition to the team. Considering our conversations and your fitment, you are offered the role of "L&D - Consultant" at "P1" Level.

The terms & conditions of the Employment offer are as follows:

**1. Date And Location of Commencement:**

- a) **Date of Joining:** Your employment with the company shall commence not later than **05 Apr 2022**.
- a) **Location of Joining:** Your joining location will be **Pune - Saama Technologies**,  
IT -8, 10th Floor, Blue-Ridge Township, Near Rajiv Gandhi InfoTech Park-Phase-I, Hinjewadi, Pune  
411 057

**2. Compensation:**

Your total salary expressed as Cost to Company (CTC) will be INR. 400000/- per annum, which includes a Performance Variable Pay of INR 60000 / -This has been detailed in the Compensation sheet in Annexure A.

a) Your compensation/benefits details are as per the annexure. Your compensation consist of Basic Salary, House Rent Allowance, Transport Allowance, Medical Reimbursement, and other allowances as per Company's prevailing policies. PF and Gratuity deductions will be made from your compensation, as per statutory compliances. Your compensation is confidential and shall not be discussed or disclosed to anyone within or outside the company without the prior written permission from the company.

b) The total annual compensation includes certain variable component which is based on overall company performance, the group/divisional performance and individual performance and will be announced separately. The amount mentioned in the annexure is average possible quantum.

**3. Leaves and Holidays :**

Saama believes in that associate should never run out of leaves. Hence, you will be eligible for 21 paid leaves in a year. In addition to that, you will be also eligible for additional leaves whenever needed like Study Leaves, Emergency Support Leaves, Bereavement Leaves and also we have leave donation and leave in advance policy. You will also be eligible for 10 Holidays as per prevailing Company's Rules and public holidays as declared by the Company.



books, data, drawings and any other belongings of the company as part of separation formalities and shall not make or retain any copies of these items.

In case if you leave within One Year, the additional amount paid to you other than CTC (like Joining Bonus, Retention Bonus, and Relocation Bonus etc) will be recovered from your Full and Final Settlement.

#### **8. Working Hours:**

The normal working hours of the company are from Monday - Friday (8.30 AM to 5.30 PM). However your working hours may vary according to the operational needs of different clients and projects and you may be required to work in shifts, the details of which will be provided to you in advance. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

#### **9. Confidentiality :**

During your employment with the company, you shall not engage in any of the following activities. Breach of any of these rules will call for immediate termination without any notice or compensation or obligation whatsoever besides which legal action as deemed necessary

- a) You shall fully devote your time to the work of the company and shall promote its interest.
- b) You shall not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade, business, during the employment with the Company without permission in writing of the Directors of the Company.
- c) You shall not act or indulge in any activity harmful to the interest of the company or its business, or its reputation.
- d) The records and information of the company in respect to its development processes, trade secrets and dealings with the customer accounts and business transactions which may come to your knowledge shall not be divulged to any one without prior consent/sanction in writing.
- e) During the employment with the company, you shall not engage in or be concerned with or be interested in any business or profession other than your employment with the company.
- f) You shall at all times conduct yourself in a manner befitting your position and show civility and strictly obey and carry out all lawful orders and instructions of persons placed by the company in authority over you.
- g) You are required to sign an Intellectual Property, Non-Disclosure and Confidentiality Agreement effective from the date of joining. The employee shall ensure that all proprietary and confidential information, documents, literature, and invention made or obtained during his/her tenure with the Company shall not be utilized by him/her for an indefinite period to undermine the interests of the Company.
- h) It is agreed that during the period of the employment, there under, and for two years following the termination of your employment for any reason, you shall not directly or indirectly provide any services to any of Saama's client or to any other Company doing similar business without written consent from the company. You further agree that you will not solicit or entertain offers from any of the existing or former clients of Saama, whether for yourself or on behalf of any other entity or in any manner attempt to induce any of the clients of Saama withdraw their business from Saama. You further agree that you will not solicit any Saama employee or Consultant to terminate their contractual agreements with Saama.
- i) Both the parties hereby agree and confer jurisdiction of the courts situated at Pune city for resolving any disputes or instituting any suit or proceedings for the disputes arising out of this Agreement.
- j) This letter of employment has been issued to you on the basis of the information furnished by you about yourself in your resume. If any of the details and information furnished in your resume is



If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

You will be required to submit to our HR department, the documents as mentioned in the below checklist mandatorily at the time of your joining.

Scanned copies of the following documents are to be submitted on the date of joining -	
1.	Four Passport sized Photographs
2.	Highest Degree/Diploma certificate along with the mark sheets
3.	Appointment/Offer Letter from your last employer
4.	Experience or Release Letter from your last employer
5.	Salary slips of the last three months from your last employer.
6.	PAN Card
7.	Valid Passport (In case you do not have a valid passport, you need to apply for one within 15 days of joining the company).
Please bring originals of all the above mentioned documents for verification. The originals will be returned to you immediately after the verification.	

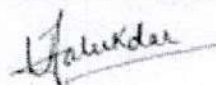
#### Employee Confirmation:

1. I accept the offer and confirm that there have been no other commitments made during the hiring process other than specified in the offer letter. (Example – on site opportunity, compensation, promotion and salary)
2. I accept the offer but would like to mention that the following discussion had during the hiring process (please mention the comments): \_\_\_\_\_

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions.

Kindly signify your acceptance on the duplicate copy of this letter as a token of acceptance.

Sincerely,  
For Saama Technologies (India) Pvt. Ltd.,



Upasana Talukdar  
Head - HCM, India

Accepted

Vedant Halarnekar



Annexure - B  
CTC Components

**FIXED COMPONENT:**

- 1) **Basic:** Basic Salary means monthly fixed salary excluding all the allowance, perks and benefits payable to an employee. It would be fully taxable in the hands of the employee.
- 2) **House Rent Allowance (HRA):** 50 % of basic would be paid to employee towards HRA. Tax exemption can be availed on this component as per rules of HRA in the Income tax act.

**FLEXIBLE BENEFIT PLAN (FEP):**

This component gives flexibility to the employee to choose the below options as reimbursement under this basket.

- a. **Car Reimbursement:** This component covers petrol reimbursement, maintenance and insurance. This component can be opted as taxable or as reimbursement per month. Reimbursement is possible minimum **Rs.21,600** and maximum up to **Rs.96,000** per year.
- b. **Leave Travel Allowance:** This component serves as subsidy on travel when an employee proceeds on vacation. Minimum 3 days leaves to be taken to claim such benefit. As per the Income Tax Rules, exemption in respect of LTA is allowed to employee, twice in a block of four calendar years, to the extent of and subject to the satisfaction of conditions prescribed under the Act. You can claim a maximum up to **1.5 times** of your monthly basic salary.
- c. **Telephone/Internet Reimbursement:** One telephone number (either mobile or landline) can be chosen by employee for claiming the reimbursement. Actual amount of bill will be treated as non-taxable. Pre-paid & postpaid bills or internet bills are accepted for such reimbursement. You can claim maximum of **Rs. 36,000** per year
- d. **Child Education:** This component covers the tuition fees that you pay towards your child's education. As per the law you can claim a maximum of **Rs. 2,400** per year (for two children) or **Rs. 1,200** per year (for single child).
- e. **Food Card:** You can opt for HDFC food card which will cover a maximum of **Rs. 26,400** per year.
- f. **Books and Periodicals:** This covers all books and reading you have bought which is related to your role. You can claim a maximum of **Rs. 12,000** per year.
- g. **National Pension Scheme:** You can opt for upto 10% of your basic salary which will be deducted from your monthly salary and contributed to NPS.

The balance amount will be adjusted under other allowance.



- 6) **Wedding Gift:** All unmarried employees are eligible for a surprise gift from Saama for their first marriage.
- 7) **New Born Baby Gift:** All employees are eligible for a surprise gift for their new born baby. Only the first two children are covered under this scheme.
- 8) **Relocation Benefits:** (applicable for candidate relocating from outside Pune)  
Relocation benefits can be reimbursed\* up to INR 50,000 (paid as per actuals).  
This includes -
  - a. Reimbursement towards taxi fare
  - b. Reimbursement of air fare / train fare
  - c. Movement of goods from current location Pune

\*Kindly note that the above are to be reimbursed based on submission of actual invoices paid through credit card or online payment (No Cash Transaction will be allowed).

#### Non-Disclosure Acknowledgment: Critical Financial Information

All information which is Financial and Contractual in nature as part of Saama transactions is highly confidential and not to be disclosed without the approval of designated Saama authorities (Country Head, HCM Head, HCM BP, Portfolio Head)

The following financial information is classified as confidential and not for public discussion or sharing without any prior authorization:

1. Salary information (CTC).
2. Other Salary components including Merit Increments, Annual/Quarterly Bonuses, Options allocations, Equity etc
3. Financials and Contract value of your project and other Client Engagement Contracts
4. Financials/Fees/Remuneration and Contract value of VENDORS, SUBCONTRACTORS, and other ENGAGEMENT PARTNERS
5. The salary and other Salary components (specified in 1 & 2 above ) information of your team members are confidential and not be disclosed to anyone unauthorized or without prior approval.
6. The salary and financial information of the associates working under your leadership and management are confidential and not be disclosed to anyone unauthorized or without prior approval.

Any unauthorized disclosure of confidential information by you stated above will be a violation of the company rules and policies, and appropriate corrective action will be taken which may be through the disciplinary procedure.

You are also requested to bring it to the notice of HCM team if you find anyone discussing/sharing any financially sensitive information as mentioned above.

#### **Acknowledgement and Agreement**

I Vedant Halarnekar, acknowledge that I have read and understand the Non-Disclosure of Critical Financials of Saama Technologies India Pvt.Ltd.I understand that if I violate the rules / procedures outlined in this agreement, I may face corrective action, up to and including termination of employment.

Name: Vedant Halarnekar

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

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



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saama



(Confidential)

Sonal Shirpurwar  
Pune

**Sub: - Appointment Letter**

Dear Sonal,

We are pleased to extend an appointment of employment to you with us, one of the largest pure-play data science solutions and services company, Saama Technologies (India) Pvt. Ltd. (The Company).

We loved knowing about you and felt that you can be a great addition to the team. Considering our conversations and your fitment, you are offered the role of "Associate Consultant - HCM" at "P1" Level.

The terms & conditions of the Employment appointment are as follows:

**1. Date And Location of Commencement:**

- a) **Date of Joining:** Your employment with the company shall commence not later than **16 Feb 2022**.
- a) **Location of Joining:** Your joining location will be **Pune- Saama Technologies , IT -8, 10th Floor, Blue-Ridge Township, Near Rajiv Gandhi InfoTech Park-Phase-I, Hinjewadi, Pune 411 057**

**2. Compensation:**

Your total salary expressed as Cost to Company (CTC) will be **INR. 410000/- per annum, which includes a Performance Variable Pay of INR 11864/-** This has been detailed in the Compensation sheet in Annexure A.

- a) Your compensation/benefits details are as per the annexure. Your compensation consist of Basic Salary, House Rent Allowance, Transport Allowance, Medical Reimbursement, and other allowances as per Company's prevailing policies. PF and Gratuity deductions will be made from your compensation, as per statutory compliances. Your compensation is confidential and shall not be discussed or disclosed to anyone within or outside the company without the prior written permission from the company.
- b) The total annual compensation includes certain variable component which is based on overall company performance, the group/divisional performance and individual performance and will be announced separately. The amount mentioned in the annexure is average possible quantum.

**3. Leaves and Holidays :**

Saama believes in that associate should never run out of leaves. Hence, you will be eligible for 21 paid leaves in a year. In addition to that, you will be also eligible for additional leaves whenever needed like Study Leaves, Emergency Support Leaves, Bereavement Leaves and also we have leave donation and leave in advance policy. You will also be eligible for 10 Holidays as per prevailing Company's Rules and public holidays as declared by the Company.





saama



#### 4. Salary Review:

Your salary reviews and re-fitments will always be subject to the schedules as may be implemented by the company from time to time. Your annual increments will be based on Companies performance, your performance and existing market conditions. Candidates joining on or after 1<sup>st</sup> Oct will not be eligible for appraisal in the current cycle.

#### 5. Location:

Your services are liable to be transferred to any other establishment, office, branch, department of the Company or subsidiary, associate or affiliate of the Company in India or abroad/existing or to be established - at a later date- at the discretion of the Company. In the event of your transfer to any of other establishment, office, branch, department of the Company or subsidiary, associate or affiliate of the Company in India or abroad/existing or to be established - at a later date- , your remuneration and emoluments will not be adversely affected. However, you will be governed by the rules and regulations of service applicable to the new assignment or prevailing in those establishments/offices/branches/departments

#### 6. Confirmation:

You will be on Probation for the period for 6 months; during this period the Company will progressively assess your performance. After successful completion of that, you will be treated as full time permanent employee from the date of joining. If the employee is deemed unsuitable while on the probationary period, employee may be terminated by giving a notice of 30days. If an employee wishes to terminate employment during the probationary period, then employee needs to abide by the notice period mentioned in point 7 of this letter.

#### 7. Separation :

If you wish to resign from the services of the company, you may do so by giving pre-defined notice period in writing. The notice period for Delivery and Engineering Team is 90 days' and the notice period for Support Functions is 60 days. You can also make payment in lieu of serving the notice period equivalent to your notice period provided you do not have any business dependency. Similarly, the Company may terminate your services either by giving the respective notice period in writing or payment in lieu of serving the notice period equivalent to your notice period.

Should you leave the Company's service without notice, you will be liable to pay to the Company a sum equivalent to your notice period's consolidated salary and also be liable to be sued for damages. The company reserves the right to decide upon the early relieving date without any compensation or obligation whatsoever. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

If at any time you are found guilty of misconduct or if your performance or conduct is not satisfactory, your services are liable to be terminated without notice or without payment in lieu of notice. The decision of the company shall be final and binding on you.

On termination or acceptance of the separation notice, you shall immediately, before you are relieved, hand over the papers, documents, keys, all software's, correspondence, specifications, books, data, drawings and any other belongings of the company as part of separation formalities and shall not make or retain any copies of these items.



In case if you leave within One Year, the additional amount paid to you other than CTC (like Joining Bonus, Retention Bonus, and Relocation Bonus etc) will be recovered from your Full and Final Settlement.

#### 8. Working Hours:

The normal working hours of the company are from Monday - Friday (8.30 AM to 5.30 PM). However your working hours may vary according to the operational needs of different clients and projects and you may be required to work in shifts, the details of which will be provided to you in advance. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

#### 9. Confidentiality :

During your employment with the company, you shall not engage in any of the following activities. Breach of any of these rules will call for immediate termination without any notice or compensation or obligation whatsoever besides which legal action as deemed necessary

- a) You shall fully devote your time to the work of the company and shall promote its interest.
- b) You shall not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade, business, during the employment with the Company without permission in writing of the Directors of the Company.
- c) You shall not act or indulge in any activity harmful to the interest of the company or its business, or its reputation.
- d) The records and information of the company in respect to its development processes, trade secrets and dealings with the customer accounts and business transactions which may come to your knowledge shall not be divulged to any one without prior consent/sanction in writing.
- e) During the employment with the company, you shall not engage in or be concerned with or be interested in any business or profession other than your employment with the company.
- f) You shall at all times conduct yourself in a manner befitting your position and show civility and strictly obey and carry out all lawful orders and instructions of persons placed by the company in authority over you.
- g) You are required to sign an Intellectual Property, Non-Disclosure and Confidentiality Agreement effective from the date of joining. The employee shall ensure that all proprietary and confidential information, documents, literature, and invention made or obtained during his/her tenure with the Company shall not be utilized by him/her for an indefinite period to undermine the interests of the Company.
- h) It is agreed that during the period of the employment, there under, and for two years following the termination of your employment for any reason, you shall not directly or indirectly provide any services to any of Saama's client or to any other Company doing similar business without written consent from the company. You further agree that you will not solicit or entertain offers from any of the existing or former clients of Saama, whether for yourself or on behalf of any other entity or in any manner attempt to induce any of the clients of Saama withdraw their business from Saama. You further agree that you will not solicit any Saama employee or Consultant to terminate their contractual agreements with Saama.
- i) Both the parties hereby agree and confer jurisdiction of the courts situated at Pune city for resolving any disputes or instituting any suit or proceedings for the disputes arising out of this Agreement.
- j) This letter of employment has been issued to you on the basis of the information furnished by you about yourself in your resume. If any of the details and information furnished in your resume is found to be incorrect, or if it is found that you have concealed or withheld any essential details, your employment is liable to be terminated without any notice.
- k) The employment is subject to satisfactory reference and the same shall be withdrawn in case of adverse references





- l) The above terms and conditions are subject to Company's Service Rules and Regulations. You may refer to the Company's Rules and Regulations available in the Employee Handbook for all the other details and seeks clarifications, if necessary with Head HCM for all the HR related matters.

#### 10. Advance Payments Recovery Clause:

Amount paid in terms of Joining Bonus, Retention Bonus, Relocation Bonus, Accommodation is treated as an advance payment and nullified at the year end from the date of joining. However If the employee who has availed above benefits, resigns from the Company within one year from their date of joining, the amount paid towards advance payment will be recovered.

#### 11. Social Media Guidelines:

Social media use shouldn't interfere with your responsibilities at the company. Computer systems at the company and related infrastructure are to be used for business purposes only. When using the company's computer systems and /or infrastructure, use of social media for business purposes is allowed (ex: Facebook, Twitter, Saama blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged. Also, you are solely and personally responsible for any legal and/or financial obligations that arise out of using the social media, if such usage is not pre-authorized be aware that your actions on social media will impact your image, as well as the Company's image. The information that is posted or published online may remain public for a long time. Never represent yourself or the company in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities at the company. Post meaningful, respectful comments, do not share any remarks that are off-topic or offensive.

Use your judgment in posting material that is neither inappropriate nor harmful to the company or its employees, customers/clients, vendors or any other stake holders of the company. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, and libelous or that can create a hostile work environment.

Check before referring to or post images of current or former employees, their job titles, their roles and responsibilities from the authorized members. It is not allowed to post about clients/customers, vendors or suppliers. It is also prohibited to post any information about internal operations of the company on the web. Get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

#### 12. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any criminal checks for Civil and Criminal proceedings in District, Lower, Civil Court, Magistrate Court, Session Court, High Court, and Supreme Court. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India."



If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

You will be required to submit to our HR department, the documents as mentioned in the below checklist mandatorily at the time of your joining.

Scanned copies of the following documents are to be submitted on the date of joining -	
1.	Four Passport sized Photographs
2.	Highest Degree/Diploma certificate along with the mark sheets
3.	Appointment/Offer Letter from your last employer
4.	Experience or Release Letter from your last employer
5.	Salary slips of the last three months from your last employer.
6.	PAN Card
7.	Valid Passport (In case you do not have a valid passport, you need to apply for one within 15 days of joining the company).
Please bring originals of all the above mentioned documents for verification. The originals will be returned to you immediately after the verification.	

#### Employee Confirmation:

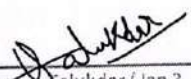
1.I accept the appointment and confirm that there have been no other commitments made during the hiring process other than specified in the appointment letter. (Example - on site opportunity, compensation, promotion and salary)

2.I accept the appointment but would like to mention that the following discussion had during the hiring process (please mention the comments): \_\_\_\_\_

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions.

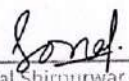
Kindly signify your acceptance on the duplicate copy of this letter as a token of acceptance.

Sincerely,  
For Saama Technologies (India) Pvt. Ltd.,

  
Upasana Talukdar (Jan 3, 2023 12:53 GMT+5.5)

Upasana Talukdar  
Head - HCM, India

Accepted

  
Sonal Shirpurwar (Jul 24, 2023 16:38 GMT+5.5)

Sonal Shirpurwar



**Private and Confidential**  
**ANNEXURE - A**  
**COMPENSATION STRUCTURE**

**Employee Name:** Sonal Shirpurwar  
**Level:** P1  
**Designation:** Associate Consultant- HCM

COMPENSATION STRUCTURE	MONTHLY EARNING (INR)	ANNUAL EARNING (INR)
Basic	12785	153420
House Rent Allowance	6393	76716
FEP	10985	131820
<b>Gross Salary (INR)</b>	<b>30429</b>	<b>365148</b>
Employer's Contribution to PF	1800	21600
Contribution based Performance Pay*	-	11864
Gratuity	-	7380
Mediclaime	-	7200
<b>Cost to Company (CTC) (INR)</b>	<b>31963</b>	<b>410000</b>

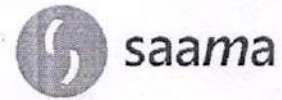
**Note:**

CPP - Contribution-based Performance Pay is your Contribution driven Performance Pay, which will be paid to you quarterly. You can earn upto 110% of your CPP for Hi-Performance. For associates from P6 and above a part of the CPP will be BU/Organization based, which ranges from 10% to 20% considering your level and role, which will be disbursed annually.

Over and above the CPP, you will also be eligible for an extra EARNING POTENTIAL under ABC (Above and Beyond Contribution) Program from 10% to 35% of your Performance Pay, based on your individual and company performance.

Performance Pay (CPP and Extra Earning Potential) is a discretionary component and is subjected to the prevailing company policies from time to time. The amount of pay, payout calculation criteria, and the payout date(s) are at the sole discretion of the company and may change from time to time. You will be eligible for Individual Performance Pay till your last working day with Saama. However, you will have to be on the payroll and not serving the notice period for earning the EXTRA earning potential component and BU/Org Performance Pay.



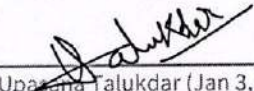


Statutory Bonus payable under Payment of Bonus Act, 2015 is a part of Performance Variable Pay. Gratuity accruals shall apply as per the "The Gratuity Act 1972".

Please refer Annexure B for Employee Benefits.

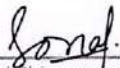
Your compensation details are strictly personal and confidential and should not be disclosed to others.

Sincerely,  
For Saama Technologies (India) Pvt. Ltd.,

  
Upasana Talukdar (Jan 3, 2023 12:53 GMT+5.5)

Upasana Talukdar  
Head - HCM, India

Accepted

  
Sonal Shirpurwar (Jul 24, 2023 16:38 GMT+5.5)

Sonal Shirpurwar



**Annexure - B**  
**CTC Components**

**FIXED COMPONENT:**

- 1) **Basic:** Basic Salary means monthly fixed salary excluding all the allowance, perks and benefits payable to an employee. It would be fully taxable in the hands of the employee.
- 2) **House Rent Allowance (HRA):** 50 % of basic would be paid to employee towards HRA. Tax exemption can be availed on this component as per rules of HRA in the Income tax act.

**FLEXIBLE BENEFIT PLAN (FEP):**

This component gives flexibility to the employee to choose the below options as reimbursement under this basket.

- a. **Car Reimbursement:** This component covers petrol reimbursement, maintenance and insurance. This component can be opted as taxable or as reimbursement per month. Reimbursement is possible minimum **Rs.21,600** and maximum up to **Rs.96,000** per year.
- b. **Leave Travel Allowance:** This component serves as subsidy on travel when an employee proceeds on vacation. Minimum 3 days leaves to be taken to claim such benefit. As per the Income Tax Rules, exemption in respect of LTA is allowed to employee, twice in a block of four calendar years, to the extent of and subject to the satisfaction of conditions prescribed under the Act. You can claim a maximum up to **1.5 times** of your monthly basic salary.
- c. **Telephone/Internet Reimbursement:** One telephone number (either mobile or landline) can be chosen by employee for claiming the reimbursement. Actual amount of bill will be treated as non-taxable. Pre-paid & postpaid bills or internet bills are accepted for such reimbursement. You can claim maximum of **Rs. 36,000** per year
- d. **Child Education:** This component covers the tuition fees that you pay towards your child's education. As per the law you can claim a maximum of **Rs. 2,400** per year (for two children) or **Rs. 1,200** per year (for single child).
- e. **Food Card:** You can opt for HDFC food card which will cover a maximum of **Rs. 26,400** per year.
- f. **Books and Periodicals:** This covers all books and reading you have bought which is related to your role. You can claim a maximum of **Rs. 12,000** per year.
- g. **National Pension Scheme:** You can opt for upto 10% of your basic salary which will be deducted from your monthly salary and contributed to NPS.

The balance amount will be adjusted under other allowance.



## CONTRIBUTION-BASED PERFORMANCE VARIABLE PAY:

Contribution-based Performance Pay is your Contribution driven Performance Pay, which will be paid to you Quarterly. You can earn upto 110% of your CPP for Hi-Performance. For associates from P5 and above a part of the CPP will be BU/Organization based, which ranges from 10% to 20% considering your level and role, which will be disbursed annually.

Over and above the CPP, you will also be eligible for an extra EARNING POTENTIAL from 10% to 35% of your Performance Pay, based on your individual and company performance.

Performance Pay (CPP and Extra Earning Potential) is a discretionary component and is subjected to the prevailing company policies from time to time. The amount of pay, payout calculation criteria, and the payout date(s) are at the sole discretion of the company and may change from time to time. You will be eligible for Individual Performance Pay till your last working day with Saama. However, you will have to be on the payroll and not serving the notice period for earning the EXTRA earning potential component and BU/Org Performance Pay.

## STATUTORY PAYMENTS:

- 1) **Provident Fund (PF):** Employer's contribution towards PF is capped to Rs. 1800/- per month.
- 2) **Gratuity:** Gratuity is payable on separation after completion of continuous service of 5 years as per government rules.  
Formula for calculating gratuity: -Gratuity = (((Last Drawn Basic)/26)\*15)\*Number of years of service.

## EMPLOYEE BENEFITS:

- 1) **Medical Insurance\*:** Saama extends the Basic Health Insurance cover to you, your spouse and your children (upto 2 Nos) under the Insurance Policy. Floater amount of Rs.3,00,000/- per annum can be utilized under this policy.
- 2) **Group Accident Policy (GPA)\*:** Through GPA you are covered by way of round-the-clock risk coverage against any accident occurring while at work or outside work resulting in partial or total disablement or casualty. Even of Temporary Disability due to accident you get compensated for loss of wages on account of leave due to accident up to Rs.5,000/- per week. In case of death due to accident, your total cover would be Rs.10,00,000/-.
- 3) **Group Term Life Policy\*:** This benefit is in addition to Group Accident Policy. This policy provides coverage 24\*7 worldwide to an employee in case of death to provide financial assistance to his / her immediate dependents provided at the time of joining. Amount up to three times of annual CTC or maximum of Rs. 20,00,000 lacs will be given in such cases. \* Terms & conditions of Insurance Policy will be applicable.
- 4) **Transport:** HIA(Hinjawadi Industries Association) member companies avail a common transport service named Shuttll, S-ride, Office Ride, Quick ride Uber & Ola which connects to Hinjewadi from all areas across Pune City, this service is provided at special subsidized rate for all Saama Employees. Employees working in the second and night shift please refer to the employee handbook.



- 5) **Cafeteria:** Breakfast, Lunch and snacks are provided to all employees at Saama at a Subsidized rate from Monday to Friday. Employees working in second or night shifts will be provided Free dinner from Monday to Friday.
- 6) **Wedding Gift:** All unmarried employees are eligible for a onetime payment of Rs. 3,500/- for their first marriage as a gift from Saama .
- 7) **New Born Baby Gift:** All employees are eligible for a one-time payment of Rs.1,500/- for their new born baby. Only the first two children are covered under this scheme.
- 8) **Relocation Benefits:** (applicable for candidate relocating from outside Pune) Relocation benefits can be reimbursed\* up to INR 50,000 (paid as per actuals).  
This includes -
  - a. Reimbursement towards taxi fare
  - b. Reimbursement of air fare / train fare
  - c. Movement of goods from current location Pune

\*Kindly note that the above are to be reimbursed based on submission of actual invoices paid through credit card or online payment (No Cash Transaction will be allowed).

#### Non-Disclosure Acknowledgment: Critical Financial Information

All information which is Financial and Contractual in nature as part of Saama transactions is highly confidential and not to be disclosed without the approval of designated Saama authorities (Country Head, HCM Head, HCM BP, Portfolio Head)

The following financial information is classified as confidential and not for public discussion or sharing without any prior authorization:

1. Salary information (CTC).
2. Other Salary components including Merit Increments, Annual/Quarterly Bonuses, Options allocations, Equity etc
3. Financials and Contract value of your project and other Client Engagement Contracts
4. Financials/Fees/Remuneration and Contract value of VENDORS, SUBCONTRACTORS, and other ENGAGEMENT PARTNERS
5. The salary and other Salary components (specified in 1 & 2 above ) information of your team members are confidential and not be disclosed to anyone unauthorized or without prior approval.
6. The salary and financial information of the associates working under your leadership and management are confidential and not be disclosed to anyone unauthorized or without prior approval.

Any unauthorized disclosure of confidential information by you stated above will be a violation of the company rules and policies, and appropriate corrective action will be taken which may be through the disciplinary procedure.

You are also requested to bring it to the notice of HCM team if you find anyone discussing/sharing any financially sensitive information as mentioned above.






### Acknowledgement and Agreement

I Sonal Shirpurwar, acknowledge that I have read and understand the Non-Disclosure of Critical Financials of Saama Technologies India Pvt. Ltd. I understand that if I violate the rules/procedures outlined in this agreement, I may face corrective action, up to and including termination of employment.

Name: Sonal Shirpurwar

Signature:   
Sonal Shirpurwar [Jul 24, 2023 16:38 GMT+5.5]

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









# Sonal Shirpurwar- Appointment letter

Final Audit Report

2023-01-03

Created:	2022-12-20
By:	richa.jain@saama.com
Status:	Signed
Transaction ID:	CBJCHBCAABAAbH4oTquNEBxKY9VpNmeqlrIKuzDEFITP

## "Sonal Shirpurwar- Appointment letter" History

-  Document created by richa.jain@saama.com  
2022-12-20 - 6:42:05 PM GMT
-  Document emailed to upasana.talukdar@saama.com for signature  
2022-12-20 - 6:42:43 PM GMT
-  Email viewed by upasana.talukdar@saama.com  
2022-12-21 - 3:23:00 AM GMT
-  Signer upasana.talukdar@saama.com entered name at signing as Upasana Talukdar  
2023-01-03 - 7:23:12 AM GMT
-  Document e-signed by Upasana Talukdar (upasana.talukdar@saama.com)  
Signature Date: 2023-01-03 - 7:23:14 AM GMT - Time Source: server
-  Agreement completed.  
2023-01-03 - 7:23:14 AM GMT









# Appointment letter

Final Audit Report

2023-07-24

Created:	2023-01-03
By:	richa.jain@saama.com
Status:	Signed
Transaction ID:	CBJCHBCAABAAiNHmpTXlypxCXupOBDp6k-tvuiYCXBM3

## "Appointment letter" History

-  Document created by richa.jain@saama.com  
2023-01-03 - 7:32:06 AM GMT
-  Document emailed to sonal.shirpurwar@saama.com for signature  
2023-01-03 - 7:33:12 AM GMT
-  Email viewed by sonal.shirpurwar@saama.com  
2023-01-03 - 7:41:17 AM GMT
-  Signer sonal.shirpurwar@saama.com entered name at signing as Sonal Shirpurwar  
2023-07-24 - 11:08:57 AM GMT
-  Document e-signed by Sonal Shirpurwar (sonal.shirpurwar@saama.com)  
Signature Date: 2023-07-24 - 11:08:59 AM GMT - Time Source: server
-  Agreement completed.  
2023-07-24 - 11:08:59 AM GMT