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POWER**  
FIRST IN TRUST

**ACCURATE POWER**

Authorised Dealer for KIRLOSKAR Green Gensets  
CIN No.: U31909PN2010PTC135888  
AN ISO 9001 : 2015 CERTIFIED COMPANY

**kirloskar**  
Oil Engines

New DG Set | Solar Power | Rental Power | Control Panel

To, MS UTKARSHA AHIWALE

Your current CTC is ₹ 2,89,860.00

Annexure - C			July 4, 2023
DOJ :-			
Name :-	UTKARSHA AHIWALE		
Designation :-	HR Executive		
Cost to Company (C.T.C.)			Annual Compensation
Sr. No.	Particulars	Monthly Salary	
A	Monthly Payable	₹ 12,000.00	₹ 1,44,000.00
	Basic	₹ 8,000.00	₹ 72,000.00
	HRA	₹ 1,240.00	₹ 14,880.00
	Conveyance	₹ 1,000.00	₹ 12,000.00
	Medical Allowance	₹ 1,000.00	₹ 12,000.00
	Food Allowances	₹ 400.00	₹ 4,800.00
	OTH Allowances	₹ 21,640.00	₹ 2,59,680.00
	(A)	₹ 21,640.00	₹ 2,59,680.00
B	Gross		
C	Deductions	₹ 200.00	₹ 2,500.00
	P.T.	₹ 1,440.00	₹ 17,280.00
	P.F. @12% of Basic	₹ 0.00	₹ 0.00
	ESIC		
D	Net Take Home	₹ 20,000.00	₹ 2,39,900.00
E	Company's Contribution	₹ 1,613.00	₹ 19,356.00
	Company's PF Contribution	₹ 0.00	₹ 0.00
	Company's ESIC Contribution	₹ 902.00	₹ 10,824.00
	Bonus*	₹ 24,155.00	₹ 2,89,860.00
F	CTC Amount (GT+CO. Contri.)		
*Note--	(1) As per Company policy PF and other Statutory Payments become applicable, the same will be adjusted against CTC		
*Note--	(2) Gratuity is applicable after continuous employment of Five Years with the Company/ at the time of Retirement / Resign from the Company. As per Gratuity Act		

For Accurate Powertech India Pvt Ltd

Authorised Signature



Director

Karve Institute of Social Service  
Karvenagar, Pune - 411052

Corporate Office & Showroom : Rohan Tower, 4, 5, 6, opp. Unlimited Fashion Mall, Pune-Mumbai Road, Dapodi Pune-411 012

☎ : 020-27148501/2/3

✉ : sales@accurategensets.com

🌐 : www.accurategensets.com / www.accuratesolar.in



## Letter of Intent

**Date: 21<sup>st</sup> Jan 2023**

Dear **Snehal Pawar**,

We welcome you to be a part of our team at **Codemo Technology Solutions Private Limited**.

We will be happy to offer you a consultancy fee of INR 25,000 (Rupees Twenty-Five Thousand only) per month. Codemo will deduct the TDS (10%) and any other taxes as applicable by the Indian government regulations and provide the certificate to that effect.

**Date of Joining:** Wednesday, 25<sup>th</sup> January 2023

**Duration:** Three Months (25<sup>th</sup> January 2023 to 24<sup>th</sup> April 2023)

**Working Mode:** Work from Office

**Base Location:** Pune, will have to travel across Maharashtra

As a part of the Onboarding process, you are requested to please fill out the below forms by 6:00 PM, 22<sup>nd</sup> January 2023.

1. Please fill in your required details in the Form.
2. Please upload all your **required documents** (Aadhaar card, PAN card, 10th certificate, 12th certificate, highest degree certificate and relieving letter/offer letter of the previous employer) on the link-Form.

We are delighted to extend this opportunity and look forward to welcoming you to our team!

Regards,



Authorised Signatory

**Codemo Technology Solutions Private Limited**



## **Terms & Conditions**

1. You are liable to be transferred from one profile/role to another or from one department to another within this organisation or any other establishment, whether existing at present or to be set-up in future. In such case you will be governed by the terms and conditions of service as applicable to the new assignment.
2. Codemo Technology Solutions Private Limited believes in strong commitment to our internal and external stakeholders. You are expected to be flexible in your work hours at Codemo keeping in mind organizational requirements and deliverables.
3. Your consultancy with Codemo is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Codemo for your role.
4. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection, you are required not to engage in activities that have or will have an adverse impact on the goodwill, operations and reputations of Codemo, whether directly or indirectly. There may be times when you will be required to work extra hours depending on operational requirements.
5. You may be required to undertake travel for work purposes for which your travel expenses will be reimbursed as per the Reimbursement Policy of the Organization.
6. We at Codemo are committed to ensure integrity in all aspects of our functioning. You are required to comply with the policies of Codemo as they form an integral part of the terms of consulting. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are framed, modified and updated on a periodic basis and new policies may be introduced and notified to consultants from time to time whereupon you will be required to comply with the same.
7. Consistent with above mentioned rules, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your consulting, shall immediately be brought to the notice of Codemo Leadership.
8. Either party may terminate this consulting by giving up to a period of seven (7) days' notice.



9. **Exclusivity:** During the course of your consultancy with the Organization, you will not be permitted to work for remuneration or consulting with any other Organization, firm etc. either part-time or full time, or engage yourself in any self-employment.
10. **Disclosure of Confidential Information:** You shall not at any time without the consent of the Organization's management disclose, divulge or make public except under legal obligations any of the processes, accounts, transactions and dealings of the Organization, whether the same be confided or become known to you in the course of consultancy or otherwise, failing which the Organization can initiate necessary disciplinary action as per rules. You shall be bound by the provisions of the Non-Disclosure Agreement (NDA), signed by you at the time of joining the Organization.
11. **Integrity Issues:** In case you are found to be guilty of material breach of your duties or obligations, or commit breach of trust, or gross indiscipline or misconduct, or fraud, or breach of confidentiality, or commit breach of the Organization's policies or any of the terms and conditions set forth herein, the Organization reserves the right.
12. **Termination:** to terminate your consulting with the Organization forthwith or with such notice as it deems fit, and without any obligation to pay any notice pay.
13. **Absconding from Service:** In the event of your continuous absence for a period of 3 (three) days or more without permission from the management, you will be issued a show cause notice and you will be expected to reply within the next 48 hours. Failure to reply to the show-cause notice will lead to your termination from the date of abscondment.
14. You are required to engage yourself exclusively in the work assigned by Codemo and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the management.
15. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Codemo.
16. This also refers to the requirement on your part, during the period of your consultancy and for a period of 1(One) Year from the cessation of your consultancy with Codemo (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
17. Any employee/consultant/intern of Codemo to terminate their



employment/consulting/internship with Codemo or to accept employment/consulting/internship with any competitor, supplier or any customer with whom you have a connection.

18. Any client or vendor of Codemo to move his existing business with Codemo to a third party or to terminate his business relationship with Codemo.
19. Any existing employee/consultant/intern to become associated with or perform services of any type for any third party.
20. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the NDA. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the NDA as undisclosed, sensitive and confidential and not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Codemo in the course of your consultancy. This covenant shall endure during your consultancy and also after cessation of your consultancy with Codemo (irrespective of the circumstances of, or the reasons for, cessation).
21. In your work for Codemo, you will be expected not to use or disclose any confidential information, including processes, accounts, transactions and dealings of the Organization of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Codemo.
22. In connection with your consultancy and during the term of your consulting upon conception or creation, you shall disclose and assign to Codemo as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements developed or conceived by you solely or jointly with others (whether or not during office hours) and shall comply with the Policies of Codemo in relation to Intellectual Property.
23. In the course of your consultancy with Codemo, you will be providing services to customers or clients of Codemo during which process you would be handling sensitive information including but not limited to information of key clients of Codemo, competitor information, client sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Codemo and its protection is of utmost importance to Codemo. You confirm that for a period of twelve (12) months after separation of your consulting from Codemo (irrespective of the circumstances of or the reason for the separation), you will not, directly or indirectly, anywhere in the Territory, shall start your own venture. You also confirm that you will not accept any offer or perform



the same or substantially the same Job Duties of consultant from a client, any competitive Organization working in the same domain or those with whom you have interacted or worked in a professional capacity representing Codemo during the twelve (12) months preceding the date of separation.

24. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from consulting without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into, and which may relate to or affect your commitments under this Agreement.
25. Your consulting terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
26. These terms supersede and replace any existing agreement or understanding, if any, between Codemo and you relating to the same subject matter except the non-disclosure agreement signed between you and Codemo, at the time of your joining.
27. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement.
28. During the period of consultancy, you are required to comply with all Codemo policies. You will be governed by the rules and regulations, code of conduct and other policies, including without limitation the HR policy manual, as applicable, enforced, amended or altered from time to time during the course of your consultancy. It will be your responsibility to go through all the policies, processes, code of conduct, rules and regulations of the Organization as detailed out in the HR policy manual and keep updating yourself with the same regularly for requisite observance.

Regards,



Authorised Signatory  
Codemo Technology Solutions Private Limited



Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this Employment Agreement. By signing this, you agree and acknowledge that you have read the provisions of this Agreement and understood the implications thereof.

I, **Snehal Pawar** accept the appointment letter and agree to abide by the terms and conditions of the employment.

Signature  
**Snehal Pawar**  
Date: 23-Jan-2023





# ELECTRICA ENGINEERS (INDIA) PVT.LTD.

H.O. & Works : Gat No. 57-1, Village Bebedohal, Near TATA Maval Foundry, Tal-Maval, Pune - Maharashtra - 410 506. (India)

CIN : U31900PN2004PTC222144

2107

Ref:-EEIPL/IL/APRIL 2025/04

Name :-Mr.Krishna Bansode  
Emp ID :-690  
Designation :-Jr.Officer  
Department :-Human Resources

Sub:- A New Milestone in Your Journey with Electrica

Dear Mr.Krishna Bansode,

Your dedication, passion, and unwavering commitment have not gone unnoticed. At Electrica Engineers India Pvt. Ltd., we deeply value those who contribute to our growth, and it is individuals like you who fuel our progress. We are pleased to recognize your significant impact by promoting you to the position of **Sr.Officer** effective immediately.

This promotion not only reflects our confidence in your abilities but also marks a new chapter in your professional journey with us. Your revised Compensation and Benefits package will be effective retroactively from the (April -2025) salary cycle, with the full details provided in the attached Salary Annexure.

With this new role, we believe you will embrace the increased responsibilities and challenges with the same excellence and innovation you have consistently demonstrated. We trust in your ability to continue driving results that matter.

Additionally, please note that your notice period has been updated in line with your new position. It will now be **1 Month**. The specifics of this adjustment, tailored to the level of your role, can be found in the annexure attached.

While certain terms of your employment remain unchanged, this promotion is a testament to the growth that lies ahead for you and for us, together.

We look forward to witnessing your continued success and are excited to see where this next chapter leads us.

Warmest regards,  
For Electrica Engineers (I) Pvt. Ltd.

Ms.Soniya Bhardwaj  
Deputy Manager  
(Human Resources)





Ref. No. LER/APPT/2022/2533

Date:-10/Oct/2022

TO,

**Mr. Omkar Shankar Bhujbal**

Sub: Appointment letter for the post of **HR Executive (NAPS TRAINEE)**

**Dear Mr. Omkar**

1. We are pleased to inform you that you have been selected for appointment as an **"HR Executive (NAPS Trainee)"** in **Lear Automotive India Pvt Ltd, Pune** from 10/Oct/2022 & will be for a period 1 Years from the date of commencement of training period on the following terms and conditions.
2. During your NAPS training period you will receive Stipend of Rs 23000 /- p.m. (Twenty Three Thousand) per month.
3. In case your performance, conduct, behavior found to be unsatisfactory your NAPS training period will be terminated forthwith without any payment in lieu thereof, also you will be abide the rules made there under and the rules of discipline applicable for the organization.
4. The Company may consider, depending on availability, will be providing you transport facility for your traveling to the work and back subject to the rules and regulations in force.
5. During your training, you shall do, act, discharge and carry out whatever assignments and work assigned to you, to the fullest satisfaction of your trainers and shall abide with instructions regarding work, conduct and behavior while on work.
6. You will not be entitled to any of the other benefits or privileges Accorded to the permanent employees of the company.
7. During your training, you shall not, without consent in writing of the organization, join any part time, full time professional Body, Association, or Education pursuit with or without remuneration. You shall devote your whole attention and time to your training and the duties assigned to you by virtue of your training with Organization.





## YASHASWI

8. At the time of joining duties, you will have to submit all required certified Xerox copies of the Certificates and Testimonial for our records together with their original for verification and two recent passport size photographs.
9. Your appointment shall be liable to be terminated without any notice. The decision of the Company in this regard shall be final.
10. On your completion of training or on termination of training, you shall handover all Documents to the Yashaswi Office Chinchwad, Pune.

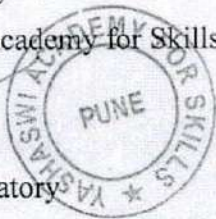
I hope you agree all the terms and conditions and hope to see you on the date of joining.

Thanking You,

Yours Faithfully,

For, Yashaswi Academy for Skills

Authorized Signatory



I have read the terms and conditions stated above. I have understood the same and I accept them in totally.

-----  
Signature with date



10th August 2022

CE-OL-29-2022

To,  
BOBDE SANDIP DNYANESHWAR  
A/p-Tisgaon, Taluka- Aurangabad, Dist-Aurangabad, 431102

Subject: Offer of Appointment for the position of HR EXECUTIVE

Dear BOBDE,

We are pleased to offer you employment with Bajaj Auto Ltd. as HR EXECUTIVE.  
Your date of joining will be 22nd August 2022.

You will be entitled to an annual package of ₹ 2,40,000/- as per company norms. We look forward to having you on our team and contributing to the growth of the organization.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

For Bajaj Auto Ltd.

**Vineet Singh**  
**Manager - HR**



DATED: 01-Feb-2023

To,  
Mr. Ajinkya Borate (70005662),  
At Post Sarjapur, Taluka- Jaoli, Dist- Satara  
Satara, Maharashtra- 415514

**SUBJECT: APPOINTMENT LETTER**

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as MSW (Band: S1), MSW Department with effect from 01-Feb-2023 on the following terms and conditions:-

1. **PROBATION** – You shall be on probation till **01-August-2023**. If your services are found satisfactory during this period, your services would be confirmed in writing. Unless your services are confirmed in writing, you will continue to remain on probation. The management may on review of your performance at its discretion, dispense with the probation period at any point of time.
2. **SALARY** – You will be paid Annual compensation of Rs. **3,74,786 (Rupees Three Lakhs Seventy Four Thousand and Seven Hundred and Eighty Six Only)**. The detailed salary break up is displayed in Annexure A.
  - a. Management reserves the right to bifurcate the salary, merging or bifurcating with any other allowance/ allowances.
  - b. Management reserves the right to make all the statutory and necessary deductions from your monthly salary.
  - c. Additional allowances (other than those mentioned in Annexure A) will be applicable to you only when you are working in any of the assigned departments and for the period you work in the said departments. These allowances will be subjected to your attachment to the specific area for continuous 30 days or more. These allowances will cease as soon as you are transferred out of these departments.
3. **APPOINTMENT AND REPORTING** – You shall report to the Assistant Vice President – Operations
4. **HOURS OF WORK**: In case of exigencies, apart from your normal working hours, you will be required to work over time for which you will never deny. Similarly, you will be required to work in various shifts as per the requirement.
5. **WORK AND DISCIPLINE** – You shall conform to all rules and regulations in force from time to time in the management and shall carry out all other lawful orders / instructions / directions of your superiors as given to you in connection with the day to day discharge of your duties while in the employment of the management.
6. "During the entire course of your employment with the Hospital, you will not actively or otherwise join and canvass for any political party / group and / or political ideology. So also, you will also not actively participate in any political or union of whatsoever nature. If you are found violating these conditions at any point of time during the tenure of your employment, you will automatically make yourself liable for serious punishment, including your dismissal from the employment.

Similarly, at any stage of your employment, if you are found putting / creating any political and or otherwise undue pressure on the Management for any purpose of whatsoever nature, either individually or collectively, the same shall be treated as a serious misconduct and in that case also, you will expose yourself for a serious disciplinary action and punishment, including your dismissal from the employment".

**Sahyadri Super Speciality Hospital Deccan Gymkhana**

1. 30 C, Erandawane, Karve Road, Pune 411 004 | Tel. : + 91 20 6721 3000 / 2540 3040  
01 20 6721 5098 | www.sahyadrihospital.com | Feedback.deccan@sahyadrihospitals.com



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05th August 2022

To,  
CHIMALE GANESH ANIL  
Ap- Ambhora, Tal- Ambajogai, Dist- Beed 414202

Subject: Appointment for the position of HR EXECUTIVE

Dear Ganesh,

We are delighted to offer you the role of HR EXECUTIVE at Foseco India Pvt. Ltd.. Your joining date is scheduled for 22nd August 2022.

You will receive an annual CTC of ₹ 2,64,000/- along with other applicable benefits as per company norms. We look forward to your valuable contribution to our organization.

Please sign and return a copy of this letter as your formal acceptance.

Yuvraj Mane  
Manager - HR  
Foseco India Pvt. Ltd.

FOSECO

Foseco India Limited Gat Nos. 922 and 923, Sanaswadi, Shirur Taluka District Pune  
412208 Maharashtra, India Tel. +91 (0)2137 668100 Fax +91 (0)2137 668160  
Website : [www.fosecointia.com](http://www.fosecointia.com) Email : customerservice@vesuvius.com



08 Aug 2023

To,  
Swarali Deshpande  
Pune.

Subject: Offer Letter for the role of **Social Worker** at iTeach Schools.

Dear Swarali,

We are pleased to offer you employment in the role of **Social Worker at iTeach Schools**, an initiative of the iTeach Movement! For eight years now, we have been on a quest to build the best team in education that India has ever seen - and with you, we are now more than 170 members strong! You have taken one large and meaningful step towards leveling the playing field for all children in our country.

You will be based at iTeach PCMC Eng Medium School, Pune, and report directly to the School Leader / Lead Teacher of the team. Your employment with us will begin on 01 Sep, 2023.

As compensation, your annual CTC will be **Rs.3,12,000.00/-**. Please find the detailed breakup in Appendix A\*.

To keep your project work closely aligned with the mission and priorities of iTeach Schools, we will have 2 performance reviews within the first year - one at the end of 4 months, and the second at the end of 1 year.

All other benefits, terms, and conditions associated with this offer are as per the iTeach Schools HR Policy. This offer is subject to the satisfactory completion and submission of the following:

1. Signing of full employment agreement at the time of joining
2. Successful Reference check
3. Submission of copies of the following documents:
  - Graduate and Post-Graduate degree certificates
  - Experience letter and payslip from your previous employer
  - PAN Card
  - Aadhar Card
  - PF Details (if applicable)
  - Cancelled Cheque/Bank Passbook
  - Resume
4. Successful completion of a probation period of 4 months.

As next steps, please sign and date this letter acknowledge your acceptance of this offer. We are eagerly looking





forward to working with you and would like to take this opportunity to wish you success in your future career with iTeach Schools.

Warmly,

*Neha Vaidya*

Neha Vaidya

Director & COO

iTeach Schools



### Appendix A: Break up of CTC

EARNINGS	MONTHLY	YEARLY
Basic	12,028.00	1,44,340.00
IRA	6,014.00	72,170.00
Special Allowance	6,015.00	72,174.00
SUB TOTAL (A)	24,057.00	2,88,684.00
Medical Insurance	500.00	6,000.00
PF - Employer	1,443.00	17,316.00
TOTAL	26,000.00	3,12,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,443.00	17,316.00
TOTAL DEDUCTIONS (B)	1,443.00	17,316.00
TOTAL (A-B)	22,614.00	2,71,368.00

The salary breakup does not include deductions like Professional Tax and Income Tax.



**Notes-**

**Confidentiality:** All compensation related information mentioned here and otherwise is strictly confidential, and must be discussed only with HR. Under no circumstances should questions, concerns or comments around this information be shared with any other colleague or persons outside the organization.

**Appendix B: Acknowledgement of Offer Letter**

I, \_\_\_\_\_, hereby accept the above employment offer and will be  
available to start employment on \_\_\_\_\_.

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





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 - 7517835431

Email : kinsspune@karveinstitute.edu.in mahesh.thakur@karveinstitute.edu.in ,

www.karveinstitute.edu.in

PERMANENTLY AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY



Prof. (Dr) Mahesh B. Thakur  
Director

B.D.K.R&C, CSR Cell, KINSS/Appointment/98/2023-24

Date: 09<sup>th</sup> March 2023

To,  
Ms. Ankita Dhamdere

## Subject: Appointment Letter

Dear Ms. Ankita Dhamdhare,

We are pleased to appoint you as a **Project Coordinator** for the **Arogyasakhi Project** at **Mohol Block, Dist. Solapur** w.e.f. **15th March 2023 to 31st March 2024** under the CSR Cell of Karve Institute of Social Service, Pune, on the following terms and conditions:

### 1. Nature of Appointment

- Your appointment is purely on a project basis under the CSR Cell project of the Institute.
- The appointment will automatically stand terminated without notice once the project is over or its funds are discontinued.

### 2. Salary

- You will be paid a consolidated salary of **Rs. 25,000/- per month**, subject to statutory deductions as applicable.

### 3. Place of Work

- Your present place of posting will be **Mohol Block, Dist. Solapur**.
- However, your services may be transferred to any other centre, location, or activity of the Cell as per project requirements.

### 4. Roles and Responsibilities

- Coordinate project activities and independently manage smaller field-based initiatives.
- Organise community meetings, awareness activities, and training sessions as per project plan.
- Mobilise and build rapport with community groups, beneficiaries, and local stakeholders.
- Collect field data, prepare reports, and maintain documentation of activities.
- Liaise with local self-government bodies and health departments for effective implementation.
- Any other tasks assigned by the Program Manager/Director.

### 5. Service Conditions

- Normal working hours will be **9.30 am to 5.30 pm**, subject to changes as per project needs.



- During employment, you will be governed by the service regulations and code of conduct of the CSR Cell.
- If you remain absent for more than 8 days without written permission, your services will be terminated automatically.
- Either party may terminate this appointment by giving **one month's notice or one month's salary in lieu of notice**, except in cases of misconduct where no notice will be given.

**6. Confidentiality & Exclusivity**

- You are expected to maintain strict confidentiality of all project-related data and information.
- You shall not engage in any other business, profession, or employment during your tenure with the Institute.

If you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed by you as a token of acceptance.

We welcome you to the organization and look forward to your valuable contribution to the success of the Arogyasakhi Project.

Thanking you,



**Mr. Rahul Bidve**

Project Manager

CSR Cell, Karve Institute of Social Service, Pune



---

**I hereby agree to the above-mentioned terms and conditions.**

Sign: 

**Ms. Ankita Dhamdhare**



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*Sofosh/2022/JoiningLt/6B*

## JOINING LETTER

**Date:** 20<sup>th</sup> September 2022

**To,**  
Ms. Dhanlobhe Rukmini Madhusudan  
1/B Tarangan Society.  
Flat No- B.101  
PCMC Pune-

**Subject:** Confirmation of Joining

Dear Ms. Rukmini,


We are pleased to confirm your joining at **SOFOSH** (Society of Friends of the Sassoon Hospitals) as per the terms of your appointment.

You will be engaged with us on an annual package of ₹ 2,64,000/- (Rupees Two Lakh Sixty-Four Thousand Only), as mutually agreed upon in your offer letter.

We are delighted to have you as a part of the SOFOSH team and look forward to your valuable contribution towards our mission of serving society. Please coordinate with the HR department for completion of formal joining documentation and submission of required credentials.

We wish you all the best for your tenure with SOFOSH.

**For SOFOSH**

  
**Sharmila Syed**  
Program Manager



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### Appointment Letter

To,

Ms. Nilam Gopal Gandhre  
At Post Shukrawar Peth, Junnar  
Tal. Junnar, Dist, Pune

Dear Nilam Gandhre

Greetings from Chaitanya Institute for Mental Health, Pune.

Considering your application for a job as a Psychiatric Social Worker and the subsequent interview conducted on 20<sup>th</sup> November 2022, I am happy to inform you that you are appointed as a Residential Psychiatric Social Worker at Chaitanya Institute for Mental Health, Pune for a period for two years starting from 1<sup>st</sup> December 2022. You will be provided with Rs. 12000/- as monthly salary which will be renewed after 1 year, with free accommodation and food. You are expected to abide by the terms and conditions of the organization.

You are requested to carry the original certificates of MSW along with copies of your Aadhaar Card

May your work at Chaitanya be long, pleasant, and rewarding.

For Chaitanya Institute for Mental Health

Anto Augustine

Co ordinator

Date: 22/11/22

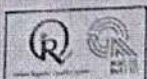


### Chaitanya Institute for Mental Health

First ISO: 9001 : 2015 Certified Psychiatric Nursing Home in India

Bhagal Puram, Srv. No. 31/A, Near Khadi Machine Chowk, Kondhwa BK, Pune - 43, India.  
Ph. No. 020 26934079, 26934223, 65214441.

Permanent Registration Certificate No. 8/23, Maharashtra State Mental Health Authority.  
Email : chaitanya.rony@gmail.com | Website : www.chaitanyarahab.com



ISO 9001: 2015  
Certificate No. IRQS/1710989





### Appointment Letter

To,

Ms. Nilam Gopal Gandhre

At Post Shukrawar Peth, Junnar

Tal. Junnar, Dist, Pune

Dear Nilam Gandhre

Greetings from Chaitanya Institute for Mental Health, Pune.

Considering your application for a job as a Psychiatric Social Worker and the subsequent interview conducted on 20<sup>th</sup> November 2022, I am happy to inform you that you are appointed as a Residential Psychiatric Social Worker at Chaitanya Institute for Mental Health, Pune for a period for two years starting from 1<sup>st</sup> December 2022. You will be provided with Rs. 12000/- as monthly salary which will be renewed after 1 year, with free accommodation and food. You are expected to abide by the terms and conditions of the organization.

You are requested to carry the original certificates of MSW along with copies of your Aadhaar Card

May your work at Chaitanya be long, pleasant, and rewarding.

For Chaitanya Institute for Mental Health

Anto Augustine

Co ordinator

Date: 22/11/22

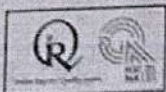


### Chaitanya Institute for Mental Health

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Ph. No. 020 26934079, 26934223, 65214441

Permanent Registration Certificate No. 8/23, Maharashtra State Mental Health Authority.  
Email : chaitanya.rony@gmail.com | Website: www.chaitanyarehab.com



ISO 9001: 2015  
Certificate No: IRQS/1710989



Date: 10 Nov 2022

Mr DIGVIJAY MOHANRAO GARUD  
6 SAMARTHA NIWAS DATTATRAY NAGAR BEHIND  
BUS STAND RAVER DISTRICT-  
JALGAON 425508

Employee No: 2637277  
Dear Mr DIGVIJAY MOHANRAO GARUD

**Appointment Letter**

We are pleased to appoint you in our organization as HR Officer subject to the following terms and conditions:

1. Your contract will commence from 10 Nov 2022 and expire on 09 Nov 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 10 Nov 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 9<sup>th</sup> of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. The nature of your relationship with TeamLease will be that of contract of service from 10 Nov 2022 to 09 Nov 2023 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

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

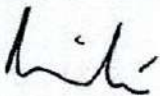
TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly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

#### ENDORSEMENT

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

For **TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: DIGVIJAY MOHANRAO GARUD



### Salary Annexure

Employee No: 2637277

Particulars	Amount
Basic	15000
House Rent Allowance	6000
Employer PF Contribution	1800
Insurance	2030
Works Allowance	3985
Statutory Bonus	1144
Employee Compensation	41
Total Amount	30000
Amount In Words(Rs)	Thirty Thousand Rupees

### Net Pay Annexure

EARNINGS	Amount
Basic	15000
House Rent Allowance	6000
Works Allowance	3985
Statutory Bonus	1144
<b>Gross Earnings</b>	<b>26129</b>
DEDUCTIONS *	Amount
Employee PF	1800
Professional Tax	200
<b>Total Deduction</b>	<b>2000</b>
<b>Net Salary</b>	<b>24129</b>

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

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

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

- Canteen Deduction of RS 350/- Transport Deduction of RS 500/- Will be deducted in the monthly salary.

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

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

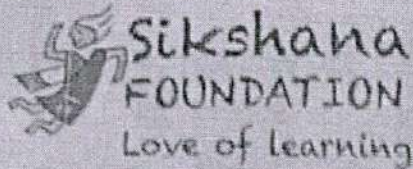
Please note that undergoing online training is mandatory for this engagement.

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

Link : <https://tconnect.teamlease.com/Learning>

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





A Unit of Siva Sri Charitable Trust

www.sikshana.org @

+91 80 26629880 ☎

info@sikshana.org @

Admin. Office  
#41, K. R. Road, Basavanagudi  
Bangalore - 560 004, Karnataka

Regd. Office  
#113, Lalbagh Road Cross,  
Krishnappa Layout  
Bangalore - 560 027, Karnataka

01-06-2023

Dear Abhishek Balasaheb Ghodekar

We are pleased to offer you the position of Mentor in our Organisation on the following terms and conditions.

1. Your consultancy period shall begin from 1st June 2023 to 31st March 2024.
2. Your compensation will be Rs.18000=00 (Rupees Eighteen Thousand Only) per month and applicable TDS will be deducted. In addition to this Travel & Conveyance will be paid wherever applicable. Your liability would be to complete the designated assignment on time.
3. Your execution of service would be at Pune. However, your services are liable to be relocated at the sole discretion of Organisation.
4. Since you have been appointed as Consultant, the employer employee relationship would not be existent and hence the existing labour laws also would not be applicable. And also, the Organisation will not be liable in case of damages or any other unfortunate incidents while on duty/field.
5. During the course of consultancy period, you would not be entitled to avail any benefits i.e. compensation in advance or other benefits.
6. You will not publish any article or statement, deliver any lecture or broadcast or any offensive post on social media that does not align with the value of the Organisation would be subjected to review & escalation also leading to termination of contract in an extreme case or make any communication to the press, including magazine publication relating to the Organisational events or to any matter with which the Organisation may be concerned, unless you have previously applied to and obtained the oral or written permission from the Organisation.
7. You will be required to maintain utmost secrecy in respect of documents, information etc.
8. Intellectual property created or developed by you during the course of engagement is owned by the Organisation and not to be used in any manner outside the course of engagement.
9. You will be governed by the administrative rules and regulations of the Organisation as may be in force from time to time.
10. In-case any information furnished by you in connection with the above appointment is found incorrect at any stage or correct information is found suppressed, you will be liable to be terminated from the services at any time.



11. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Organisation having dealing with the Organisation and if you are offered any, you should immediately report the same to the Organisation.
12. You will be responsible for safe keeping and return in good condition and order of all Organisation property, which may be in your use, custody or charge.
13. You are responsible for driving safe while on duty, and the Organisation will not be liable for any other unfortunate incidents on road.
14. Organisation reserves the right to change/modify/review this appointment terms with a 15-days advance notice and changes will not be retrospective, unless due to disciplinary action.
15. This appointment is subject to your being, and remaining medically fit.
16. **TERMINATION:** During the period of engagement your services may be terminated with 30 days notice without giving any reason whatsoever. Similarly, you may also terminate the services with 30 days notice. Upon termination you will immediately hand over to the Organisation all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Organisation or relating to its business and shall not retain or make copies of these items. Upon termination you will also return all Organisation property, which may be in your possession.

\*Organisation means a person who is Chairman/Managing Trustee or any other person appointed by him as an in-charge or assigned by him as a responsible person.

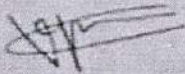
If you accept the terms and conditions mentioned above, please sign the acceptance letter in duplicate and return to us duplicate. You shall retain the original.

We welcome you as a member of our Organisation and look forward to a fruitful collaboration.

With best wishes,

For Sivastri Charitable Trust

Consultant



Prasanna VR, CEO

Abhishek Balasaheb Ghodekar



Corporate & Registered Office: 612/613, Palm Spring Centre,  
Mind Space, New Link Road, Malad (W), Mumbai: 400 064.  
Tel No. : +91 - 022- 40549797.  
www.promptpersonnel.com



PROMPT™  
PERSONNEL  
CONSULTANCY SERVICES PVT. LTD.

14

30<sup>th</sup> Aug 2022

To,

**Mr. Shriyash Ghongade**

**Shree Heights, Flat No. 502,  
Near PMC School, New Ahiregaon,  
Ganpati Matha, Pune-41105**

**APPOINTMENT LETTER**

Dear **Mr. Shriyash Ghongade**

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **"Executive- Onboarding"** at Pune, effective from 07<sup>th</sup> Sep 2022 .

The company, however, reserves the right to change your designation and duties at any time at its discretion.

The appointment shall be subject to following terms and conditions: --

- 1) Your Salary details are attached in the Salary Annexure.
- 2) You shall be reporting to **Assistant Manager – Temp. Operations Mr. Amit Dhavale**.
- 3)
  - a) You will be on probation for a period of Six Months (from the date you report for duty), it May be extended or curtailed at the discretion of the company. After the expiry of your probation period, the company reserves its right either to confirm you or to extend the period of your probation. The confirmation at the expiry of the prescribed period of probation will not be deemed or presumed unless letter to this effect has been issued by the company.
  - b) Your employment may be terminated by the company during the period of your probation
    - by giving or within 15 days of written notice or
    - salary in lieu of notice without assigning any reason whatsoever

Similarly, you may also terminate the service by giving 15 days of notice to the company.



c) Your employment may be terminated by the company during your confirmation

- by giving or within 30 days of written notice or
- salary in lieu of notice without assigning any reason whatsoever

Similarly, you may also terminate the service by giving 30 days of notice to the company.

d) Your appointment and continuation in your employment is also subject to your remaining physically and mentally fit and alert. The Management may send you for medical checkup / examination to any doctor at any time during the course of your employment. The decision of the doctor in this behalf shall be final and binding upon you.

- 4) If the termination is made on the grounds of Misappropriation, fraud, dishonesty, taking or giving bribe or any favors from business partners, service providers, willful insubordination, or disobedience, whether or in combination with another, of any lawful and reasonable order of a superior, you shall be liable for termination without any notice and all remuneration including monthly, annually and incentives if any shall be withheld.
- 5) You will be issued Experience Letter only after completion of one year with the company. You will not be entitled to receive Experience letter in case you leave company on your own accord before one year of service. Employees who are terminated or informed to resign on ground of non-performance (even on probation) are entitled for relieving letter which will only mention their designation & duration served with Prompt.
- 6) You will be diligently and faithfully serve with us and perform all duties entrusted to you by us from time to time and will not without the prior written sanction by us be interested in or otherwise engage directly or indirectly in any other business or employment.
- 7) Your address as given in your personal data form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address you will inform the management in writing about the same within three days.
- 8) Your absence for a continuous period of 8 days (including absence when leave though applied for but not granted) or overstay for a period of 8 days would make you to lose your lien on the job and your service shall automatically come to an end without any notice or intimation to you by us. It will be presumed that you have abandoned the employment of your own accord and you shall be liable to give us one month's salary in lieu of notice for abandoning the service in such manner.
- 9)
  - a) You will be granted leave as per the leave rule of the establishment.
  - b) Sanction of earned and privilege leave will depend upon the exigencies of work and shall be your duty to apply in advance and seek prior permission for such leave. Similarly, for



extension of leave an application will have to be given in writing well before the expiry of the leave originally sanctioned. While giving such application for leave, you will have to state the reasons for availing leave as also to give your address during the leave period.

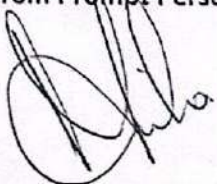
In case, it is found at any time that the reasons stated for leave were false, you will be liable for strict disciplinary action.

- 10) During the period of your employment, you will not absent yourself from duties without sufficient reason and without prior permission.
- 11) You will observe and abide by all the rules and regulations in force at present or as may be changed, amended, notified or framed newly from time to time.
- 12) During the tenure of your service, you will not resort to any action which would hamper work nor would you resort to any action or activity which according to our Management is detrimental to its interests. Management will be within its rights to terminate your services forthwith if you are found to have committed the breach of this clause.
- 13) On termination of your services, you will hand over the charges to your immediate superiors.
- 14) In the event an employee violates or breaches any of the terms and conditions of his employment with Prompt Personnel Private Ltd, which terms and conditions are more particularly set out in this letter, then whether or not the employment of such employee is terminated with immediate effect, Prompt Personnel Private Ltd shall have the right to publish specific particulars of such employee that Prompt Personnel Private Ltd may deem fit, including his or her name, photograph, date of birth, address, contact details, personal phone number, PAN number, personal email id, through one or more agencies or entities dedicated to assessing and recording employee behavior (including for reference by future employers), together with details of the violation or breach committed by such employee. The employee expressly agrees that Prompt Personnel Private Ltd shall have the right to publish such information and the employee shall have no recourse against Prompt Personnel Private Ltd on account of such information being published.
- 15) During the continuance of your employment and any time thereafter you will not disclose or communicate any of the company's trade secrets, methods, process, machinery and plants to any person or persons.
- 16) Your further promotion and increments, if any, shall be at our sole discretion and shall depend on performance of your duties, your eligibility, punctuality, efficiency and other factors and on the recommendations of your superior/s.



- 17) The Management will be free to fix your working hours from time to time according to the exigencies of the work and business and it is agreed that you will abide by the working schedule which may be fixed by the Management at its discretion.
- 18) On attaining the age of 55 years, you shall be retired from the services of the Company.

From Prompt Personnel Private Ltd.



Monisha Basakhetre  
(Executive Director)



I, Shriyash Ghongade have read the above terms and conditions and accept the same unconditionally and accept this appointment order.

Date: 16-09-2022



(Signature)



Version no : 02

Implementation date : 01.08.2015

Mr. Aditi Jadhav

Place:Raigarh

Issue Date: 14/11/2022

Deputee Code:CTIPL(PHP-PHALTAN)/TISS16860/22

Dear Mr. Aditi Jadhav,

### **Offer of Deployment on Contract**

We welcome you to join our customer organization as HR Assistant on the following terms and conditions:

1. Your deployment will be valid from 15/11/2022 to 14/11/2023 for a period of 12 months unless and until it is specifically extended in writing. During this tenure your monthly Cost To Company (CTC) would be Rs. 23958 and annual Cost to Company would be Rs.287496 (Salary Break up attached - Schedule A).
2. During your deployment on contract with us you will be deployed with CTIPL(PHP-PHALTAN) Cummins Technologies India Pvt Ltd. Your work Location will be Phaltan.
3. We reserve to cancel this offer in case of failure to join by 15/11/2022 or any information furnished by you is found to be false.
4. Please bring/send all the documents (please refer to enclosed checklist of documents). Make sure to complete your joining formalities before your date of joining or within prescribed 30 days from your DOJ. If you fail to furnish all statutory/legal documents within the prescribed days, then Tempindia shall have rights to hold your Salary and Tempindia shall not be held responsible for any action taken in your contract of deployment. No exceptions will be accepted.

We at Tempindia Staffing Services Pvt. Ltd. would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer.

Wishing you the very best!

For Tempindia Staffing Services Pvt. Ltd.

I hereby accept the above mentioned terms and conditions.



Authorized Signatory

Accepted and Signed

[ Mr. Aditi Jadhav ]

Date



Deputee code: CTIPL(PHP-PHALTAN)/TISS16860/22

Mr. Aditi Jadhav

**FIXED TERM CONTRACT OF DEPLOYMENT**

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

1. Your contract of deployment shall be valid for a period of 12 months from 15/11/2022 to 14/11/2023, 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 the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. During the period of fixed contract, your services could be deployed at the sole discretion of the Management to any of our Clients Company to do work pertaining to or incidental to the clients business.
3. Details of your salary break up with components are as per the enclosure.
4. Any statutory dues like PF, ESI, Professional tax, TDS Labour welfare fund etc shall be applicable from time to time as per law during the fixed period of contract.
5. All taxes will be deducted as applicable by law.
6. You will be eligible for leave and reimbursement as per the customer policy, during the period of your contract of deployment.

Kindly send the accepted copy of the same and your PAN number to Tempindia Staffing Services Pvt. Ltd., In case the signed acceptance is not received by Tempindia Staffing Services Pvt. Ltd. within 7 days of the offer date, Tempindia Staffing Services Pvt. Ltd. reserves the right to withdraw the offer.

With warm regards,

For Tempindia Staffing Services Pvt. Ltd.

I hereby accept the above mentioned terms and conditions.

Yours Truly,



Authorized Signatory

Accepted and Signed

[ Mr. Aditi Jadhav ]

Date



Deputee code: CTIPL(PHP-PHALTAN)/TISS16860/22

Mr. Aditi Jadhav

### DEPLOYMENT


Further to clause 2 of your letter of deployment, we are pleased to advise you that your services are being deployed to CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD with effect from 15/11/2022. The terms and conditions of your deployment will be as follows:

1. You will, with effect from 15/11/2022, be required to work at our clients office/premises at any of their locations. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the date of joining.
2. During the tenure of the deployment, you will continue to be an deputee of Tempindia Staffing Services Pvt Ltd.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD. And will undertake to abide by any suggestions, etc. given by any designated person(s).
4. You shall also abide by any training that may be offered to you by CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD.
5. You shall be bound to follow the working hours of CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD.
6. 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 CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD. And use such information only in connection with the service provided to CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD.
7. You shall at no point of time stake any claim or right to claim permanent deployment, damage, loss or compensation of any sort whatsoever against CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD. This arrangement is purely a contractual agreement between Tempindia Staffing Services Pvt. Ltd. and CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD 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.
9. You shall be responsible for protecting the property of CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD. Entrusted to you in the due discharge of your duties and shall indemnify CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD when there is a loss of any kind to the said property.

All the other terms and conditions of your deployment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

Yours,

 Staffing Services Pvt. Ltd.

I hereby accept the above mentioned terms and conditions.

Authorized Signatory

Accepted and Signed

[ Mr. Aditi Jadhav ]

Date



**Confidential Information Non-disclosure Agreement**

I, Aditi Jadhav understand that during my deployment, I may have access to confidential information belonging to Tempindia Staffing Services Pvt. Ltd. or its clients. As a condition of my deployment, I agree to protect and preserve all information to which I may be exposed or have access to hereafter.

I understand that for the terms of this agreement 'Tempindia Staffing Services Pvt. Ltd.' refers to Tempindia Staffing Services Pvt. Ltd. or any of its group companies, Partners or subsidiaries, 'Client' refers to any company or their subsidiaries, to which I am deployed to work or provide services from time to time by Tempindia Staffing Services Pvt. Ltd.

I understand that for the terms of this agreement, confidential information is defined as any information that is not generally known to others and which could center a competitive advantage to the recipient that the recipient would not otherwise have. Confidential

I understand that for the terms of this agreement, proprietary refers to any information in which Tempindia Staffing Services Pvt. Ltd. of any of its clients have a proprietary interest.

**Specifically, I agree to the following:**

1. I will not copy or remove any confidential information from Tempindia Staffing Services Pvt. Ltd. or its client's premises except as may be required in the normal course of my work and as specifically approved and authorized by an authorized Tempindia Staffing Services Pvt. Ltd. or Client representative. Upon termination of my services, I will return all confidential information in my possession including, but not limited to, all photocopies or duplicates, and will erase all confidential and proprietary information from the memory (including email) of any computer used outside Tempindia Staffing Services Pvt. Ltd. or its client premises.
2. I will not use any confidential or proprietary information belonging to Tempindia Staffing Services Pvt. Ltd. or its Clients, which comes to my attention during the course of my work except in the legitimate performance of my work.
3. I will not disclose to any third party any confidential information and will use all reasonable precautions, at least to the same extent that I would use to protect my own confidential information, to preserve and protect such confidential information while in my possession or which comes to my attention during my association with Tempindia Staffing Services Pvt. Ltd. or its clients.
4. I understand that my obligations of confidentiality under this agreement will continue indefinitely, even after I have completed my work with Tempindia Staffing Services Pvt. Ltd. or its clients except for such information that subsequently enters the public domain.
5. Specific information on known hazards, safety requirements and emergency procedures associated with Tempindia Staffing Services Pvt. Ltd. or its Clients' locations, work areas or operations in which I am involved will be provided by Tempindia Staffing Services Pvt. Ltd. or its clients. I agree to treat such information as confidential information.
6. If I am granted access to any of Tempindia Staffing Services Pvt. Ltd.'s or its Clients computer networks, systems, programs or databases, I shall treat as confidential, all data and information accessed from such systems as confidential information. In addition, I will not make any unauthorized electronic or hard copies of information extracted from Tempindia Staffing Services Pvt. Ltd. or its Clients computer systems.



Authorized Signatory

Accepted and Signed

[ Mr. Aditi Jadhav ]

Date



## Code of Conduct

1. I will not at any time disclose to the third party any of company's confidential information or any information concerning the business of the company and it's parent and it's affiliated companies, which you may come to know during your service with the company.
2. I should exercise utmost care and due diligence while handling confidential documents at work. It is imperative for you to safeguard them in your draw, which should be locked if you are not in the vicinity of the document.
3. I shall not act as agent for others in whatsoever manner.
4. I shall not conducting illegal activities, including gambling in the premises of the client.
5. I shall not use client's property for personal purposes.
6. I shall not reveal or publicize proprietary or confidential information.
7. I shall not intentionally interfere with the normal operation of the customer company.
8. I shall not download information from customer Company or Tempindia Staffing Services Pvt. Ltd. and trade the same to competitors.
9. I shall not give out email Ids and Unicode to unauthorized persons for accessing company information.
10. I shall not make unauthorized and undemanded request to the client company on matters, which have no bearing on the work.
11. I shall not exhibit behaviour detrimental to the client company.
12. I will not print visiting cards in the name of the client Organization unless duly authorized in writing.
13. I shall adhere to the policies, Rules and guidelines of the Client Organization and any other rule as specified by the client to you as per their internal policy.
14. I shall not be demanding neither in writing nor verbally for any kind of extra benefit/s and shall not approach Tempindia customers directly or indirectly during my contract period of deployment which may cause damage to Customer of Tempindia or directly to Tempindia Staffing Services. Incase, Tempindia Staffing Services or its customer finds any such act/s from me, Tempindia and its customer will have absolute rights to terminate my services immediately.

**Your signature indicates your agreement with the conditions of confidentiality as stipulated herein. Understood and agreed:**

Witnessed on behalf of Tempindia Staffing Services Pvt. Ltd.



Authorized Signatory

Accepted and Signed  
[ Mr. Aditi Jadhav ]  
Date



## CONTRACT OF SERVICE

Temporary Staff [Deputee]

1. This made between Tempindia Staffing Services Pvt. Ltd. and Mr. Aditi Jadhav ("Temporary Staff") engagement:

### **2. Engagement**

The Temporary staff is engaged by Tempindia Staffing Services Pvt. Ltd. to perform specific work assignments ("Assignment") for Tempindia Staffing Services Pvt. Ltd. customers ("Customer") under the terms and conditions of this Agreement and the schedule A attached here for each new Assignment.

### **3. The Contract**

A. This agreement including schedule A constitute a contract of service between Tempindia Staffing Services Pvt. Ltd. and the Deputee and they govern each Assignment undertaken by the Deputee. Upon acceptance of each Assignment by the Temporary Staff, Tempindia Staffing Services Pvt. Ltd. and the Temporary Staff shall complete and sign schedule A.

B. The Deputee is expected to complete the Assignment once accepted.

C. No variation or alteration of these terms shall be valid unless approved by Tempindia Staffing Services Pvt. Ltd. in writing.

### **4. Contract of Service for Fixed Duration**

Execution of any work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall -

A. Fully perform the services, in a professional manner, at the customer's location till the completion of the term of the Work Assignment.

B. During the term of the Work Assignment, render services exclusively to the customer and such performance shall not be inconsistent with any obligation you may have to other third parties.

C. Not engage in any conduct detrimental to the interest of the Customer or Tempindia Staffing Services Pvt. Ltd..

D. Not received any payments of any nature directly from the Customer unless agreed to by Tempindia Staffing Services Pvt. Ltd..

E. Not, either directly or indirectly, offer yourself for deployment with the customer or its affiliates during the period of the Work Assignment without the prior permission of Tempindia Staffing Services Pvt. Ltd..

F. Comply with the safety, health and other rules and regulations of the customer provided that you have been made aware of the same.

G. Report and be present at the customer's designated location during the working hours.

### **5. The Deputee acknowledges that it is the nature of contract work that there may be periods when no suitable work is available and agrees that:**

A. Suitability shall be determined solely by Tempindia Staffing Services Pvt. Ltd..

B. Tempindia Staffing Services Pvt. Ltd. shall incur no liability towards the Deputee should it fail to offer any Assignment at any point in time.

6. Tempindia Staffing Services Pvt. Ltd. shall pay the Deputee remuneration calculated at an agreed rate for each period worked during an Assignment, to be paid or monthly in arrears subject to deductions for the purpose of provident Fund and any other deductions which Tempindia Staffing Services Pvt. Ltd. may be bound by any laws or regulations to make. In addition, Tempindia Staffing Services Pvt. Ltd. shall be entitled at any time to make deductions from the Deputee's remuneration in respect of sums due from the Deputee to Tempindia Staffing Services Pvt. Ltd. in relation to any overpayment of any kind or any other debt.



Authorized Signatory

Accepted and Signed

[ Mr. Aditi Jadhav ]

Date



7. At the end of each work record period, (or at the end of an Assignment where an Assignment is for a period of less than the work record period or is completed before the work record period) the Deputee shall deliver to Tempindia Staffing Services Pvt. Ltd. his attendance sheet, duly completed to indicate the number of hours worked during the preceding period and signed by an authorized representative of Customer. Tempindia Staffing Services Pvt. Ltd. shall not be obliged to make any payment to the Deputee unless a properly authenticated attendance sheet has been submitted.

8. Due to the nature of the temporary work, Tempindia Staffing Services Pvt. Ltd. may without notice and without liability or for any reason whatsoever terminate the Assignment at any time. The Deputee shall have no claims whatsoever against Tempindia Staffing Services Pvt. Ltd. or the customer.

**9. On Separation from Contract deployment:**

The Deputee shall immediately deliver to Tempindia Staffing Services Pvt. Ltd. all correspondence, documents, specifications, papers and property belonging to Tempindia Staffing Services Pvt. Ltd. or customer, which may be in his possession or under his control.

**10. Termination of Deployment on Contract:**

TISS & its customer where you are deployed shall have the right to terminate your deployment without notice if:

- a. You commit any material breach of any of your duties and responsibilities under this contract.
- b. Any particulars mentioned in your application are found false at any point of time or found to have willfully suppressed any material information.
- c. You become insolvent or bankrupt or are charged with any criminal offence, which is prejudicial to the interest of the company.
- d. If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disorderly behaviour, negligence, and indiscipline, absence of duty without permission or any other conduct considered by us as detrimental to the interests of the client. This would include non-performance, any attitudinal issues or business reality.

**11. Notice Period:**

- (a) In case, you decide to resign from the services of TISS customer where you are deployed, a 30 Days notice period has to be given in written to TISS & its customer.
- (b) In case, you fail to serve the notice period as mentioned above, TISS & its customer shall have rights to hold your outstanding dues of any nature and documents until all the clearances & settlement are not made by TISS.

A handwritten signature in black ink, appearing to be "Aditi", is written over a faint circular stamp.

Authorized Signatory

Accepted and Signed  
[ Mr. Aditi Jadhav ]  
Date



**12 Insurance Benefits(If approved by Tiss Customer):**

(a) You shall be entitled for Group Mediclaim & Personal Accident Insurance policy as per the TISS customer guidelines and will be effective from your date of joining and shall only be valid until your deployment on contract with TISS customer. For more details you can find in your TISSNET web account. You will only be entitled for Insurance Benefits if the TISS Customer Where you are deployed has agreed to provide insurance benefits to their contract staff else you will not be entitled to claim for any benefits from TempIndia Staffing Services or its customer and we shall not be held responsible to pay you any kind of dues in any manner or after expiry of your contract period.

(b) In case of death/ accident during working hours of customer, all applicable statutory benefits shall be only entitled. TISS or its customer shall not be liable or undertake to pay any additional financial supports other than which are applicable at any given time.

13. You agree to defend, indemnify and hold Tempindia Staffing Services Pvt. Ltd. or the customer harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this letter of Fixed Term Contract of Deployment or for misconduct, violation of any law or creation of any legal liability by you.

14. For any service of notice or communication of whatsoever kind, you will be informed by courier or ordinary post at the address given by you at the time of your joining. In case of any change in your address, surname after marriage in case of female or any other change, you will inform the management in writing to this effect within one week of such change and get new address recorded in your personal record.

15. This agreement shall be governed by and construed in accordance with the law in India.

I CONFIRM THAT I HAVE CAREFULLY READ THROUGH AND UNDERSTOOD ALL THE ABOVE TERMS AND CONDITIONS OF ENGAGEMENT HEREIN AND I UNDERTAKE TO ABIDE BY THE SAID TERMS AND CONDITIONS.

A handwritten signature in black ink, appearing to be "Aditi", is written over a horizontal line.

Authorized Signatory

Accepted and Signed

[ Mr. Aditi Jadhav ]

Date



Deputee code :  
CTIPL(PHP-PHALTAN)/TISS16860/22  
Deputee name: Mr. Aditi Jadhav

**Re. Attendance sheet, Timings, Leaves and Payment Procedures, Deputee Manual, Salary Account, TISSNET**

Dear Mr. Aditi Jadhav,

Your timings will be as per the TISS customer organization you are deployed. In case of leave and time off you are requested to keep the Reporting Manager at customer organization informed about your whereabouts.

Uniformed absence is not acceptable and may invite disciplinary action. TISS shall assist you in opening your salary account after your joining. You may also read the deputee manual for more details.

In order to ensure the smooth and timely payment of your salary, we have explained the required procedures for submission of your monthly Attendance sheet (Refer to Deputee Manual) available on TISSNET.

In order to ensure prompt and accurate administration of your salary, it is your responsibility to ensure that you present your Attendance sheets, completed correctly and in full and duly signed by your designated reporting manager.

Signed and completed Attendance sheets must be received at this office by not later than prescribed date each month. We are seeking your co-operation to ensure that this happens. Please be aware that failure to adhere to these important deadlines could result in a delay of your salary to the next payroll run. There will not be any exceptions to this.

If your designated customer signatory is not available, please ensure that an arrangement has been made for another officer of that company to sign on his/her behalf. Copies of Attendance sheets can be downloaded from your web account on [ TISSNET ] on monthly basis. All subject mails, SMS and attached contents in your TISSNET web account are being auto generated and acceptable to you.

**Please Note: Your attendance cycle is from 25 of Previous Month to 24 of Present Month**

**Please sign and return a copy of this letter to the address shown below.**

**For more details read the Deputee Manual, FAQ's and also visit your TISSNET web account for latest alerts and updates.**

Yours Truly,



Authorized Signatory

Accepted and Signed

[ Mr. Aditi Jadhav ]

Date

Deputee Name: Mr. Aditi Jadhav

Deputee code : CTIPL(PHP-PHALTAN)/TISS16860/22

To The Manager,

TISS Gurugram,

I have read and understood the above and agree that I will comply all the above Terms & Condition of deployment on Contract.

Deputee Signed \_\_\_\_\_

Date \_\_\_\_\_

Deputee Name: \_\_\_\_\_



Name :	Mr. ADITI JADHAV
Deputee Code :	CTIPL(PHP-PHALTAN)/TISS16860/22
Date of Joining :	15/11/2022
Customer :	CTIPL(PHP-PHALTAN) CUMMINS TECHNOLOGIES INDIA PVT LTD
Location :	PHALTAN
Start Date of Assignment :	15/11/2022
Duration of Assignment :	12 Month(s)

Salary Components	INR Monthly Breakup(P.M)	INR Annual Breakup (P.A)
A Basic Salary	15,000.00	180,000.00
House Rent Allowance	6,000.00	72,000.00
Transport Allowance	N.A.	N.A.
Education Allowance	N.A.	N.A.
Medical Allowance	N.A.	N.A.
Field Allowance	N.A.	N.A.
Others Allowance	1,002.00	12,024.00
Total of A (Gross Pay)	22,002.00	264,024.00
B Employer's Contribution		
P.F	1,950.00	23,400.00
E.S.I.	N.A.	N.A.
LWF Contribution	6.00	72.00
Insurance Contribution	N.A.	N.A.
Total Of B	1,956.00	23,472.00
C Variable	N.A.	N.A.
D Bonus	As Applicable	As Applicable
E Cost to Company (CTC) Total of A+B+C+D	23,958.00	287,496.00
F Deductions (Deputee Deductions)		
P.F.	1,800.00	21,600.00
E.S.I.	N.A.	N.A.
LWF Deduction	2.00	24.00
PT Deduction	200.00	2,400.00
Canteen	N.A.	N.A.
Transport	N.A.	N.A.
Snacks	N.A.	N.A.
Sample Sale	N.A.	N.A.
Insurance Deduction	N.A.	N.A.
Total Deduction (F)	2,002.00	24,024.00
Net Take Home(A-F)	20,000.00	240,000.00

Remarks :

Authorized Signatory

Accepted and Signed  
[ Mr. Aditi Jadhav ]  
Date



**MY UNDERTAKING WHILE PERFORMING DUTIES ON DEPLOYMENT WITH TISS CUSTOMER.**

This is an integral and mandatory undertaking of all TISS Customer and is required to be signed and accepted by you.

**Background Screening and Verification-** TISS shall conduct Background Verification for your credentials and shall submit your report to the customer HR. In case my verification report is found unsatisfactory or contradictory with my records available with TISS at any stage during your deployment / Contractual Deployment period, TISS and its Customer shall have rights to terminate your services on immediate basis.

**TISS Customer Data Security and Confidentiality** -When performing Services, I shall to adhere to all of the DATA security and Confidentiality rules established from time to time by TISS Customer. It shall be my responsibility to know these rules and remain current in their use.

**Identity/Gate Cards** -TISS shall issue identity card/gate pass and I shall ensure to carry or display them daily in order to identify myself easily while performing duties and work at TISS Customer premises. In case, I fail to obey it TISS and its Customer reserves right not to allow me to enter premises, and if this is reported by Customer to TISS, I shall have no objection for any action or penalty levied on me by TISS.

**Code of Conduct, Performance and Safety**

I shall strictly follow and accept Code of Conduct and Safety Guidelines of TISS Customer during my deployment services to TISS Customer.

If at any stage during my deployment period, TISS Customer representative is of the opinion that I am guilty of behavior which is either prejudicial to [a] TISS Customer Code of Conduct, [b] Expected work performance or [c] Any other interest of TISS Customer, and is informed to TISS, in any such event, TISS or its Customer shall hold an appropriate enquiry in the matter and take appropriate action including termination of my Deployment services without my objection.

**Attendance**

I will ensure that I am marking attendance everyday while visiting and leaving TISS Customer premises in the registers or electronic system kept at the counter identified by TISS Customer. I will also maintain at least 80% of attendance during my deployment period with TISS Customer.

I hereby accept in full that at my own WILL and not forceably agreed to all the above mentioned points and shall abide by them during my deployment services with TISS Customer where I am deployed to perform my duties. If I am found guilty, I shall have no objection if any action of any nature is taken by Tempindia Staffing Services Pvt Ltd or their Customer.

NAME \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



GANDHI FELLOWSHIP  
unfold impact enjoy



Piramal  
School of Leadership

Aug 12, 2022

Dear SWAPNIL MURLIDHAR JADHAV ,

Congratulations and welcome to the Gandhi Fellowship Program, Batch of 2022-24!

The Gandhi Fellowship is the flagship program of the Piramal Foundation (hereinafter referred to as the "Foundation"). This Program is among the most aspirational Fellowship programs in the country, owing to our dynamic educational curriculum. Young people like you from across the country embark on lifelong journeys of personal transformation as they lead our interventions in the communities we serve. These experiences lead to deeper self-awareness, the discovery of personal values and stronger leadership skills and life skills.

The Foundation is focused on improving the lives of the marginalized communities by strengthening Govt systems and leveraging the power of youth with a spirit of service or Sewa Bhaava. We currently work across 24 states in partnership with the Central and State Governments. Over the years, we have developed innovative solutions and a deep understanding of our communities and strong technical partnerships. These are pivotal in helping us continue to serve our communities in partnership with government institutions across India.

The global Covid-19 pandemic deeply impacts the country. While we continue to be committed to the wellbeing of the communities we serve, it is equally important for us to ensure the safety and wellbeing of our team members.

Usually, the entire duration of the Fellowship is designed to be spent in the location where you are placed. Given the current exigent circumstances, your fellowship journey may be a combination of working from Home and working from our program locations. This is a critical choice we make to ensure your safety and wellbeing over the course of this journey, with minimal impact on your transformational journey. Our leaders will share these decisions with you periodically and will be made considering the multiple factors that impact your safety, wellbeing, and learning journeys.

Other nuances of the duration of this Fellowship are detailed in the attached Annexures for your reference. Annexure A sets out the terms & conditions of the Fellowship, and Annexure B states the State you are assigned. We urge you to please read through them and if you have any clarifications / doubts, please reach out to your account managers.

To confirm your participation as a Gandhi Fellow in the Gandhi Fellowship Program, Batch of 2022-24, please sign a copy of this letter along with each page of the Annexures and share it with us within 5 days of receiving this offer letter. After that, our offer for you to join the Fellowship will stand withdrawn.

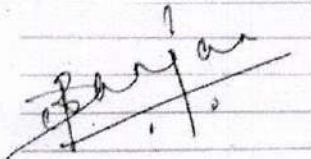
I extend our warm welcome to you and wish you great success as you embark on this journey of self-discovery and self-development as you transform the nation's in improving the lives of marginalized communities by strengthening Govt. systems and continue further on your journey as a Nation Builder.



I look forward to seeing you at the Orientation!

This offer is subject to your reporting to the final location as communicated to you in your location allocation, and being certified medically fit along with the medical test reports at the location you report to.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Debanjan Roy', is written over three horizontal lines.

Debanjan Roy

Director - Gandhi Fellowship Program

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I have carefully read and understood the terms and conditions of the Gandhi Fellowship Program as has been detailed hereinabove and the Annexures hereto. I agree to all the terms and conditions and undertake to abide by the same during the Fellowship Program. I also declare that all the documents, data, and information I provided are correct. I understand that any false declaration or information provided by me could lead to the termination of the Offer Letter and the opportunity to pursue the Fellowship.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## Annexure A – Terms & Conditions

### Gandhi Fellowship Program: Terms & conditions

1. This offer is subject to your reporting to the final location as communicated to you in your location-allocation and being certified medically fit along with the medical test reports at the location you report to.
2. The Fellowship Program 2022-24 is for a period of, commencing from DATE to END DATE ("Term").
3. The Fellow would initially join from their home location, and wherein there will be virtual Induction. Later, Fellows would be required to move to their respective reporting locations as communicated to them during the virtual Induction. From there, the program team will assign the location for the further official move. The initial travel cost has to be borne by the Fellow. Once the Fellow reaches out and posts that if any transfer or location change happens, the organization will take care of the travel cost. For example, if a fellow is assigned a district Jaipur, this will be his first travel; therefore, moving from his home location to Jaipur cost should be borne by the Fellow. After reaching Jaipur, if the Fellow is asked to relocate to any other district, the organization would take care of the travel. Work from the home model will be only for the initial days catering to virtual Induction. Later the Fellow has to move to their assigned districts. If a Covid situation arises, communications in this regard shall be issued to you well in advance.
4. Fellows are advised to get their medical tests done before reaching their assigned reporting locations. If any fellow fails to get their tests done, then the organization will facilitate the medical tests in their assigned location, and the Fellow will bear the cost. Failing to complete the medical test the enrollment in the Fellowship can also be terminated; this is also mentioned in your application form.
5. The Foundation is an empathetic Organization and very mindful of all the people's safety and health. Fellows are no exception.

We would always encourage and urge you to continue being mindful of preventing exposure for yourself and others – whether you are working from home or have moved to a location. Following COVID protocols and mindful behavior will continue to be critical for everyone's safety and well being.

1. Each of us will ensure we wear a mask, maintain social distance, and ensure hand hygiene (washing hands, using sanitizer, sneezing into tissue/elbow, not shaking hands etc.) at all times
2. Maintain social distancing and not be part of a crowd etc.
3. Exercise due caution when travelling to reduce the chances of getting infected by any variant of the COVID19 Virus.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



- The Foundation encourages all eligible people to get vaccinated (both- normal and Booster) at the earliest convenience, following government guidelines:

The vaccination expenses for both the doses (normal and the Booster), if any, incurred after joining the Fellowship will be reimbursed by the organization

6. You may be placed at any location in India and assigned to any project to gain a live-action experience for learning. Such Projects and Programs could be undertaken by the Piramal Foundation and any of the entities under the aegis of the Piramal Foundation, viz. Piramal Foundation for Education Leadership / Kaivalya Education Foundation / Piramal Swasthya / Piramal Sarvajal / Jal Jeevan Mission / Enable Health Society / Tribal Health Collaborative etc.

7. The fellowship program is transferrable, and during the Fellowship program, the Fellows may be transferred across locations or initiatives depending on the needs of the Foundation. You can be re-assigned to another location and/ or to another project under any of the above entities to meet the Fellowship Program's objectives to enhance the richness of the experiential learning process cutting across initiatives. In such an instance, you will abide by such transfer instructions. The Foundation will reimburse the reasonable cost of such relocation as per policy guidelines of the Foundation.

8. You are not entitled to choose any location as per your preference or choose to Work from Home. Hence, you will have to strictly abide by the instructions of the Fellowship Program with regard to the location/ activity assigned to you.

9. You shall be eligible for a Fellowship Honorarium during the course of the Program from the date of your joining the Fellowship, irrespective of whether you are Working from Home or at any location gaining live-action experience on any of the projects/programs, which is as follows:

(A) Work From Home Model: This is applicable only in the event that the Govt (Local state &/ or Central Govt); or the Foundation takes a decision to implement work from home model

All-Inclusive Consolidated Fellowship Honorarium amount of Rs. 14,500 per month

(i) An amount of ₹ 7500 (Rupees Seven Thousand Five Hundred Only) will be paid to you on a monthly basis. This covers the amount you may have to spend on personal needs like food, personal medicines, personal clothing etc.

(ii) The balance monthly Fellowship honorarium amounting to ₹ 7000/- (Rupees Seven Thousand Only) will be retained as deferred Fellowship honorarium amount.

B) Work from Location- Old Model (depending upon what location and Program you are assigned with)

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



All-Inclusive Consolidated Fellowship Honorarium amount of Rs. 18,800 per month

I. If the old model strategy is followed, Fellow will receive the following amount from the organization to support and sustain

II. An amount of ₹ 11800/- (Rupees Eleven Thousand Eight Hundred only) will be paid to the Fellow will be paid to you on a monthly basis. This covers the amount that you may have to spend on personal needs like food, personal medicines, personal clothing, fuel and communication

III. The balance monthly Fellowship honorarium amounting to ₹ 7000/-(Rupees Seven Thousand Only) will be retained as a deferred Fellowship honorarium amount.

(C) Work from Location- New Model/ Self Management Model (depending upon what location and Program you are assigned with)

All-Inclusive Consolidated Fellowship Honorarium amount of Rs. 24500 per month

I. If the new model/ Self Management Model is followed, the Fellow will receive the following amount from the organization to support and sustain

II. An amount of ₹ 17500/- (Rupees Seventeen Thousand Five Hundred only) will be paid to the Fellow will be paid to you on a monthly basis. This covers the amount that you may have to spend on personal needs like food, personal medicines, personal clothing, fuel, like rent for accommodation, buying items for the living quarters for the Fellowship period, payment of utility bills (gas/electricity / mobile phone/water etc.), cooking and cleaner, cleaning materials, local conveyance/fuel for two-wheelers that may be provided for use during the Fellowship; repairs and maintenance at the living quarters and including assets (such as a tablet)etc.

III. The balance monthly Fellowship honorarium amounting to ₹ 7000/-(Rupees Seven Thousand Only) will be retained as deferred Fellowship honorarium amount

(iii) The total deferred Fellowship honorarium accrued and due amount as per the Fellowship Rules (provided in clause 13 below) will be paid to you in lump sum at the end of the Term of your Fellowship Program i.e. 23 (twenty-three) months ending on END DATE after recovery of or adjustment of any advances given to you and confirmation you have settled all dues by you.

10. If you are guided to move to a location, the Foundation will take care of living requirements as per the Fellowship Design principles, either in rented accommodation or in the Foundation's own facility (Piramal School of Leadership) provide you with an honorarium model mentioned in (B) of clause 8

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



OR

provide you an honorarium model mentioned in (C) of clause 8 when you move to your assigned program location for living expenses to help you take care of your living requirements on your own as per the Fellowship Design principles

11. The amount as mentioned above in (C) of clause 8 for the New Model/ Self Management Model for living requirements will address basic sustenance needs like rent for accommodation, buying items for the living quarters for the Fellowship period, payment of utility bills (gas/electricity / mobile phone/water etc.), cook and cleaner, cleaning materials, local conveyance/fuel for 2 wheeler that may be provided for use during the Fellowship; repairs and maintenance at the living quarters and including assets (such as a tablet) which may be provided to you for use during your Fellowship period; and/or any other such or similar expenses. Irrespective of the type of living arrangement, you are expected to manage your living expenses within the said Total Fellowship Honorarium by prudently managing the same and following the Design tenets of the Fellowship.

*Note:*

1. *The monthly Fellowship Honorarium amount that will be paid monthly covers buying food provisions and managing any other personal needs, personal medicines, personal clothing, and personal communication expenses mentioned above in (B) of clause 8*
2. *The monthly Fellowship Honorarium amount that will be paid monthly covers buying food provisions and managing any other personal needs, personal medicines, personal clothing, personal communication expenses, like rent for accommodation, buying items for the living quarters for the Fellowship period, payment of utility bills (gas/electricity / mobile phone/water etc.), cooking and cleaner, cleaning materials, local conveyance/fuel for 2 wheeler that may be provided for use during the Fellowship; repairs and maintenance at the living quarters and including assets (such as a tablet) mentioned above in (C) of clause 8*

Therefore, the total Fellowship Honorarium amount will vary depending on the location, the project/program, and the kind of living arrangement you are made part of.

The details about the various options of living arrangements/honorarium model shall be communicated to you closer to the time of moving to the locations which we will guide.

12. The honorarium amount will be calculated based on your working model. For example, if the Fellow have joined on the 7th from your home location till the 14th and then from the 15th you have started your journey to your assigned location then your honorarium will be calculated as follows ;

- a) From 7th to 14th will be work from a home model and will be paid accordingly.
- b) 15 onwards to the last working day of the month will be work from the location model

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



c) The payroll and Attendance cycle for every month is from 16th to 15th . Anyone joining on or before the 15th will receive an honorarium in the same month. But if the joining is on the 16th or after, then the honorarium will be processed along with the next payroll month.

13. You are expected to complete the Fellowship by being part of it for the full tenure of 23 months.

14. In case the Fellowship is terminated by the Foundation or you, for any reason whatsoever prior to the completion of the Term of the Fellowship, the cumulative deferred Fellowship honorarium shall be payable subject to the following conditions:

a) If you complete less than 12 months from the start of the Program, you will not be eligible or entitled to be paid any deferred Fellowship honorarium amount. The said amount shall stand forfeited.

b) Complete more than 12 months but less than 23 months. You will be eligible and entitled to be paid the cumulative deferred Fellowship honorarium amount for 12 months, i.e. 84,000 (Rs. 7000 x 12). However, the said deferred Fellowship honorarium amount will be paid only at the end of the Term of the Fellowship Program, i.e. 23 months, in June 2024, after recovering any advances given to you and confirming that you have settled all dues at the location.

c) If you choose to leave the Fellowship for good reasons which is accepted by the Fellowship Management, then a minimum of 15 days' notice is expected to be served.

d) If you complete 23 months of Fellowship, then you will be paid the entire cumulative deferred Fellowship honorarium amount for 23 months i.e. Rs. 1,61,000 (Rs. 7000 x 23 months) in the month of June 2024 after your graduation ceremony, after recovery of any advances given to you and confirmation that you have settled all dues at the location.

The above conditions for deferred Fellowship are illustrated in below table for your reference:

Scenario #	Program start date	Date of leaving the Program	Association for # months	Payable deferred Fellowship Honorarium amount	Deferred fellowship Honorarium payment month
# 1 (Left within 12 months)	1-Jul-2021	31-May-2022	Less than 12 months	₹ 0	NA
# 2 (left after 12 months but before 23 months)	1-Jul-2021	31-Dec-2022	More than 12 months but less than 23 months	₹ 7,000*12 = ₹ 84,000	Jun-2023
# 3 (completed the Program)	1-Jul-2021	31-May-2023	23 months	₹ 7,000*23 = ₹ 161,000	Jun-2023

Note: The amount of deferred Fellowship honorarium will be prorated as set out above on the basis of your actual date of leaving after confirmation that you have settled all dues at the location and recovery of or adjustment of any advances given to you.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



15. You will be covered under the following as per terms applicable as on date from your date of joining the Fellowship:

- a. Group Medical Insurance Policy for Rs.2 lacs
- b. Group Term Life Insurance Policy for Rs. 4 lacs +10 Lacs
- c. Group Personal Accident Policy for Rs.5 lacs

The terms and conditions of the above shall be explained separately.

16. As the Fellowship Program is a full-time learning/educational program, you are not permitted to engage yourself in any other activity, including but not limited to pursuing any other educational course during the period of the Fellowship.

17. You undertake to follow the Fellowship Design principles that would be explained to you, the Code of Conduct of the Fellowship, and you commit to respect the community that you get to live in as part of the Fellowship. This is integral to the Fellowship.

18. You undertake to ensure that the "Use and Return" assets given to you during the Fellowship are used for the Fellowship purposes only and are managed and maintained in a good state.

19. The Fellowship will be awarded on an objective and non-discriminatory basis.

20. The Foundation does not act as an employer with respect to you i.e., the Fellows under this Fellowship. The terms and conditions of this Fellowship shall in no manner be construed as an employer-employee relationship between the parties.

21. The Foundation does not guarantee any future employment with it or its affiliates.

22. The Foundation does not take any liability, financial or otherwise, of the Fellow, except to pay the Fellowship honorarium as set out herein above.

23. You will be awarded the Fellowship Certificate on your successful completion of the Program.

24. The Foundation reserves its right to terminate this Fellowship arrangement with you at any time during the Term of this Fellowship program for the cause. To illustrate, if you commit an act of misconduct deemed by the Foundation to be in breach of the values and ethos of the Fellowship or are found to be medically unfit or remain willfully absent or are otherwise unable to perform the assignment entrusted to you, in such a scenario, the Foundation reserves the right to terminate this Fellowship arrangement with you forthwith, and your deferred Fellowship honorarium amount will stand forfeited.

25. You will be governed by all the rules and regulations as enforced by the Foundation from time to time. The current applicable rules & regulations are available on our intranet. The decision of the Foundation on all such matters shall be final and binding.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



26. All documents, declarations and undertakings signed by you separately shall be construed as part and parcel of this Offer Letter.

27. The Terms and Conditions of the Fellowship shall be governed by and construed in accordance with Indian laws. The Foundation and the Fellows irrevocably submit to the jurisdiction of the courts at Mumbai to settle any disputes in connection with these terms and conditions

28. You will be eligible to apply for the Social incubation and Enterprise Program after successfully graduating from this Fellowship Program.

29. Work from home apart from the Induction will only come into force if Govt may it be central or the State Govt imposes the lockdown resulting from working from home.

I have carefully read and understood the terms and conditions of the Gandhi Fellowship Program as has been detailed hereinabove.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



ANNEXURE - B

Name: SWAPNIL MURLIDHAR JADHAV

Location assigned to: Uttarakhand ,

Project / Program: Aspiration District Collaborative

Entity Assigned to: Piramal Foundation

I accept.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_





10 Feb 2023

To,  
Anita Jayebhaye,  
Pune.

Subject: Offer Letter for the role of **Social Worker** at iTeach Schools.

Dear Anita,

We are pleased to offer you employment in the role of **Social Worker at iTeach Schools**, an initiative of the iTeach Movement! For seven years now, we have been on a quest to build the best team in education that India has ever seen - and with you, we are now more than 170 members strong! You have taken one large and meaningful step towards leveling the playing field for all children in our country.

You will be based at ADH, Pune, and report directly to the School Leader / Lead Teacher of the team. Your employment with us will begin on 20 Feb, 2023.

As compensation, your annual CTC will be **Rs.3,36,000.00/-**. Please find the detailed breakup in Appendix A\*.

To keep your project work closely aligned with the mission and priorities of iTeach Schools, we will have 2 performance reviews within the first year - one at the end of 4 months, and the second at the end of 1 year.

All other benefits, terms, and conditions associated with this offer are as per the iTeach Schools HR Policy. This offer is subject to the satisfactory completion and submission of the following:

1. Signing of full employment agreement at the time of joining
2. Successful Reference check
3. Submission of copies of the following documents:
  - Graduate and Post-Graduate degree certificates
  - Experience letter and payslip from your previous employer
  - PAN Card
  - Aadhar Card
  - PF Details (if applicable)
  - Cancelled Cheque/Bank Passbook
  - Resume
4. Successful completion of a probation period of 4 months.

As next steps, please sign and date this letter acknowledge your acceptance of this offer. We are eagerly looking



22, Gaurishankar Bungalow, Senapati Bapat Rd, Shivaji Co-operative Housing Society, Pune - 411052  
www.iTeachSchools.org

Director

Karve Institute of Social Service  
Karvenagar, Pune - 411052





forward to working with you and would like to take this opportunity to wish you success in your future career with iTeach Schools.

Warmly,

*Neha Vaidya*

Neha Vaidya  
Director & COO  
iTeach Schools



  
Director  
Karve Institute of Social Service  
Karvenagar, Pune - 411052

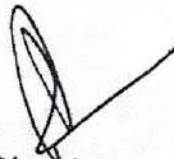


**Appendix A: Break up of CTC**

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Basic	12,972.00	1,55,661.00
PFRA	6,486.00	77,831.00
Special Allowance	6,485.00	77,824.00
<b>SUB TOTAL (A)</b>	<b>25,943.00</b>	<b>3,11,316.00</b>
Medical Insurance	500.00	6,000.00
PF - Employer	1,557.00	18,684.00
<b>TOTAL</b>	<b>28,000.00</b>	<b>3,36,000.00</b>
<b>DEDUCTIONS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF Employee	1,557.00	18,684.00
<b>TOTAL DEDUCTIONS (B)</b>	<b>1,557.00</b>	<b>18,684.00</b>
<b>TOTAL (A-B)</b>	<b>24,386.00</b>	<b>2,92,632.00</b>

\*The salary breakup does not include deductions like Professional Tax and Income Tax.



  
**Director**  
Karve Institute of Social Service  
Karvenagar, Pune - 411052





**Notes-**


**Confidentiality:** All compensation related information mentioned here and otherwise is strictly confidential, and must be discussed only with HR. Under no circumstances should questions, concerns or comments around this information be shared with any other colleague or persons outside the organization.

**Appendix B: Acknowledgement of Offer Letter**

I, \_\_\_\_\_, hereby accept the above employment offer and will be  
available to start employment on \_\_\_\_\_.

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



  
**Director**  
Karve Institute of Social Service  
Karvenagar, Pune - 411052





# 'स्व'-रूपवर्धिनी



18

## अर्जदाराची माहिती

- १) पूर्ण नाव :- तुषार दत्तात्रय कावडुले
- २) जन्म तारीख :- २१/११/१९८९ ३) संपर्क क्रमांक ९८२१ २३०२३५
- ४) संपूर्ण पत्ता (कायमचा) बी - ९३/७ तुषार इंदी (नगर)  
बिबवेवाडी पुणे ३७.

## शैक्षणिक माहिती

अ.क्र	शिक्षण	शाळा / महाविद्यालय	गुण ( % )
१	१० वी	राजराज्य माध्यमिक विद्यालय	९९% ९९%
२	१२ वी	RCM (Science)	४९%
३	पदवी	M.V. Desai (ARTS)	First Class
४	पदव्युत्तर	Karve In. (MSW)	Result Not Declared
५			

कामाचा अनुभव - १) कोरोना काळात बालेवाडी कोवीड सेल मेथ

Data Entry

२) निमिषी बहुउद्देशीय विकास संस्थेत

इतर कला - कौशल्य ३) एम.बी.एस. जनकन्या १०१ इथे एक वर्ष सामाजिक कार्य

प्रा. १०१क - प्रा. १०१ - २०१२ वर्षात स्थापना - तेव्हाच कौशल्य

## कार्यालयीन कामासाठी

सदर उमेदवार तुषार दत्तात्रय कावडुले यांना दिनांक २/०८/२०२२ पासून

पूर्वीचे कार्यकर्ता  
(नकारात्मक)

म्हणून रुजू करून घेण्यास संमती आहे.

१) वित्तोद बिबवे

२) अमोल उंदरे

३) जिलेरा धामरकर

४) विद्याल कुमकोर

6/9/2022

मानधन व अन्य सुविधा :-



## पुर्णवेळ कार्यकर्ता म्हणून रुजू करून घेण्याबाबत..

11 messages

शाखा विभाग प्रमुख 'स्व'-रूपवर्धिनी <hod.shakhavibhag@swaroopwardhinee.org>

Thu, 25 Aug 2022 at 19:18

To: Vinod Bibave <vinodbibave@gmail.com>

Cc: vishwas Kulkarni <kvishwasvin@yahoo.co.in>, Amol Undre <amol\_undre@persistent.com>, VILAS VINAYAK <vilasvinayak100@gmail.com>, Nilesh Dhayarkar <dhayarkar@gmail.com>, sumit dole <dsumitji@gmail.com>, Sanjay Tambat <sanjayvtambat@gmail.com>

नमस्कार कार्यवाह व सहकार्यवाह,

आपल्या कामातूनच आपल्या कामासाठी कार्यकर्ते तयार व्हावेत. वर्धिनी साठी पुर्णवेळ कार्यकर्ता म्हणून काम करण्यासाठी तुषार काबदुले याने होकार कळवला आहे.

त्याच्याशी प्राथमिक गप्पा व मुलाखत विनोद बिबवे सर यांनी केल्या आहेत.

दिनांक १-०९-२०२२ पासून तो पुर्णवेळ कार्यकर्ता म्हणून कामाला सुरुवात करणार आहे.

सध्या देण्यात येणाऱ्या जबाबदाऱ्या

कार्यालयीन कामे

१. तासिका व संपर्क या व्यवस्थेच्या संदर्भात नियोजन, अभ्यास व कार्यालयीन कामे
२. टाटा मोटर्स विद्याधनम प्रकल्पाचे काम
३. शाखाविभाग कार्यालयीन कामे (शिष्यवृत्ती, अग्रीम व अन्य)
४. शाखा विभाग देणगीदार अहवाल देणे.
५. पुणे महानगरपालिका, शिक्षण विभाग कामे

कार्यक्षेत्रातील कामे

१. भाग १ व ४ मध्ये शाखा संपर्क, प्रवास
२. या भागातील दैनंदिन युवक, वर्षक संपर्क
३. शाळा भेटी व नाते निर्मिती
४. ११ वी १२ वी निर्माण शाखा नियोजन, कार्यवाही, उपक्रम आयोजन

विनोद सर, अमोल सर व विश्वास सर

पुर्णवेळ कार्यकर्ता म्हणून त्याच्या नियुक्तीला मान्यता मिळावी.

विश्वास सर

त्याचे मानधन, मोबाइल व प्रवास खर्च, सुट्ट्या, आरोग्य विमा याबाबत आपण आपले मत कळवावे.

- निलेश धायरकर

२५-०८-२०२२

Fri, 26 Aug 2022 at 07:39

Vinod Bibave <vinodbibave@gmail.com>

To: शाखा विभाग प्रमुख 'स्व'-रूपवर्धिनी <hod.shakhavibhag@swaroopwardhinee.org>

Cc: vishwas Kulkarni <kvishwasvin@yahoo.co.in>, Amol Undre <amol\_undre@persistent.com>, VILAS VINAYAK <vilasvinayak100@gmail.com>, Nilesh Dhayarkar <dhayarkar@gmail.com>, sumit dole <dsumitji@gmail.com>, Sanjay Tambat <sanjayvtambat@gmail.com>

तुषार बरोबर माझे बोलणे झाले आहे. त्याचे MSW झाले आहे आणि वर्धिनीच्या कामाची तळमळ आणि योग्यता उत्तम आहे.



संजय तंबट

[Quoted text hidden]

शाखा विभाग प्रमुख 'स्व'-रूपवर्धिनी <hod.shakhavibhag@swaropwardhinee.org>

Thu, 1 Sep 2022 at 09:11

To: Dr. Sanjay Tambat <sanjayvtambat@gmail.com>

Cc: Vinod Bibave <vinodbibave@gmail.com>, vishwas Kulkarni <kvishwasvin@yahoo.co.in>, Amol Undre <amol\_undre@persistent.com>, VILAS VINAYAK <vilasvinayak100@gmail.com>, Nilesh Dhayarkar <dhayarkar@gmail.com>, sumit dole <dsumitji@gmail.com>

विश्वास सर व विनोद सर,

तुषार काबदुले आजपासून १ सप्टेंबर २०२२ पासून पुर्णवेळ कार्यकर्ता म्हणून कामास सुरुवात करत आहे.

तुषारचे मानधन व अन्य तपशील आपण अमोल सर व अर्थ विभाग यांच्याशी बोलून कळवावे.

- निलेश धायरकर

[Quoted text hidden]

Amol Undre <amol\_undre@persistent.com>

Thu, 1 Sep 2022 at 10:20

To: शाखा विभाग प्रमुख 'स्व'-रूपवर्धिनी <hod.shakhavibhag@swaropwardhinee.org>, vishwas Kulkarni

<kvishwasvin@yahoo.co.in>, VILAS VINAYAK <vilasvinayak100@gmail.com>

Cc: Vinod Bibave <vinodbibave@gmail.com>, Nilesh Dhayarkar <dhayarkar@gmail.com>, sumit dole <dsumitji@gmail.com>, Dr. Sanjay Tambat <sanjayvtambat@gmail.com>

आपल्या चार्ट प्रमाणे मासिक १५६००/- मानधन देता येईल. त्याच्याशी संपर्कादरम्यान याच प्रमाणे माझी आणि विनोदची चर्चा झाली आहे.

Thanks & Best Regards,

Amol Undre

See Beyond, Rise Above

[Quoted text hidden]

DISCLAIMER

[Quoted text hidden]

VILAS VINAYAK <vilasvinayak100@gmail.com>

Thu, 1 Sep 2022 at 11:48

To: Amol Undre <amol\_undre@persistent.com>

Cc: शाखा विभाग प्रमुख 'स्व'-रूपवर्धिनी <hod.shakhavibhag@swaropwardhinee.org>, vishwas Kulkarni

<kvishwasvin@yahoo.co.in>, Vinod Bibave <vinodbibave@gmail.com>, Nilesh Dhayarkar <dhayarkar@gmail.com>, sumit dole <dsumitji@gmail.com>, Dr. Sanjay Tambat <sanjayvtambat@gmail.com>

Please go ahead as recommended by Honorarium committee and Secretary. Do resolution whatever finalised

Regards



6/9/2022

\* considering parallel cases of  
Shakha & Yuva Vibhag

Following is the Honorarium  
& other allowances -

Honorarium — Rs. 15000/- p.m.

Mobile — Rs. 399/-

Conv.

For Two Wheeler  
at actual considering  
Field Work & Travel.  
Need to submit petrol  
Bills.

6/9/2022









# स्वानंद

जनकल्याण प्रतिष्ठान

19

10th September 2022

To,  
KATTE PIYUSHA PRAVINKUMAR  
A/p Kaij, Taluka Kaij, Dist-Beed, 431123

Subject: Offer of Appointment for the position of FIELD OFFICER

Dear Piyusha,

We are pleased to offer you employment with Swanand Jankalyan Pratishthan as FIELD OFFICER. Your date of joining will be 22nd September 2022.

You will be entitled to an annual package of ₹ 2,16,000/- as per company norms. We look forward to having you on our team and contributing to the growth of the organization.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

Omkar S. Patole  
Program Manager  
Swanand Jankalyan Pratishthan



N-11018/1/2019-CB  
Government of India  
Ministry of Panchayati Raj

11<sup>th</sup> Floor, Jeevan Prakash Building,  
K.G. Marg, New Delhi.  
Dated: 25<sup>th</sup> March 2025

OFFICE ORDER

Sub: Extension of engagement of Shri AMAN KOUSHIK, Panchayati Raj Associate in the Project for Creating 250 Model GP Clusters, under Revamped RGSA Ministry of Panchayati Raj (MoPR), New Delhi- on contract - reg.

- Ref: 1. Offer of Engagement letter issued vide letter number. NIRDPR/CPR/AKB/Action Research Project/100+CDP/Recruitment/2019 (Comp. No.10341), dated 25/01/2024  
2. Office Order No.1081 dated 02-02-2024 (NIRD&PR) regarding acceptance of joining.

\*\*\*\*\*

In continuation of NIRD&PR's Office Order No. 1081 dated 02-02-2024 (Ref-2), the undersigned is directed to convey the approval of the Competent Authority for extension of engagement of contract of Shri AMAN KOUSHIK, Panchayati Raj Associate, under the Project for Creating 250 Model GP Clusters being implemented by the Ministry of Panchayati Raj (MoPR) on purely temporary and contract basis for a further period from 29/01/2025 to 28/01/2026 on consolidated remuneration of Rs. 35000/- per month.

The other terms and conditions indicated in the Offer of Engagement (Ref-1) shall remain unchanged.

*Pankaj*  
(Pankaj Kumar)  
Under Secretary to the Government of India  
Tel. No. 23753817

To  
Shri AMAN KOUSHIK, Panchayati Raj Associate, Balaghat, Balaghat, Madhya Pradesh

- Copy to: 1. Sr. PPS to Additional Secretary, MoPR  
2. Office Order file  
3. Office copy  
External: The Concerned State Programme Coordinator



May 02, 2024

To,

Ravindra Lamkhade  
Pune

Sub: Letter of Appointment for the position of **"School Coordinator-Social Work"** with **The Akanksha Foundation, Pune**

Dear Ravindra,

We are pleased to offer you employment as a **'School Coordinator-Social Work'** at our **Pujya Kasturba Gandhi English Medium School, Koregaon Park, Pune** on the following terms & conditions:

**1) Commencement of Employment**

The employment shall commence from **May 02, 2024** and shall continue until terminated in accordance with the terms set out in this letter.

**2) Work Timings**

Your work timings will be from 9.00 am to 5.00 pm; Monday to Friday and alternate Saturdays at our **Pujya Kasturba Gandhi English Medium School, located at Koregaon Park, Pune (the "School")**. Please note that you are expected to be in school by 8.30 am on weekdays.

**3) Probation and Term of Employment**

You will be on probation for a period of Six months from commencement of your employment (**"Probation Period"**). Akanksha in its absolute and sole discretion may extend the Probation Period.

Upon completion of the Probation Period, your performance will be reviewed by Akanksha and subject to a satisfactory review; your services will be confirmed.

**Mumbai:** Voltas Premises, Z Block Building, 2nd floor,  
T B Kadam Marg, Chinchpokli - East,  
Mumbai - 400 033 | Ph: 022 23700253

**Pune:** New Thermax Building, Next to Sai Chambers,  
Old Bombay Pune Highway Road Wakdewadi  
Pune - 411 003 | Ph: 020 66051380



Based on your Annual Appraisal, Akanksha may, in its sole and absolute discretion, provide an increment in your salary. You shall not be considered for an increment unless you have completed six months of service at Akanksha.

**8) Transfer of services**

Your services may be transferred from one department to another or from one location to another, within Pune and / or Mumbai. Akanksha will endeavor to give a reasonable notice for such transfer, including informing you of any changes in the terms of your employment consequent to such transfer. You are encouraged to approach Akanksha if you wish to discuss the terms of transfer. Akanksha will take the final decision on any transfer related issues after considering all relevant aspects.

**9) Leave**

- 9.1 You are entitled to 26 days of paid leave during the academic year which will be prorated as per your joining date. During the probation period you will not be allowed to take any leave. In case of emergency, if you need to avail of any leave during the probation period, the leave will be adjusted against the leave balance for the year.
- 9.2 Your leave entitlement is in addition to the public holidays as per the Akanksha holiday schedule set out in the leave policy of Akanksha ("**Leave Policy**") included in the Employee Handbook.
- 9.3 Prior to availing any paid leave, you must take approval from your School Leader as per the process indicated in the Leave Policy. In case leave taken exceeds your leave entitlement, one day's salary will be deducted for each day of excess leave. You would be required to ensure smooth running of the class even in your absence by helping to identify a suitable substitute or arranging a volunteer during the period of leave.

Akanksha may revise the Leave Policy including your leave entitlement from time to time. You will be informed of any changes to the Leave Policy upon such changes becoming effective.

**10) Termination**

- 10.1 During the probation period, your services at Akanksha may be terminated without assigning any reason, by either side, by giving 15 days' notice in writing or 15 days' salary in lieu thereof.
- 10.2 After successful completion of the probation period, your employment may be terminated, without assigning any reason, at any time by either party giving the other,



## **12. Death**

Your employment shall terminate immediately upon your death and your legal heirs / nominees shall be entitled to receive any outstanding fixed remuneration that would be payable to you up to the date of death.

## **13. Dual Employment**

Prior to commencement of your employment, you are required to disclose to Akanksha if you engage yourself directly or indirectly, in any other trade, business, occupation, employment, service or calling. If you propose to commence any such engagement during the course of your employment, you will be required to obtain prior approval from Akanksha.

## **14. Confidential Information**

- 14.1 During your employment Services, the Foundation may disclose to you, confidential information of the Foundation, and that you may also create such information within the scope and in the course of performing the Services (hereinafter, called as "Foundation Confidential Information"). You shall not discuss, comment upon, disparage, misuse, disclose or publish any information including data pertaining to the organization, employees, and its current and prospective stakeholders, which is deemed as sensitive or confidential, in any manner or form, directly or indirectly, to any person or entity who may utilize such information for personal gain or any unlawful action.
- 14.2 Subject to the terms and conditions of this Employment contract, you hereby agree that during the term of your employment with Akanksha and thereafter: (i) You shall not publicly divulge, disseminate, publish or otherwise disclose any Foundation Confidential Information without the Foundation's prior written consent, which consent shall not be unreasonably withheld; and (ii) You shall not use any such Foundation Confidential Information for any purposes other than consultation with the Foundation
- 14.3 Upon termination of this contract, or any other termination of your services for the Foundation, all records, and other documents pertaining to any Confidential Information of the Foundation, whether prepared by you or others, and any material, specimens, owned by the Foundation then in your possession, and all copies of any documents, shall be returned to the Foundation.



### Monthly Salary Break-Up

(All figures are in Rs.)

Employee Name	Ravindra Lamkhade
Location	Pujya Kasturba Gandhi English Medium School, Koregaon Park, Pune
Designation	School Coordinator-Social Work
<b>Monthly Salary Components</b>	<b>Rupees (Rs)</b>
Basic Salary	15,971
House Rent Allowance (HRA)	7,986
Conveyance Allowance	7,986
CCA	799
<b>Monthly Gross Salary</b>	<b>32,741</b>
PF (Employer Contribution)	1,800
ESIC (Employer Contribution)	0
<b>Total Monthly Salary</b>	<b>34,541</b>
<b>Total Annual Salary</b>	<b>4,14,492</b>
<b>Monthly Salary Deductions</b>	
Provident Fund (Employee Contribution)	1800
ESIC (Employee Contribution)	0
Professional Tax	200*
<b>NET TAKE HOME SALARY (PER MONTH)</b>	<b>30,741</b>
<b>important Note-</b> Our salary offer is structured, based on various factors including interview assessments, role-person fitment, internal parity across company and alike. Therefore, your compensation is unique to you. You are expected to seek any clarification from HR. Akanksha Foundation as a policy ensures confidentiality of compensation and does not encourage any comparisons.	

\*Note: In the month of February Professional Tax deduction will be Rs. 300/-

\*Net Take home salary is subject to income tax deductions, as applicable.



15th October 2022

To,  
LOKHANDE ANUSHRI BABANRAO  
A/p- Wagholi, Tal-Shevgaon, District Ahmednagar 412207

Subject: Offer of Appointment for the position of HR EXECUTIVE

Dear Anushri,

We are pleased to offer you employment with Kate Food Industries Pvt. Ltd. as HR EXECUTIVE. Your date of joining will be 25th October 2022.

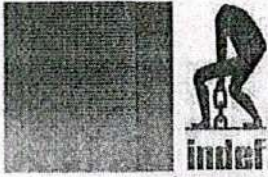
You will be entitled to an annual package of ₹ 2,64,000/- as per company norms. We look forward to having you on our team and contributing to the growth of the organization.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

For Kate Food Industries Pvt. Ltd.  
Manager – HR

175, Pimple - Saudagar, Near Govind Gardan Chowk, Pune - 411 027, Maharashtra,  
India. E-mail: [kate.foodindustries@yahoo.com](mailto:kate.foodindustries@yahoo.com) Telephone 1: +91 20 2740 1700  
Telephone 2: +91 880 666 2194





HR / TRA : AM

## HERCULES HOISTS LIMITED

July 29, 2022

Mr. Ashutosh Mane  
Khopoli

Sub: Offer as a Graduate Trainee

Dear Ashutosh,

With reference to your application and subsequent interview you had with us, we are pleased to offer you as a "Graduate Trainee – HR & Administration" in our company with the following terms and conditions:

The Training Period will be Aug 16, 2022, to March 31, 2023, and emoluments during training period will be Rs. 20000 per month. You will not be entitled to any other benefits apart from the above.

You will be posted at our Khalapur Office. However, during this period of training, you can be transferred to any other department / division of the company, anywhere in India or overseas. You may also be assigned such other duties as may be at the consideration of the management in any branch or office of the company and or its subsidiaries or associate companies. You are being examined and found medically fit by a certified practitioner as per the guidelines of the Company.


Your performance will be reviewed periodically during the training period. You are required to maintain the highest order of discipline and confidentiality as regards the work of the company and or its subsidiaries or associate companies and in case of any breach of discipline or trust, your services may be terminated by the company with immediate effect.

Your training shall automatically stand terminate on the expiry of the training period as mentioned above or through 30 days prior notice of termination from any one of the party and may be taken on payroll subject to availability of vacant position and your performance. On completion of training, based on your performance during the training period you will issue a completion certificate. Your training shall also be liable for termination if or your performance is not found satisfactory. The Company or the Trainee needs to give one month's notice in advance if they intend to terminate the training in between from their side.

This letter has been made based on the information furnished in your application for training and subsequent interviews. If at any time it comes to light that any of the information is incorrect or any relevant information has been withheld, then your training is liable to be discontinued without notice.

Kindly sign the duplicate copy of this letter indicating your acceptance of the above terms and conditions of this letter.

Wishing you good learning!!!

 For Hercules Hoists Limited  
Indef: Kiran Mukadam,  
CS & Head HR & Administration

Corporate Office  
501 to 504, Shelton Cubix  
Sector 15, Plot No. 87  
CBD Belapur, New Mumbai 400614  
Maharashtra INDIA

T: +91 022 45417300/01  
E: indef@indef.com  
U: www.indef.com  
Works: Khalapur & Pune

Registered Office  
Bajaj Bhawan, 2<sup>nd</sup> Floor  
226, Jarnalal Bajaj Marg  
Mumbai 400 021, INDIA  
CIN: L45400MH1962PLC012385

 bajaj group





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4<sup>th</sup> August 2022

Ms. Punitjoline Mane  
C4 Navachaitanya Apartments  
Mahada colony, Morwadi  
Pimpri Pune-18

Dear Punitjoline,

**We are glad to inform you that you have been selected as CSR Intern for a period of 8 months starting from 4<sup>th</sup> August 2022 to 31<sup>st</sup> March 2023 with CSR department at Tata AutoComp Systems Limited.**

During the course of your program 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 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**

CTN: 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.*

*Holine*  
Signature and name: Punithjoline S. Mane Date 04/08/2022

**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)





VISIONTECH

VISIONTECH ENGINEERING PVT. LTD.

Engineers & Fabricators

Website: www.visiontechgroup.in

VT/HR/OL/V1.0/2023-24

Date: September 29, 2023

**Mr Sagar Pandurang Mane**

At/Post : Bembli,

Tal/Dist : Dharashiv (Maharashtra).

#### OFFER LETTER

Dear **Mr. Sagar**,

With reference to your application and subsequent interviews, we have pleasure in offering you an appointment in our organization. We invite you to join our organization at **09:30 am** on or before **11<sup>th</sup> October 2023** at **Visiontech Engineering Pvt. Ltd, Survey No. 3/2, Vithalwadi, Near HP Petrol Pump, Dehugaon, Pune, Maharashtra 412109** on the term enumerated below:

Your designation will be "**Jr. Executive-HR**" and you will be associated with "**HR**" department of "**HR & Admin**" division.

#### Consolidated Salary

1. A sum of **INR 3,83,751/- per annum (INR Three Lacs Eighty Three Thousand Seven Hundred Fifty One only)** will be paid to you as **CTC (Cost to Company)**. The CTC details are attached in Annexure A.
2. CTC included benefits like PF, Medclaim, Gratuity etc. as per company salary; allowances and other benefits are governed by Company Policies and statutory provisions in force from time to time and subject to appropriate taxes at source. Your salary payments will be subjected to tax deduction as per the prevailing Income tax Rules.
3. After joining you will get the details of appointed Projects, Roles & Responsibility, and Duties from the respective department.

#### Probation Period

4. You shall be on Probation Period for a period of **06 (Six) months** effect from the date of your joining as mentioned above.

#### Posting & Liability for Transfer

5. Initially you will be posted at **Dehu Plant (Pune)**.
6. However, during this period of training/probation, you can be transferred to any other department/division of the company, anywhere in India or overseas. You may also be assigned such other duties as may be 'Name of the organization' at the discretion of the management, in any branch or office of the company and/or its subsidiaries or associate companies.

#### Working hours

7. You shall be expected to work a minimum of **48 (Forty-Eight) hours** a week. The working hours are subject to change, depending on the requirements of the Company.

#### Leave

8. Every employee is eligible for leaves as per the prevailing leave policy.





## VISIONTECH

### General

9. This appointment is subject to:
  - a. You should produce sufficient proof of date of birth and educational qualifications (i.e. original mark lists & certificates along with photo copies thereof).
  - b. You being medically found fit for the aforesaid appointment by the Company for which you will have to undergo a medical check-up as decided by the Company.
10. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
11. This Offer Letter will be treated as void in case we do not get the acknowledgement copy duly and accepted within 07 (Seven) days of the issuance.

We wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming business leaders. We assure you of our support for your professional development and growth.

With best wishes,  
For **Visiontech Engineering Pvt Ltd,**



**Annasaheb Karale**  
Head-Human Resources





## Annexure A

Name of the candidate : **Mr Sagar Pandurang Mane**  
 Designation : **Jr. Executive-HR**  
 Department : **HR**

Component	Monthly (INR)	Annual (INR)	Remarks
Basic	16200	194400	Calculated on Gross (60% of Gross).
House Rent Allowance	8100	97200	Calculated on Basic (50% of Basic).
Conveyance Allowance	800	9600	Fixed
LTA	0	0	Above INR 50,000/- Gross pm only.
Medical Allowance	800	9600	INR 800/- for less than INR 50,000/- gross, INR 1,250/- for more than INR 50,000/- gross.
Special Allowance	1100	13200	Adjusting figure.
<b>Gross Salary (A)</b>	<b>27000</b>	<b>324000</b>	-
<b>Retirals &amp; Variable (B)</b>			
Provident Fund (Employer Contribution)	1950	23400	13% of all components except HRA (Max INR 1,950 pm).
ESIC (Employer Contribution)	0	0	3.25% of Gross Salary.
Performance Linked Incentives	0	0	Purely based on Performance and as per the terms & conditions defined in the policy (if applicable).
Retention Bonus	900	10800	Payable only after completion of 01 year's continuous employment with Vision Tech.
Bonus	1350	16200	01 month's Basic salary to be paid annually on pro-rata basis.
Gratuity	779	9351	4.81% of Basic.
Mediclaime (Company's share)	0	0	Mediclaime for employee + family (premium to be shared by employee & employer).
<b>Total (B)</b>	<b>4979</b>	<b>59751</b>	-
<b>Total CTC (C) = A+B</b>	<b>31979</b>	<b>383751</b>	-
<b>Deductions (E)</b>			
Provident Fund (Employee Contribution)	1800	21600	12% of all components except HRA (Max INR 1,800 pm).
ESIC (Employee Contribution)	0	0	0.75% of Gross Salary.
Professional Tax	200	2500	As governed by statutory provisions (INR 200 for 11 months & INR 300 for February i.e. INR 2,400 + INR 100 = INR 2,500/- pa)
Mediclaime (Employee's share)		0	Mediclaime for employee + family (premium to be shared by employee & employer).
<b>Total Deduction (E)</b>	<b>2000</b>	<b>24100</b>	-
<b>Net Salary (F) = (A-E)</b>	<b>25000</b>	<b>299900</b>	This amount does not include Performance Linked Incentives.
<b>Income Tax</b>			As applicable



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## OFFER LETTER

10th September 2022

**To,**  
Mokal Paresh Parshuram  
Bajarpeth BhatKheda,  
Taluka, Dist – Jalgaon 425109

**Subject:** Employment Offer – HR Executive

**Dear Paresh,**

We are pleased to confirm your selection for the role of **HR Executive** with **Cilicant Pvt. Ltd.**  
Your joining date has been scheduled for **20th September 2022**.

Your annual compensation will be **₹ 2,40,000/-**, along with benefits as per company policies.

Please report to the HR department on your joining date with all required documents to complete the joining formalities.

We are delighted to welcome you to our organization and look forward to your valuable contribution to our team.

**For Cilicant Pvt. Ltd.**

Akshay M.Bhujbal.

Manager – HR





June 21, 2023

WHOMSOEVER IT MAY CONCERN

(Service Certificate/ Relieving Letter)

This is to certify that Ms. Munde Shweta Dattatraya was employed with Magic Bus India Foundation from 12-Sep-2022 to 02-May-2023. Her last designation in the organization was Life Skills Educator.

We certify that all her dues have been settled with the organization.

We wish her all the best for her future endeavors.

For Magic Bus India Foundation,

Monika  
Bawa

Digitally signed by  
Monika Bawa  
Date: 2023.06.22  
18:12:58 +05'30'

Monika Bawa  
Chief Human Resources Officer

**MAGIC BUS INDIA FOUNDATION**

CIN: U91110MH2001NPL130853  
Registered Office

3rd Floor, Reliable Plaza  
Thane Belapur Road  
Airoli, Navi Mumbai - 400 708  
Tel.: +91 22 6243 4848  
info@magicbusindia.org  
www.magicbus.org

Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata  
Magic Bus Centre For Learning & Development, Karjat, Maharashtra  
Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany  
facebook.com/magicbusindia • twitter.com/magicbusindia • youtube.com/magicbusin

Magic Bus is the registered trademark of Magic Bus India Foundation, a non-profit organisation registered u/s 25 of Companies Act, 1956.





महाराष्ट्र शासन

शासकीय वैद्यकीय महाविद्यालय व रुग्णालय, नागपूर  
Govt. Medical College and Hospital, Nagpur

Website: www.mcnagpur.org, E-mail: mcnagpur2013@gmail.com, Phone No: 0712-2750427, Add: Hanuman Nagar, Medical Square, Nagpur-440011

जा.क्र.शावैगवरुना/वैअका/वैद्य.तपासणी/५५०२-०६/२०२३,

दिनांक : २४/०२/२०२३

महत्वाचे/तात्काळ

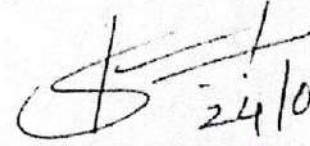
विषय :- Deceased Organ Donation Programme अंतर्गत मोहन फाऊंडेशनतर्फे रामनवयकाची नियुक्ती करणेबाबत...

- संदर्भ :- १) मा.सह संचालक, वैद्यकीय शिक्षण व संशोधन, मुंबई यांचे पत्र क्र.DMEIR-१२०१९/८/२०२३-EDU, दिनांक ०६/०२/२०२३  
२) मा.अधिष्ठाता, शा.वै.म., नागपूर यांचे आदेश क्र.रुग्णालय/आस्था ३/३०४५-४८/२०२३, दि.१७/०२/२०२३

उपरोक्त विषयान्वये कळविण्यात येते की, मोहन फाऊंडेशन यांच्यातर्फे श्रीमती भाग्यश्री निघोट यांना Transplant Co Ordinator and Grief Counselor म्हणून नियुक्ती देण्याबाबत, तसेच रुग्णालयात दैनंदिन आयसीयू फेन्चावर जाण्यासाठी नोडल ऑफिसरसोबत काम करणे, मेंदू मृत व्यक्तीच्या नातेवाईकांचे तसेच रक्तागिसरणांमुळे मृत्यू झालेल्या रुग्णांचे अवयव व उत्ती (tissue) दानासाठी समुपदेशन करणे, अवयवदान प्रक्रियेचे वाटप आणि प्रशिक्षण यादी नोंदणीसाठी ZTC सोबत समन्वय साधणे ही भूमिका असेल. शासकीय वैद्यकीय महाविद्यालय व रुग्णालय, नागपूर येथे Deceased Organ Donation Programme अंतर्गत मोहन फाऊंडेशन यांचेतर्फे Transplant Co Ordinator म्हणून नियुक्त करण्यात आलेल्या श्रीमती भाग्यश्री निघोट यांना रुजू करून घ्यावे व आवश्यक ते सहाकार्य करण्याबाबतचे संदर्भीय पत्र या कार्यालयास प्राप्त झालेले आहे. सोबत संदर्भीय पत्राची प्रत जोडली आहे.

त्यानुषंगाने आपणांस सूचीत करण्यात येते की, श्रीमती भाग्यश्री निघोट यांना मा.अधिष्ठाता यांच्या संदर्भीय आदेशान्वये रुजू करून घेण्यात आले असून मोहन फाऊंडेशन यांचेतर्फे नियुक्त करण्यात आलेल्या श्रीमती भाग्यश्री निघोट, नोडल ऑफीसर यांना योग्य ते सहकार्य करावे.

सोबत :- वरीलप्रमाणे

 24/02/23

वैद्यकीय अधीक्षक,  
शासकीय वैद्यकीय महाविद्यालय व रुग्णालय,  
नागपूर

प्रति,

- १) प्रभारी, ट्रॉमा केअर सेंटर, शा.वै.म.व रुग्णालय, नागपूर
- २) प्रभारी, अतिदक्षता विभाग क्र.५०, ५१, ५२ व २५, शा.वै.म.व रुग्णालय, नागपूर

प्रत :- श्रीमती भाग्यश्री निघोट, नोडल ऑफीसर, मोहन फाऊंडेशन, मुंबई

/- यांना कळविण्यात येते की, आपण उक्त नमूद केलेल्या प्रभारी, ट्रॉमा केअर सेंटर व प्रभारी, अतिदक्षता विभाग, शा.वै.म.व रु., नागपूर यांचेशी संपर्क साधावा.

प्रत माहितीसाठी :- मुख्य प्रशासकीय अधिकारी, शासकीय वैद्यकीय महाविद्यालय व रुग्णालय, नागपूर

प्रत माहितीस्तव सविनय सादर :- मा.अधिष्ठाता, शासकीय वैद्यकीय महाविद्यालय, नागपूर



**05th December 2022**

To,  
PATIL NIKET JOTIRAM  
Ap- Tembhurni, Taluka Madha, Dist Solapur, 413211

**Subject:** Offer of Appointment for the position of HR EXECUTIVE

**Dear Niket,**

We are pleased to offer you employment with Sohan Health Care as HR EXECUTIVE. Your date of joining will be 15th December 2022.

You will be entitled to an annual package of ₹ 3,00,000/- as per company norms. We look forward to having you on our team and contributing to the growth of the organization.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

For Sohan Health Care

Vineet Rao  
Manager – HR

**SOHAN**  
Healthcare Pvt. Ltd

Sohan Healthcare Pvt Ltd. 7110/7120, Marvel Fuego, Opp. Seasons Mall, Magarpatta Road,  
Hadapasar, Pune- 411028 Maharashtra, India.



Date: 27/04/2023

To,  
MR. RAHUL DHANAJI PATIL.

### OFFER LETTER

Dear MR. RAHUL DHANAJI PATIL,

This has reference to your application and the subsequent interview you had with HONOUR LAB LTD. UNIT - 3B, A- 88, MIDC Kurkumbh Tal-Daund District Pune. We are pleased to offer you for the position of "OFFICER IN HR DEPARTMENT". In our organization on a contract basis.

The brief details of the offer are as below:

ANNUAL CTC : Rs2,41,720 Rs. /P.A.

Production and Night Shift Allowances: As per Company

Norms. Your expected Date of Joining : 02/05/2023

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 05/05/2023. And will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

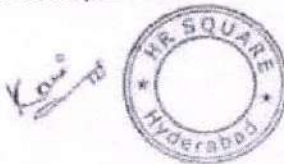
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring along with you the following documents on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest pay slip / proof of salary
3. Copies of Education certificates
4. Four passport sized color photographs
5. Formal dress using only
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at theear liest.

For HR Square LLP



(Authorized Signature)

HR SQUARE LLP  
D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4<sup>th</sup> Floor Dwarakapuri Colony  
Punjagutta Hyderabad 500082- Telangana  
Tele: +91 40 66666789 email: info@hrsquare.co.in



App. No.CAN0003368

September 12, 2025

Mr. Sandip Fulachand Patole

Shaikh Building, Second Floor,  
Lane No.01, Keshav Nagar,  
Kasarwadi, Pimpri  
Chinchwad  
Maharashtra-413234

Dear **Sandip**,

Congratulations ! We are pleased to appoint you as **Officer, Skill Enhancement & Entrepreneurship** in **Grade-G3** our Trust i.e. Learning Links Foundation (the "Trust").on a Fixed Term Employment from **September 15, 2025** to **March 31, 2026** and this contract can be extended further as per the project requirement and annual performance review. You shall be governed by the rules, regulations and other Trust policy including without limitation the Employees Handbook as applicable, enforced, amended or altered from time to time during the course of your employment (the "Trust Policy"). The terms and conditions of your appointment are as follows:

#### 1. APPOINTMENT AND REPORTING:-

1.1. You are required to join on or before **September 15, 2025**, or any other date specified by the Trust. The terms and conditions of appointment shall be effective from your date of joining.

1.2. You will report to **Mr/Ms Sabeeha Singh**. Your reporting is subject to change at the sole discretion of the Trust.

#### 2. INITIAL POSTING, PROBATION AND TRANSFER:-

2.1. Your initial place of posting shall be at **Pune, Maharashtra**

2.2. On joining the Trust you would be on probation for three months. During this period, your employment could be terminated on a 15 days' notice basis. You would also be allowed to resign from the services of the Trust by similarly giving a 15 days' notice in writing. After satisfactory completion of probationary period, your services shall deem to be confirmed, unless the contrary to the same is communicated to you in writing.

2.3. During the period of your employment with the Trust, the Trust may at any time, in its sole discretion, transfer or depute you to any other department of the Trust or to any other subsidiary or affiliate of the Trust or to any other location of the Trust. In such event the terms and conditions governing your service shall be those applicable at the location of transfer or those as applicable to employees of such subsidiary or affiliate as the case may be.

#### 3. EMOLUMENTS AND TAXES: -



3.1. Your remuneration will be as per the details provided in **Annexure 'A'** annexed hereto.

3.2. The Trust will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Trust shall also be entitled to deduct any other sums as may be recoverable from you from time to time.

#### **4. TERMINATION: -**

4.1. Your fixed term employment will automatically terminate on **March 31, 2026**, if not curtailed in between or terminated earlier. This contract can be extended further as per the project requirement and annual performance review. You will be allowed to resign from your services with the Trust by giving a clear one month's notice in writing, or by payment of one month's gross salary in lieu of such notice. The Trust likewise would have the right to terminate your services by giving you one month's notice in writing or by payment of one month's gross salary in lieu of such notice. Gross salary would include all allowances and exclude corporate incentive, provident fund and gratuity. Please note that the Trust may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of such notice from the Trust. Such material breach would include but not limited to (a) your failure to comply with or committing breach of provisions contained in any of Clause 7, 8, 10, 12.2 and 12.3 of this appointment letter or (b) breach by you of any provisions of the Trust Policy; or (c) any professional misconduct or commission of actions which are not in the interest of the Trust.

4.2. In the event of your continuous absence for a period of 7 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Trust and you shall forthwith cease to be an employee of the Trust without any further notice or act from the Trust. In case of any such relinquishment, the Trust reserves the right to claim from you one month's salary as mentioned in Clause 4.1 above.

4.3. Background Verification: You hereby authorize the Trust or any external agency hired by the Trust to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Trust or thereafter. Your appointment is contingent upon successful completion of the background check and the Trust reserves the right to end your employment should the results of your background investigation not be successful.

#### **5. RETIREMENT BENEFITS: -**

5.1 You will be entitled to Provident Fund in accordance with the Rules of Employees' Provident Fund Act, 1952 and Rules. You will also be entitled to Gratuity as per the Payment of Gratuity Act, 1972. The age of retirement of an employee from Trust Service is 58 years. You shall however, during your employment remain medically fit to perform the work for which you have been employed. As to whether an employee is medically fit, is an issue which will be professionally determined by the Trust and the employee shall be bound by such determination. You will accordingly undergo periodic medical examinations as and when intimated to you by the Trust.



## 6. VACATIONS AND HOLIDAYS: -

6.1. During the term of this appointment contract, you shall be entitled to paid vacations and holidays in accordance with the policies of the Trust in effect from time to time.

## 7. PROTECTION OF BUSINESS INTERESTS OF THE TRUST: -

7.1. In order to protect the business and interest of the Trust, you shall covenant, promise and undertake that you shall not at any time during your employment with the Trust and for a period of two years after cessation of your employment, engage, directly or indirectly, whether as owner, promoter, director, shareholder, consultant, retainer, advisor, employee or in any other manner, in any business, conduct or action:

a) that is similar to or competing with the business carried out by the Trust and or its subsidiaries, affiliates or group companies; or

b) that involves solicitation or acceptance, either on your own account or as agent of any other person, of the custom of any person (particularly the customers/clients of the Trust) in respect of the business of the Trust; or

c) that involves inducing, soliciting or endeavoring to encourage in any manner whatsoever, a person who is an employee of the Trust to leave the services or employment of the Trust; or

d) that involves inducing, soliciting or endeavoring to encourage in any manner whatsoever, a person/entity/Trust, who is an existing client(s)/customer(s) of the Trust, to dissociate with the Trust and associate with the services of any other Trust (competitor or otherwise); or

e) that uses any trade mark, name or nomenclature used by the Trust at any time or any other name that is intended or like to cause confusion with any name used by the Trust; or

f) that involves the unauthorized use, disclosure or exploitation of any proprietary or confidential information or data of the Trust.

7.2. You shall never engage in or encourage any disparaging or slanderous acts, comments or remarks against the Trust which may result in the erosion of the business interest or the loss of reputation and image of the Trust and or its business and affairs.

7.3. During the term of your employment you shall not, directly or indirectly, engage in, associate with or have any concern with any competitor of the Trust and or undertake any activities which are detrimental to the interests of the Trust or could result in any gain, benefit or business advantage to any of the competitors of the Trust. Further for a period of two years following cessation of your employment with the Trust, you shall not undertake any employment or be associated with any competitor of the Trust in any capacity whatsoever.

7.4. By conveying your acceptance to the terms and conditions detailed in this appointment letter, you agree and acknowledge that the provisions of Clause 7.1, 7.2, and 7.3 are reasonable and agreed upon by you for the purpose the protecting the business and goodwill of the Trust and that accordingly, these benefits hereof may be assigned by the Trust to its successor in title or interest without your consent whatsoever. You also confirm that the payment by the Trust of the



compensation Amount to you constitutes sufficient consideration for you to agree to such conditions of employment.

## **8. WARRANTIES AND INDEMNIFICATION OF TRUST: -**

8.1 You are hereby warrant that you are free to enter into the terms of this Agreement and that you have no obligations inconsistent with unrestrained employment for Trust. You further agree that during this agreement, you shall devote your full time and attention to the business of the Trust. You will not prepare for, undertake or discuss with other employees of Trust any business or professional employment of any kind which is competitive with Trust. Further, you acknowledge that, in the event that any prior employer or any third party makes a claim against Trust based on you entering into this Agreement or becoming employed by the Trust, you shall defend, indemnify and hold Trust harmless from any and all such claims, or losses actually incurred by Trust, or Trust's officers, employees or authorised agents, relative to your employment by Trust. Also, you will be responsible for any and all legal fees and other expenses incurred by Trust as a result of defending any such claims. This provision shall also apply to any and all individuals that you personally may recruit to work for or on behalf of Trust.

## **9. NON – SOLICITATION: -**

9.1. During the term, and on earlier voluntary / involuntary termination of employment with the Trust, for a period of Two years from the date of termination, you shall not solicit any of the employees/consultants/ representatives/clients/customers of Trust or any of its Trustees directly or indirectly to work elsewhere. In the event of violation of this clause, you would pay Trust an amount equal to 6 months' gross compensation of the affected employee(s) (gross salary would include all allowances and exclude corporate incentive, provident fund & gratuity) or any consequential loss suffered by Trust, whichever is higher. In addition to the above, the Trust also reserves the right to take appropriate legal action and claim damages and other legal remedies in the event of any of the above-mentioned violations.

## **10. CONFIDENTIALITY OBLIGATIONS: -**

10.1. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to the Trust or its subsidiaries or affiliates, its customers, subcontractors or any other person or Trust having any kind of association or relationship with the Trust and/or its affiliates or subsidiaries (together "Confidential Information"). You shall at all times during your employment with the Trust keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Trust. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any proprietary/copyrighted material or any information (confidential or otherwise), for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter. Upon expiry or termination of your employment with the Trust, you will return and surrender to the Trust, all such Confidential Information including without limitation, data,



information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came

to you or you were entrusted with in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as the Trust or its affiliates or customers may require in this regard, from time to time. Provisions of this paragraph will continue to be valid and binding on you notwithstanding cessation of your employment with the Trust.

10.2. You shall not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Trust or its subsidiaries or affiliates, customers, sub-contractors or any other person or Trust having any kind of association or relationship with the Trust and/or its subsidiaries or affiliates, except with prior written approval of the Trust.

10.3. It is hereby clarified that for the purpose of this clause, as well as this agreement in its entirety, the term 'Confidential Information' includes the names, lists and identity of the clients/customers of Trust.

## **11. RIGHTS AND REMEDIES OF THE TRUST: -**

11.1. By accepting the employment with the Trust you agree and acknowledge that, any breach by you of the provisions of appointment letter would result in irreparable injury to the Trust for which the Trust shall be entitled to claim and recover from you, as damages, the loss that are likely to be caused to or sustained by the Trust on account of such breach. The Trust shall have the right to recover such damages from any amounts that are due or payable to you by the Trust without any objections or demur from you.

11.2. Notwithstanding the foregoing, you agree and acknowledge that any failure to comply with the terms of this appointment letter and more specifically with the terms of Clause 7, 9, 10, or 12 hereof, shall constitute a material breach by you of your employment terms. In such an event, you hereby consent to any form of administrative remedies, or similar sanctions, which may be available under the Law, for the protection of Trademarks, other intellectual property, of contract, Confidential Information, business interests and other similar rights of the Trust.

## **12. GENERAL PROVISIONS: -**

12.1. It shall be the duty of every prospective candidate for employment within the Trust to ensure that no illegal monetary payment is made to any employee of the Trust or any person, whether an employee of Trust or any third party for the purpose of the prospective candidate getting employment with Trust or Trustees. It shall be the responsibility of the prospective candidate to notify such facts to the Reporting Manager / Department Head / HR Head of Trust. In case any such facts are notified at a later date by any employee to the HR department / Reporting Manager / Department Head of Trust which has not been disclosed by the concerned employee at the time of recruitment, then the same may be considered as a professional misconduct on part of the employee who has given such illegal consideration and also on the part of any other employee who has demanded and received the said illegal consideration and the same shall lead to strict disciplinary action against the said employees resulting in dismissal from employment. All incidents such as this shall be reported to his/her immediate supervisor with a copy to the employee services team



12.2. The Trust shall not be liable for any unsolicited payments made or received for serving this employment. The Trust practices the values of professional ethics, integrity and transparent transactions with regards to all the processes of recruitment.

12.3. As an employee in the full time employment of the Trust, you will be obliged to devote your entire time, attention and effort to the furtherance of the business of the Trust and to continually develop your professional skills in the interest of the Trust and yourself. You shall not, during your employment with the Trust, directly or indirectly engage yourself in or devote any time or attention to any employment or business or position of monetary interest, other than that of the Trust.

12.4. All intellectual property rights in any work or material developed by you (if any) during the course of your employment shall belong to and be the property of the Trust and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by the Trust, during or after the term of this engagement, you shall assign and transfer in favor of the Trust or, at the request of the Trust, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Trust may require, to effectually vest in the Trust, any of its subsidiary, affiliate or customers as the Trust may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

12.5. During the course of your employment, if you at any time render yourself incompetent to perform your duties or if you misconduct yourself or be disobedient, intemperate, irregular in attendance, physical or digital, commit any breach of the terms of your employment or of any of the stipulations herein contained or of Code of Business Conduct of the Trust or any Trust Policy, the Trust shall without prejudice to any of its rights under the terms herein contained or as may be available to it, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other dues, if any, then payable to you, the amount of any loss the Trust may have sustained.

12.6. You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment

12.7. You shall be bound by the Trust Policy as applicable, enforced, amended or altered from time to time during the course of your employment.

12.8. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a Court of competent jurisdiction in Delhi / New Delhi.

12.9. The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Trust

12.10. You are requested to please signify your unconditional acceptance of this offer by signing and returning to us the duplicate copy of this appointment letter.



### 13. DIGITAL GENERAL DATA PROTECTION: -

13.1 In accordance with the Digital Personal Data Protection Act, 2023 ("DPDP Act") in force on the date of this Appointment Letter (or as amended from time to time thereafter), you consent to the Trust collecting, holding, recording, processing, using, disclosing, sharing and transferring to third parties and associate companies (whether within India or outside), personal data about you, which makes you identifiable by or in relation to such data, such as residence address, telephone number, photograph, educational qualification, details of relatives, all employment-related and compensation related information, government-issued identification and related information ("Personal Data") held either electronically or manually, and/or collected during the course of your employment/engagement/candidature or at the time of your appointment/deployment as an employee, external staff, contractor, temporary worker, consultant, for the purpose of the Trust's administration and management of its employees, its business, its engagements and for compliance with applicable procedures, laws and regulations. Further, all Personal Data collected/provided by you at the time of your appointment/during the course of your employment/ engagement with the Trust will be handled in accordance with the Trust's internal Policy that may be framed from time to time in this regard.

13.2 You agree to promptly inform the Trust of any changes to your Personal Data within a period of seven (7) working days.

13.3 You acknowledge and consent that the Trust for inter alia holding, recording, processing, using, disclosing and/or sharing or transferring to affiliates of the Trust and/or any third party, whether located in India or in any other country, the Personal Data for the purpose of compliance, risk management, operational purposes, administration and management of the business of the Trust, in compliance with applicable law. You agree that the Personal Data may be shared, without your prior consent, with government agencies mandated under the law to obtain information for the purpose of verification of identity, or for prevention, detection, and investigation including cyber incidents, prosecution, and punishment of offences. The Trust may also, disclose your Personal Data to any third party pursuant to an order under the law in force, for instance, when responding to summons or similar legal process, to protect against fraud and to otherwise co-operate with law enforcement or regulatory authorities.

13.4 During your employment/engagement with the Trust, you agree to comply with all applicable data protection obligations when handling or processing Personal Data, whether related to fellow employees, clients, customers, or any other individuals associated with the Trust. This includes adhering to the principles of data minimization, purpose limitation, and confidentiality. You should also ensure that any Personal Data you access or process is done in a lawful and fair manner, and you must take all necessary measures to protect it from unauthorized access, loss, or misuse.

13.5 You may have the right to - access information about your Personal Data, correction and erasure of your Personal Data, seek grievance redressal, nominate and withdraw consent as per Digital Personal Data Protection Act, 2023. Please contact us at [myhr@learninglinksindia.org](mailto:myhr@learninglinksindia.org) if you wish to make a request for exercising the above rights related to the Trust's processing of your Personal Data.



We look forward to you joining us at the earliest and wish you the very best in your new assignment. We are certain that you will find this opportunity challenging and satisfying.

Sincerely,

*Divya Babbar*

**Authorized Signatory**

Ms. Divya Babbar

Vice President (Human Resource Management)

---

**ACCEPTANCE**

I accept the above mentioned terms and conditions.

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

Date of Joining: \_\_\_\_\_

Place & Date: \_\_\_\_\_



## Annexure A

Name	Sandip Fulachand Patole		
Designation	Officer		
Department	Skill Enhancement & Entrepreneurship		
W.E.F	September 15, 2025		
Locations	Pune, Maharashtra		
Grade	G3		
Proposed Total Cost to Trust (TCTT) Breakup -			
Sl. No.	Amount (INR Per Month)	Amount (INR Per Annum)	Remarks
<b>I. Fixed Components (Mandatory)</b>			
1) Basic	14,445	173,340	
2) HRA	7,202	86,424	
3) Gratuity	695	8,338	
4) Employer PF Contribution	1,733	20,801	
<b>II. Flexible Benefits Plan (Optional Basket)</b>			
Fixed Cost To Trust (FCTT) (A) = I + II (INR)	24,075	288,900	
Total Cost To Trust (TCTT)	24,075	288,900	

The Trust follows the merit increase cycle from April to March. Any employee joining after October 31 will be eligible for merit increase only in the succeeding performance appraisal cycle.

\*\* PF is the employer's contribution that has been included in the CTT and will be deposited to the PF authorities. An equal contribution from the employee would be deducted and deposited with the RPF office along with employer's contribution as per the regulation under the PF Act.

Mediclaime Insurance – You are entitled for Rs. 2,30,000/- hospitalization coverage per annum. Mediclaime insurance is mandatory for all employees. The premium is calculated based on the age and no. of the dependents and will be deducted accordingly from the TCTT on monthly basis.

GTLI - You are also entitled for Group Term Life Insurance for Rs. 4,00,000/- which is mandatory for all the employees and the premium for the same will be deducted from TCTT annually.



**Documents you are required to carry on the Day of Joining:**

- Copy of Accepted Appointment Letter
- Three passport size Photographs
- Copy of accepted resignation letter / Relieving letter from last employer
- Self attested copies of Educational Certificates
- Work experience letters from previous employers.
- Copy of last salary slip
- Identity Proof
- Copy of PAN Card
- Copy of Aadhar Card



**PRIVATE & CONFIDENTIAL****Avinash Vilas Pawar**

Vithai Niwas

Samta Nagar

Ausa

Maharashtra 413520

By email to: [pawaravinash721@gmail.com](mailto:pawaravinash721@gmail.com)

21 June 2024

Dear Avinash

We are pleased to offer you a position of **HR Associate** with CACI India (hereinafter referred as "CACI India" or "Company"). This offer of employment is for a regular, full-time position working from the Company's offices.

Please note that the terms of employment detailed in this letter and its annexures are confidential. These contents should not be disclosed to third parties without prior approval from the Company.

**1. Compensation**

**Salary/Benefits:** Your potential annual gross salary will be **INR 500,000.00 only**. Breakdown of salary and benefits is attached in **Annexure A**.

**Discretionary:** The above salary includes an annual festival bonus of INR 10,000.00 which is pro-rated in your first year of employment. For further information, please read the attached benefits booklet.

**2. Terms and Conditions of Employment**

Your employment with us will be governed by the specific terms and conditions referred to in **Annexure B**.

Your standard working week is Monday to Friday, 40 hours/week.

The first six months' employment will be treated as a probationary period, during which time either party may terminate the employment on one week's written notice. Thereafter either party may terminate the employment at any time in accordance with the terms of your contract of employment.

**3. Commencement of Employment**

You are required to commence employment on **Thursday, 25 July 2024**, hereinafter referred to as the "Employment Commencement Date".

**4. Document Submission Requirements**

You are requested to report on your Employment Commencement Date (as mentioned in Clause 3 above) to complete the joining formalities. At the time of joining, you are requested to submit the documents as per **Annexure C**.

**5. Employment Invention Assignment and Confidentiality Agreement**

You will be required to execute and be bound by *inter alia* Employee Invention Assignment and Confidentiality Agreement (hereinafter referred to as the "**Agreement**"), the format of which is annexed hereto as **Annexure D**. The Agreement shall coexist with this offer letter.



**ANNEXURE A - Salary Structure**

<b>Employee Name:</b>	<b>Avinash Vilas Pawar</b>
-----------------------	----------------------------

<b>SALARY BREAKDOWN</b>		
<b>Salary Components</b>	<b>Monthly Amount Rs.</b>	<b>Annual Amount Rs.</b>
Monthly Components:		
Basic Salary (50% Gross)	19,058	228,700
HRA (40% of Basic)	7,623	91,480
Meal Allowance	-	-
Leave Travel Allowance	1,906	22,870
Health and Wellness Allowance	-	-
Telephone & Internet Allowance	2,000	24,000
Learning & Development	-	-
Books and Periodicals Allowance	1,500	18,000
Professional Attire Allowance	-	-
Fuel and Driver's Salary Allowance	5,000	60,000
Gadget Allowance	-	-
Special Allowance	1,029	12,350
<b>Gross Salary</b>	<b>38,117</b>	<b>457,400</b>
Employer Deductions:		
PF (Employer Contribution)	1,800	21,600
Gratuity Contribution	917	11,000
NPS (Employer contribution)		
<b>TOTAL SALARY</b>	<b>40,833</b>	<b>490,000</b>

**DEDUCTIONS FROM GROSS SALARY**

<b>Salary Components</b>	<b>Monthly Amount Rs.</b>	<b>Annual Amount Rs.</b>
<b>Cash Earnings</b>	<b>38,117</b>	<b>457,400</b>
<b>Less:</b>		
PF (Employee contribution)	1,800	21,600
NPS (Employee contribution)	-	-
VPF (Voluntary Provident Fund)	-	-
Meal Deductions	-	-
Professional Tax	200	2,400
Income Tax	As Applicable	As Applicable
<b>Total Deductions</b>	<b>2,000</b>	<b>24,000</b>
<b>NET SALARY</b>	<b>36,117</b>	<b>433,400</b>

<b>DISCRETIONARY</b>		
Festival Bonus		10,000
<b>Total Earning Potential</b>		<b>500,000</b>





50yrs of Excellence  
NAAC ACCREDITED 'A' Grade



कर्वे समाज सेवा संस्था  
KARVE INSTITUTE OF SOCIAL SERVICE

KINSS/CSR/109/2022

Date: 15/09/2022

To,  
Mr. Laxman Mogra Pawra  
At. Tinasmal,  
Tal. Dhadgaon, Dist. Nandurbar,  
Pin - 425414

**Subject:** Appointment as Field Coordinator – CSR Project (Kudus, Taluka Khed, Dist. Pune)

Dear Mr. Laxman,

We are pleased to offer you the position of **Field Coordinator** for the CSR Project implemented by Karve Institute of Social Service (KINSS) at **Kudus, Taluka Khed, District Pune**.

Your appointment will be effective from 01<sup>st</sup> August. You will be responsible for coordinating and implementing project activities at the field level, liaising with stakeholders, and ensuring timely reporting and documentation.

You will be reporting to the **Project Coordinator, KINSS** and are expected to follow the organizational policies and guidelines during your tenure.

Your **consolidated monthly salary** will be ₹ 20,000 (Rupees Twenty Thousand only), payable as per the institute's norms.

Please confirm your acceptance of this appointment by signing and returning a copy of this letter by **20<sup>th</sup> of September**.

We look forward to your valuable contribution to this project.

**For Karve Institute of Social Service**

  
Dr. Mahesh Thakur  
Hon. Director CSR Cell



**Karve Institute of Social Service**



Dt.25.11.2024

## Tirupati Autocomp Industries

Subject: Offer Letter

Dear Madhvi Farande,

We are pleased to offer you the position of Account Assistant at Tirupati Engineering Works

Your monthly cost to company is ₹ 20000 Rs.

We would like you to start work on 28.11.2024.

If you choose to accept this job offer, please sign and return this letter by 03.12.2024. Once we receive your acceptance, we will provide information about onboarding and other asset details.

We are confident that you will find this offer exciting and I, on behalf of Tirupati Engineering, assure you of a very rewarding career in our organization.

Sincerely,

Manouj Jadhav  
Plant Head



## Annexure A

### Salary details

Salary component	Amount (in ₹)
Gross monthly salary	20000

### Probation

You will be on probation for a period of six months from your joining date and will be confirmed as a full-time employee after successful completion of probation.

### Confidentiality

Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management.

### Termination

Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice.

This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements. In case of resignation your notice period will be 2 Months.

Accepted by: Madhavi Farande

Signature:

Date:



Date: - 08/31/2022

## Offer Letter

Dear Kanak,

Consequent to your interview with ProKatchers, we are pleased to offer you a position of **Talent Acquisition Specialist** with ProKatchers India Private Limited. Your anticipated date of joining is **6th September, 2022**.

Other terms of your offer are as under:

- Your gross annual remuneration (CTC) will be **Rs.2,16,000.00- Rupees Two Lakh Sixteen Thousand Only**. Please refer to the details of the salary break up in **Annexure A**
- You are initially appointed to work in our Vadodara office. However, you may be transferred to any of the Locations globally as per the business requirements of ProKatchers India Private Limited.

Your employment with our organization will be governed by the current and future policies, rules, and guidelines of ProKatchers India Private Limited.

The offer letter is an intent of making an employment proposition and will be deemed concluded only on acceptance of appointment letter that will be given at the time of joining as well as on submission of all documents mentioned in **Annexure B**.

Please note that your employment is contingent upon submission of all the relevant documents mentioned in

**Annexure B** as well as successful completion of requisite background investigations if company wants to do so.

The terms and conditions of your employment with ProKatchers as stated in this offer of employment letter supersede any prior representations made either verbally or in writing during any meetings or interviews with any ProKatchers manager, recruiter or any other ProKatchers employee or representative. Additionally, you're signing this offer of employment letter represents your understanding, agreement and acceptance to these terms and conditions as stated in this offer letter. ProKatchers does not intend to nor is obligated to offer you any other remuneration, benefit entitlement or any other perquisite not stated herein.

We welcome your decision of joining ProKatchers, and I am sure that we will enjoy a mutually rewarding association. Please call us at **+91 9173801045** if you have any questions.

Best Regards,

For ProKatchers India Pvt Ltd

Abhishek Mishra

Manager - Finance & Operations

### Regd. Address: -

Prokatchers India Pvt. Ltd.  
Dalvadi Compound TA Halol  
Near Hotel Yuvraj, Halol, Gujarat 389350

### Site Address: -

V3 Landmark, Office No. - 301  
Atladara, Vadodara Gujarat 390012  
Email - info@prokatchers.com



Annexure A		
TOTAL REMUNERATION WORKSHEET		
Name: <b>Kanak Roy</b>		
Designation: <b>Talent Acquisition Specialist</b>		
Location: <b>Vadodara</b>		
CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS, AND BENEFITS		
Pay Heads	(All figures in Rs.)	
	Monthly	Annually
Basic	Rs. 10,800.00	Rs. 129,600.00
House Rent Allowance	Rs. 4,320.00	Rs. 51,840.00
Conveyance Allowance	Rs. 1,600.00	Rs. 19,200.00
Medical Allowance	Rs. 1,250.00	Rs. 15,000.00
Professional Development Allowance	Rs. 30.00	Rs. 360.00
GROSS SALARY (A)	Rs. 18,000.00	Rs. 216,000.00
TOTAL CTC	Rs. 18,000.00	Rs. 216,000.00
NET TAKE HOME *	Rs. 18,000.00	Rs. 216,000.00

**\*Note**

- 1) Net Take Home salary is further subject to reduce by an amount equivalent to Professional Tax, TDS (Income tax on salary).
- 2) There would be revised breakup of salary and net take home salary will be reduced once the company is enrolled in EPFO Scheme mandated by the central Govt of India

Abhishek Mishra  
Manager- Finance & Operations

I **Kanak Roy** accept the offer and  
confirm to join on **6th September, 2022**

**Regd. Address: -**  
Prokatchers India Pvt. Ltd.  
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Near Hotel Yuvraj, Halol, Gujarat 389350

**Site Address: -**  
V3 Landmark, Office No. - 301  
Atladara, Vadodara Gujarat 390012  
Email - info@prokatchers.com



## Annexure B

As part of our joining formalities, you are requested to submit the following documents preferably before your date of Joining:

- Duly filled in enclosed Personal Profile form
- Duly filled in and signed copy of enclosed Confidentiality & Non-Disclosure Agreement
- Signed copy of your letter of offer
- Copies of all qualification certificates and mark sheets (semester wise/Consolidated) from S.S.C onwards
- Copies of experience letters/ Service Certificates from current and previous
- For Photo Identity, kindly furnish any one of the following documents:
  - 1) Copy of your Passport must have 6 months of validity
  - 2) Copy of Valid Driving License
  - 3) Copy of your Voter ID Card
  - 4) Copy of Your Aadhar Card (Mandatory)
  - 5) Copy of your Pan Card (Mandatory)
- Copy of your resume.
- Copy of offer Letter from your last employer
- Passport size photographs Scan 4Nos

**Regd. Address: -**

Prokatchers India Pvt. Ltd.  
Dalvadi Compound TA Halol  
Near Hotel Yuvraj, Halol, Gujarat 389350

**Site Address: -**

V3 Landmark, Office No. - 301  
Atladara, Vadodara Gujarat 390012  
Email - info@prokatchers.com



No.: CEE:2022-23:JWC/163/1/1624

October 1, 2022

Ms. Puja Shelkande  
Bhiwadi Khurd  
Pune  
Maharashtra

Dear Puja,

**Sub.: Job Work Contract**

This has reference to the discussions you had with us regarding your association with the Centre. We are pleased to allot to you a job work contract under our "G & S NVF" project on the following terms and conditions:-

1. The job work contract would be for the period from October 1, 2022 to December 31, 2022 or till the conclusion of the programmes/project whichever is earlier. Please discuss the scope of work/assignments with your supervisor.

During this period, you will be paid a lumpsum honorarium of Rs.20,000/- (Rupees twenty thousand only) per month. The honorarium offered to you is inclusive of all for the above assignment, which please note.

In order to release the payment, you need to raise a bill for fees in the name of "Centre for Environment Education" through Shri Satish Awate, Programme Director, Centre for Environment Education, CEE Central.

2. You shall carry out the job work with utmost sincerity, dedication and devotion.
3. Any lapse on your part in executing the job work would entitle the Centre to revoke the contract forthwith without any further notice.
4. In case the job work is not completed, it shall be open for the Centre to get the unfinished job work completed through any other agency, whose charges shall be recoverable from the charges payable to you.
5. In case of any damage caused to the Centre on account of your negligence during the subsistence of the contract, the Centre would be entitled to recover the damages from you as liquidated damages.
6. After the satisfactory completion of the job work as per the time stipulated above, the contract would automatically stand terminated without any further notice.
7. In case of any dispute arising out of the aforesaid job work contract, the same shall be subject to Ahmedabad jurisdiction.

Contd....2



As discussed with you, the nature of your roles and responsibilities under this Job Work Contract require time bound deadlines and deliverables, therefore you are required to follow a six-day week work schedule as and when required.

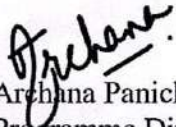
We would like you to accept this offer of job work contract on the above terms and conditions. Please return the duplicate copy of this order duly signed by you on all pages in confirmation of your acceptance. Under this arrangement, you will be reporting to Shri Satish Awate, Programme Director at Centre for Environment Education, CEE Central, 1 & 2 Pinewood Apartment, S.No. 233/1/2, Vidhate Colony, Ambedkar Chowk, Near Aundh Telephone Exchange, Aundh, Pune - 411 067 on October 1, 2022.

Please note that you will not be entitled to any travelling allowances for joining duties at the Centre.

It may be noted that the last payment under this arrangement will be released after we receive the clearance certificate from your Coordinator.

Thanking you,

Yours sincerely,

  
Archana Panicker  
Programme Director, HID & Personnel

Copy to:-

- 1) Shri Satish Awate
- 2) Dr. Sanskriti R. Menon
- 3) Accounts
- 4) A.O. (G.A)



**OFFER LETTER**

PIPL/CB-93/2022/A

10th August 2022

To,  
Singh Ankita,

410 to 415, 4th floor, infinity tower, besides Ayurvedic collage, Lal Darwaja  
Station Rd, Surat, Gujarat 395002, India

**Subject:** Offer of Appointment for the position of HR EXECUTIVE

Dear Ankita,

We are pleased to offer you employment with Prokatchers India Pvt. Ltd. as  
HR EXECUTIVE. Your date of joining will be 22nd August 2022.

You will be entitled to an annual package of ₹ 3,00,000/- as per company  
norms. We look forward to having you on our team and contributing to the  
growth of the organization.

Kindly sign and return the duplicate copy of this letter as a token of your  
acceptance.

For Prokatchers India Pvt. Ltd.  
Manager – HR



4<sup>th</sup> April 2023

To,  
**Mr. Manik Sirsat**  
Fawdwdi Tq. Renapur Dist. Latur.  
Pin Code - 431522.

**Subject: Offer letter for the post of Centre Coordinator**

Dear Manik,

Subsequent to the interview, we are pleased to inform that you have been selected for the post of **Residential Centre Coordinator** in Access Life Assistance Foundation at Mumbai.

We would like you to join us from **5<sup>th</sup> April 2023** and report to the Centre Manager. You will start by working from the Access Life Centre in Mumbai as assigned by the Centre Manager and following the assigned responsibilities, as per the job description, under the guidance and supervision of the Centre Manager. Depending on the need of the organization, your services are transferrable to other AL centres, as per the policy applicable to Centre Coordinators.

You will work as a full-time employee and will be paid Rs. **21,500/- CTC PM (Rupees Twenty-Four Thousand only)** per month. TDS/ PT deduction would be deducted as per norms applicable. The breakup of the salary will be as below:

Monthly Salary Break – up		Rs.
Basic		15,264
House Rent Allowance		3816
Travel Allowance		
<b>Gross Monthly Pay</b>		<b>19,080</b>
Employer PF Contribution		1,800
Employer ESIC Contribution		620
<b>Monthly CTC</b>		<b>21,500</b>
Employee PF Contribution		1,800
Employee PF Contribution		143
Professional Tax*		200
<b>Employee in Hand Salary</b>		<b>16,937</b>

\*Professional Tax of Rs.300 will be deducted in the month of February



**Access Life Assistance Foundation**

Mumbai | Pune | Manipal | Chandigarh

JollyLand CHS, Bungalow No. 6, Ghatla Village Road, Chembur East, Mumbai. Maharashtra, India. 400071

Tel.: +91 8080222377

Email: [contact@accesslife.org](mailto:contact@accesslife.org)

[www.accesslife.org](http://www.accesslife.org)

Access Life Assistance Foundation is registered as a Section 8 Company under The New Companies Act, 2013 vide CIN - U72400MH2014NPL258629



You will be on probation for a period of six months from the date of joining i.e., **5<sup>th</sup> April 2023** or as recommended by your reporting manager. On satisfactory completion of the probation period, you will be confirmed for regular employment with us. However, in the event of unforeseen circumstances, your appointment and service pursuant hereto may be terminated by either of us by giving to each other **15 Days** written notice.

You are also required to sign our "Conduct and Confidentiality Code" & "Anti-Bribery and Anti-Corruption Policy" on it.

We hope you will accept this offer and look forward to your having a long and successful career with us.

**Please confirm your acceptance by acknowledging the letter.**

We are confident that your contribution will be a vital aspect of the support we offer to children with cancer and their families across the country.

On your acceptance, please complete your joining formalities & submit soft copies of the following documents on the date of joining.

- 1) Education certificates
- 2) Employment Experience certificates
- 3) Appointment letter of past employments
- 4) Last three months' salary slip or bank statements
- 5) PAN card copy
- 6) Aadhar card copy
- 7) Present and Permanent address proof

*We congratulate you on your selection.*

Regards,



**Girish Nair**  
Founder & Chairman



**Access Life Assistance Foundation**

Mumbai | Pune | Manipal | Chandigarh

JollyLand CHS, Bungalow No. 6, Ghatla Village Road, Chembur East, Mumbai. Maharashtra, India. 400071

Tel.: +91 8080222377

Email: [contact@accesslife.org](mailto:contact@accesslife.org)

[www.accesslife.org](http://www.accesslife.org)

Access Life Assistance Foundation is registered as a Section 8 Company under The New Companies Act, 2013 with CIN - 1174900MH2014NPL258629





**NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES  
INSTITUTE OF NATIONAL IMPORTANCE,  
BENGALURU, INDIA – 560 029**

Ref. No. : NIMH/A&E/EA1/AY 2023-24/Session 1/M.Phil/PSW/27

Email ID: admissions@nimhans.ac.in

Date: 30.06.2023

**MEMORANDUM**

**Subject:** Admission of Mr Torane Omkar Shivaji to M.Phil. in Psychiatric Social Work course under Institute Stipendiary (All India SC Category against vacant Karnataka Domicile SC Category) which will commence from 01.07.2023 at NIMHANS-reg

\*\*\*\*\*

With reference to your application for admission to M.Phil. in Psychiatric Social Work course, you are hereby informed that you are selected for the above course at this under Institute Stipendiary (All India SC Category against vacant Karnataka Domicile SC Category) and the course will commence from 01.07.2023.

You should report to Academic & Evaluation Section, 4<sup>th</sup> Floor, Neurobiology Research Centre, for further admission process.

Details related to joining are as indicated in the attached Annexure 'A' to 'F'

**REGISTRAR**  
**Registrar**

National Institute of Mental Health &  
Neuro Sciences, Bangalore-560 029

**To:**

**Mr Torane Omkar Shivaji**

**Email ID : omkartorane10@gmail.com**

**Ph: 9588608794**

**Copy to:**

1. The Head, Dept. of Psychiatric Social Work, NIMHANS
2. Office Copy



**Dr. D. Y. PATIL HOSPITAL & RESEARCH CENTRE**

Dr. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

(Accredited (3rd Cycle) by NAAC with a CGPA of 3.64 on a four point scale at 'A++' Grade)

NABH Accredited Hospital / NABL Accredited Laboratories

(An ISO 9001 : 2015 and 14001 : 2015 Certified University)

Ref. No. : DYPHOSP/

Date :

Ref. No: DYPH/HR/OL/145

15<sup>th</sup> June 2024

To,  
Ms. Alisheeba S Wakdey  
Pune.

**Subject: - Offer**

This has reference to your interview and the subsequent discussions we had regarding your appointment with Dr D.Y Patil Medical College, Hospital and Research Center, Pimpri, Pune. We are pleased to offer you the role as Transplant Coordinator - Organ Transplant Department effective 15<sup>th</sup> July 2024.

The details of your remuneration shall be conveyed to you through your appointment letter. Your offer is also subject to your physical fitness, submission of all relevant documents, degree, licensure and satisfactory background verification. Kindly report to the HR office at 10.00 am on your date of joining.

Please confirm your acceptance within 5 working days. You are requested to maintain the confidentiality & secrecy of this offer failing which the offer stands withdrawn.

Wishing you a long and rewarding career with D.Y Patil Medical College, Hospital and Research Center.

For D.Y Patil Medical College Hospital and Research Center, Pimpri, Pune

Dr. Yashraj Patil  
Trustee & Treasurer

Sant Tukaram Nagar, Pimpri, Pune - 411018, Maharashtra (India) Tel : +91-20-27420895 / 27420317 / 27422134  
Fax : +91-20-27805217 • Email : info.medical@dpup.edu.in • Website : www.dpup.edu.in