

Name: Borse Umesh Gulabrao  
Dear Mr/Ms : Borse Umesh Gulabrao

Date: 17<sup>th</sup> May 2023

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Officer Trainee (OT)**. Your **Total Target Remuneration is INR 9,45,000/-** (Rupees Nine Lacs Forty-Five Thousand only) per annum, which comprises of a fixed component of **INR 7,00,000/-** (Rupees Seven Lacs only) per annum and **Annual Target Bonus upto INR 2,45,000/-** (Rupees Two Lacs Forty Five Thousand only). (Refer Annexure 1 for details).

You are also entitled for a **retention bonus** which will be a one-time amount of **INR 1,00,000/-** (Rupees One Lakh only), payable as per policy.

You will also be covered under Vedanta **Long Term Incentive Plan** upto a maximum of **INR 2,00,000/-** (Rupees Two Lakhs only)

A detailed Offer cum Appointment Letter will be issued to you on joining the company and completion of all required formalities. The place of posting and onboarding date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in 10th, 12th, Graduation and Post-graduation, without any backlogs at the time of selection and joining
- Maximum 1 year of gap between either XII & Graduation or between Graduation & Post Graduation
- Regular or Full time MSW/ MHRM degree.

You are required to submit the following documents at the time of joining:

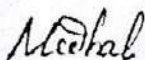
- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth (preferably Aadhar Card)
- 5 Passport size photographs
- PAN Card & Cancelled Cheque

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



Authorized Signatory

**VEDANTA LIMITED**

REGISTERED OFFICE: Vedanta Limited, 1<sup>st</sup> Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai - 400093, Maharashtra, India | T +91 22 6643 4500 | F +91 22 6643 4530

CIN: L13209MH1965PLC291394

Sensitivity: Internal (CA)



Strictly Confidential

Date: 16<sup>th</sup> August 2023

Mr. Abhishek Prashant Dilliware  
Buldhana  
Maharashtra -443001

Dear Mr. Abhishek Prashant Dilliware

Congratulations and Welcome to the Vedanta family!

We are pleased to extend you an Offer of employment ("Offer") with Vedanta Limited, Lanjigarh, for the position of Officer Trainee in M7 Grade. We are excited at the prospect of your working with us and look forward to your joining us on or before 16<sup>th</sup> August 2023 at the following address:

Vedanta Limited  
Lanjigarh  
Kalahandi  
Odisha -766027

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination (Annexure B), Background Verification and will be based on the below Terms of Employment:

**1. Salary and Benefits**

Your Total Remuneration is INR 9,45,000/- (Indian Rupees Nine Lacs Forty -Five Thousand only) per annum, which comprises of a fixed component of INR 7,00,000 /- (Indian Rupees Seven Lacs only) per annum and Annual Target Bonus up to INR 2,45,000/- (Indian Rupees Two Lacs Forty-Five Thousand only). (Refer Annexure 1 for details)

**2. Training and Probation**

You will be in training for a period of 6 months from the date of joining. The Company may, at its discretion, based on performance evaluation, extend the training by such period, as it may deem appropriate. Post completion of the training, you will be on probation for a period of 6 (six) months. Your confirmation of the service of the company shall be subject to, amongst others, your performance being satisfactory during the training and the probation period. The Company may, at its discretion, extend the probation by such period, as it may deem appropriate. At the end of probation period, the company will issue you a formal written confirmation letter.

**3. Responsibilities:**

- 3.1 You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe, and conform to such duties, directions, and instructions, assigned, or communicated to you by the Company or on its behalf from time to time.
- 3.2 All information, data, and knowledge regardless of form generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.



## 6. General:

- 6.1 You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.
- 6.2 It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.
- 6.3 You acknowledge and agree that during your employment with the Company, you may be assigned, transferred, or deputed to offices, departments, or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.
- 6.4 You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- 6.5 You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.
- 6.6 You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of a third party's Intellectual Property Rights.
- 6.7 You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:
  - (a) Induce or attempt to induce any employee of the Company to quit employment with the Company.
  - (b) Otherwise interferes with or disrupts the Company's relationship with its employees.
  - (c) Solicit, entice, or hire any employee of the Company.

## 7. Confidentiality:

- 7.1 You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.
- 7.2 "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

14. The Company reserves the right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

We welcome you to the Vedanta family and wish you a rewarding and successful career.

Best Wishes.

For Vedanta Limited- Lanjigarh



**Vishal Singh**  
Chief Human Resource Officer

The above terms and conditions have been read and understood, and the same are herewith accepted as the Terms of my Appointment to the Company.

Signed : \_\_\_\_\_


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

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



#	Particulars	Amount (INR) per annum	Notes
VII	Provident Fund ("PF")	33,600	As per employee provident fund Act 1952, an employer is required to contribute a minimum of 12% of the Basic Salary to EPF and an equal amount will be deducted as employee contribution from monthly payroll.
VIII	Gratuity	13,462	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
Fixed Pay		7,00,000	Sum of all above

**Performance Pay Scheme** (As currently applicable and subject to change as per company rules from time to time)

Target Annual Bonus	2,45,000	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p> <div style="text-align: center;"> <p>Nil      INR 1.17 L      INR 2.45 L      INR 3.5 L</p>  <p>Minimum      Threshold      Target      Stretched</p> </div>
Total Target Remuneration	9,45,000	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

### Annexure B: Medical Fitness Test

As part of the Pre-employment medical examination, you are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us at the time of reporting:

1. Physical Examination, vision, eye (colour blindness test), dental check up
2. HB, WBC total & Diff Count
3. ESR
4. Blood Sugar AC & PC
5. Fasting Lipid Profile
6. Ser. Creatinine
7. LFT
8. Urine Routine Examination
9. Chest X-ray PA View
10. ECG and TMT
11. Audiometry & Spirometry

- In case you undergo Medical Fitness tests by a certified Medical Practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO/MO will be considered as Final.
- The medical charges for above will be reimbursed to you as per the Company Policy at the time of your joining on production of original bills. If declared medically unfit, the original bills can be sent to us for reimbursement.





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: 29<sup>th</sup> June 2023

To,

Ms. Kanchan Rathod .

## Subject: Appointment Letter

Dear Ms. Kanchan Rathod,

We are pleased to appoint you as a **Field Coordinator** for the **Arogyasakhi Project at Mohol Block, Dist. Solapur** w.e.f. **1st July 2023 to 30th June 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. 18,000/- 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 Project Coordinator/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



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

Sign: 

**Ms. Kanchan Rathod**



**CHLORIDE**

01.06.2024

**Appointment letter**

CN122883640

**Model Contract of Apprenticeship Training for Major/Minor\* Apprentices**

1. Name and Registered Address of Establishment: Chloride Metals Limited (E12202700075)  
with Telephone no. & E-mail address: KH. Palve, Tal- Parner Dist.- Ahmednagar Pune, Maharashtra  
: 096-73334707

: N/A

2. (a) Name of Apprentice (Block Letters): PRATIKSHA MADHAV MALGUNDE (A0922206937)

(b) Father's/Mother's /Spouse's Name: Madhav Malgunde

3. Address of apprentice, Dhoksangavi, Shirur, Maharashtra, Pune, 412220, Pune

4. Gender: Female

5. Date of Birth: 26-11-1999

6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority: Yes

(b) Name of the Category: NT-C

7. Educational Qualification (Highest): Master of Social Work (HRM)

8. (a) Category of Apprenticeship: Optional

(b) Name of the Department for which Apprentice is training:

9. Apprenticeship Training duration (Total): 360 Days

(a) Duration of Basic Training: 2 Weeks

(b) Period of On-the-Job Training: From 0-1-06-2023 to 23-11-2024

10. Apprenticeship Training Location: Chloride Metals limited, Supa

(a) Name and address of facility where Basic Training is  
to be provided: N/A

(b) Name and address of the facility where On-the-Job Training is to be provided: Chloride Metals  
Limited

**CHLORIDE METALS LTD.**

Regd. Office : Exide House, 59E Chowringhee Road, Kolkata - 700020 Ph: +91-33-23023400 / 22832120 Fax : +91-33-228321  
Web.: www.chloridemetals.in Email : contactus@chloridemetals.in CIN : U34300WB1998PLC181003 PAN : AABCT0740L  
Markal Works : Gat No.1241-1242,Markal,Taluka-Khed,Dist.Pune, Maharashtra - 412105. Ph: +91-2135-671504/671505  
Supa Works : F-219, Supa-Parner Industrial Park, Village - Palve Kh, Tal - Parner, Ahmednagar, Maharashtra - 414301  
Malur Works : 60, Seethanayakanahalli, Malur Taluka, Kolar District, Kamataka - 563130  
Haldia Works : JL No.126, 146, Mouza Basudevapur, Kashbere, Haldia, East Madinapur, West Bengal - 721602





# CHLORIDE

Training is to be provided: Chloride Metals Limited

Chloride Metals Limited, Supa Ahmednagar Maharashtra

11. (a) Date of execution of contract: 29-12-2023

(b) Age of Apprentice on the date of execution of contract: 24 years, 1 months and 3 days

12. Is the establishment opting for benefits under NAPS\*? : Yes

\*If yes, Annexure 2 to this contract will also be applicable.

\*For DBT cases- Partial stipend support by the Government of India under NAPS will be

limited to 25% of the stipend paid, up to a maximum of Rs. 1500 per month per

apprentice during the apprenticeship training period.

For non-DBT cases- Full stipend will be paid by the employer

13. Monthly stipend amount

Year of training Total stipend amount (in Rs.)

Break up of total stipend amount (In Rs.)

Employer's share out of col. 2

Government of India's share out

of col. 2(25% of stipend paid

up to a maximum of Rs. 1500 per

month per apprentice)

(a) During 1st year of training - 18000

(b) During 2nd year of training- N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship

Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages

payable) during apprenticeship, this revised rate will apply as the minimum payable to Apprentice

14. (a) Name and Address of Guardian In case Apprentice is

under 18 years of age (Minor): N/A

(b) Relationship with the Apprentice: N/A

## CHLORIDE METALS LTD.

Regd. Office : Exide House, 59E Chowringhee Road, Kolkata - 700020 Ph: +91-33-23023400 / 22832120 Fax : +91-33-22832175

Web.: [www.chloridemetals.in](http://www.chloridemetals.in) Email : [contactus@chloridemetals.in](mailto:contactus@chloridemetals.in) CIN : U34300WB1998PLC181003 PAN : AABCT0740L

Markal Works : Gat No.1241-1242, Markal, Taluka-Khed, Dist.Pune, Maharashtra - 412105. Ph: +91-2135-671504/671505

Supa Works : F-219, Supa-Pamer Industrial Park, Village - Palve Kh, Tal - Parner, Ahmednagar, Maharashtra - 414301

Malur Works : 60, Seethanayakanahalli, Malur Taluka, Kolar District, Karnataka - 563130

Haldia Works : JL No.126, 146, Mouza Basudevapur, Kashbere, Haldia, East Madinapur, West Bengal - 721602



**CHLORIDE**

15. (a) Whether Apprentice was Identified through approved

Third Party Aggregator: Yes

(b) Name of TPA (if applicable): YASHASWI ACADEMY FOR SKILLS

16. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961

and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship

training including obligations and terms and conditions contained in Schedule V and VI of the said rules and

will comply with the same.

17. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal

information shared, is correct and will provide original documents for verification at any time

18. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek

relevant documentation for verification as and when required.

19. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the

provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

20. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.



Signature of the Employer

with seal

Signature of Apprentice

Signature of Guardian

#### CHLORIDE METALS LTD.

Regd. Office : Exide House, 59E Chowringhee Road, Kolkata - 700020 Ph: +91-33-23023400 / 22832120 Fax : +91-33-22832175  
Web.: [www.chloridemetals.in](http://www.chloridemetals.in) Email : [contactus@chloridemetals.in](mailto:contactus@chloridemetals.in) CIN : U34300WB1998PLC181003 PAN : AABCT0740L  
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Malur Works : 60, Seethanayakanahalli,Malur Taluka,Kolar District,Karnataka - 563130  
Haldia Works :JL No.126, 146, Mouza Basudevapur,Kashbere,Haldia,East Madinapur,West Bengal - 721602



## APPOINTMENT LETTER

**Date:** 10<sup>th</sup> August 2023

**To,**  
Mr. Varade Jalindar Dattu  
At-Mahadev Wadi, Post/Taluka- Roha  
District- Raigad, 402116

**Subject:** Appointment for the position of Junior Executive – HR

**Dear Mr. Varade,**

We are pleased to offer you the position of **Junior Executive – HR** at **Magna Cosma International Pvt. Ltd., Talegaon, Pune**, effective from your date of joining.

Your appointment will be on a full-time basis and you will be entitled to an **annual package of ₹ 2,16,000/- (Rupees Two Lakh Sixteen Thousand Only)**, as per the terms and conditions discussed and agreed upon.

You will report to the HR Manager (or any other person nominated by the management from time to time). Your continued employment will be subject to the company's rules, regulations, and policies, which may be amended from time to time.

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

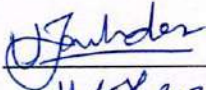
We look forward to a mutually beneficial association.

**For Magna Cosma International Pvt. Ltd.**

**Name:** Rajindar Singh  
**Designation:** Manager HR& IR

**Acknowledgement:**

I, **Varade Jalindar Dattu**, accept the appointment on the terms and conditions mentioned above.

Signature:   
Date: 4/8/23

**Magna Automotive India Pvt Ltd.**

Taluka Maval, Plot No A 12, Talegaon MIDC Rd, Industrial Area, Maharashtra 410507



# IndiTech Valves Pvt. Ltd.

(An ISO 9001:2015 & CRISIL Rated Company)



Ref. HR/2023-24/12

17/08/2023

To,

Miss. Shraddha Tambe,

## Offer Letter

Dear Miss. Shraddha,

We are pleased to offer you the position of **HR Officer**.

You shall primarily be working at Pune.

Your compensation package will be as detailed in Annexure A.

You are required to join us latest by 28/08/2023, beyond which this offer stands cancelled unless otherwise either party communicates the said delay beforehand.

We look forward to your arrival as an employee of our organization and are confident that you will play a key role in our company's expansion into national and international markets.

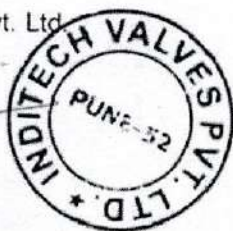
Your detailed appointment letter will be issued to you at the time of your joining.

If this employment offer is acceptable to you, please sign a copy of this letter and return it to us.

Yours Faithfully,

For IndiTech Valves Pvt. Ltd.

Authorized Signature



I accept the above-mentioned employment offer and acknowledge receiving a copy of the same.

Signature \_\_\_\_\_



Office: 21, Shubham, Prosperity Society,  
Karvenagar, Pune - 411052, India



Office: +91 20 25420021  
+91 7066040409



info@inditechvalves.com  
www.inditechvalves.com



Factory: Gat No 171, 172 & 177, Vill. Dhanore,  
Alandi Markal Road, Pune - 412105, India





# BHARATIYA SAMAJ SEVA KENDRA

*Strengthening families and making a difference in the lives of children... since 1979*

HEAD OFFICE: Bartha Varada, North Main Road, 6<sup>th</sup> Lane, Plot no. 373, Koragaon Park, Pune - 411001  
Phone: (020) 26158002 / 5332 / 9314 | E-mail: bssk@bsskindia.org | Website: www.bsskindia.org

Ref No. BSSK - 173/2023

Date: 21<sup>st</sup> December 2023

Ms. Pranali Juwatkar  
TISS Staff Quarters Building,  
Room NO.2, Deonar,  
Mumbai - 400068.

## CONTRACT LETTER (TRAINEE)

Dear Ms. Pranali Juwatkar,

With reference to your application dated 07/12/2023 and subsequent interview you had with us. The management is pleased to give you an opportunity and has decided to engage you as a Trainee w.e.f. 2<sup>nd</sup> January, 2024 on the following terms and condition.

### A) Terms of Appointment

Your title will be 'Social Worker' your duties and responsibilities are as follows:

1. You are engaged for a period of three months i.e. up to 31<sup>st</sup> March 2024.
2. Your appointment and continuance on training shall be subject to your initial and intermittent medical fitness (Physical and mental) based on the medical certificate provided by you.
3. You shall not have any lien on the job for which you are being trained nor shall you have any claim to be appointed against permanency or regular vacancy, if so accrues.
4. During the training period so as to make fully conversant you will be equipped with the working of the organization, you will be asked to attend in any department, section, and shift and also be asked to perform any of the actual duties for practical exposure in various category you are placed in for training.
5. The management will be within its right to conduct a test in any formal/ informal, written/ oral/ practical way to assess your performance during your training period. Such test will be taken at any time, even without giving you any advance notice or without your knowledge.
6. You will devote your whole time to work of the organization and maintain high standard of discipline, initiative, efficiency and economy at work in any shift.
7. Regarding all the work matters you will be accountable to the Supervisor/Programme Director.

### OTHER BRANCHES:

AURANGABAD: Aniketani, Plot no. 151, N-4, F-1,  
Larkheda Parisar, Opp. BSGM School, Gurusahani  
Nagar, CIDCO, New Aurangabad - 431003  
Phone: (0240) 2453921  
Mobile: 74474 36182  
E-Mail: aniketani@bsskindia.org.

SANGLI: Karne, Ghanashyam Nagar,  
Behind Mal Bungalow,  
Sangli Madhavnagar Road, Sangli - 416416  
Phone: (0233) 2314659  
Mobile: 74474 36183  
E-Mail: karne@bsskindia.org

CHITPLUN: Nishant, Opp. Ramashewari Talav,  
Shenkarwadi Road, Marlands, Chitplun -  
415605, Dist. Ratnagiri  
Phone: (02355) 255057  
Mobile: 74474 36184  
E-Mail: nishant@bsskindia.org

BSSK is a registered trust (no. F-641 Pune). All donations are eligible for a 50% deduction under section 80G and a 30% deduction in foreign contribution limit.



C) Date of Joining & Timings

Your date of joining our organization is 2<sup>nd</sup> January, 2024. Your working hours are 9:00 am to 5:30 pm (Monday to Saturday)

D) Conditions

Your employment is subject to the following:

1. You would be bound by rules and regulations in regard to general conduct and discipline which may be framed from time to time.
1. During the employment period you may be asked to travel outside of Pune for any official work whenever necessary

E) Termination

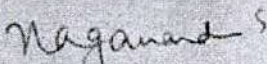
1. Your services are liable to be terminated even earlier without notice or compensation in lieu thereof depending upon the exigencies of work.
2. Upon termination of your employment you will return to the organization all papers, documents, uniforms and any other article belonging to the organization which may at that time are in your possession.

F) Confidentiality

1. You are expected to display a high level of professionalism and confidentiality in your dealings with Bharatiya Samaj Seva Kendra and its vendors. No information or knowledge of a confidential nature that have been received as privilege of your position within the firm should be divulged, traded or shared as a matter of advertent or inadvertent actions on your part. Failure to do so can result in the organization taking legal action against you.
2. On ceasing to be in the training period you will settle all accounts including the return of all organization's property, files, papers, documents etc.

It gives me great pleasure to welcome you to Bharatiya Samaj Seva Kendra.

For Bharatiya Samaj Seva Kendra

  
Mrs. Naganandhini. S.  
Executive Director



I have carefully read the terms and conditions of my employment. I have understood the same and accept them fully.

Signature \_\_\_\_\_



8. In the event of any change in your residential address & present status during the course of your training it shall be your duty to intimate the same in writing immediately of such change and shall also get the change so effected in the records of the management failing which the last known address on the organization's record will be taken as correct address for all communication to you.

**B) Compensation & Entitlements**

1. You will be paid consolidated stipend of Rs. 22,223/- pm. (Statutory deduction will be made)
2. As a trainee you will not be entitled to any benefits, privileges available to regular employees of the organization.
3. You will get Sunday as your weekly off and need to work two Saturdays for the first three months. (Need to work only one Saturday after three months). You will be eligible to Leave and Holidays governed by the provisions of the service rules.

**C) Date of Joining & Timings**

1. Your date of joining our organization is 2<sup>nd</sup> January, 2024. Your working hours are 9.00 am to 5.30 pm (Monday to Saturday)

**D) Conditions**

Your employment is subject to the following:

1. During the training period, if you remain continuously absent for more than 5 days, you shall be deemed to have left the training voluntarily and the cost of training as computed by the management shall be recovered from you.
2. If the management gives you any offer of probationary post after satisfactory completion of training, you may be required to execute a bond for serving the organization for a minimum period of 2 years, failing to which you shall be asked to reimburse the cost of training computed by the management.
3. You shall be governed by the service Rules (applicable to your category) and shall abide by the rules and regulation with regard to general conduct, discipline and performance of work, existing and/or framed time to time whether they are individually notified to you or not.
4. You agree and accept that you are full time employee of the organization and shall not undertake any job/employment elsewhere.
5. You will have to make your own arrangement for transport from your residence to the place of work at your own expense.
6. Your service shall be transferred at short notice to any existing or new department/ branch/ office/ division/ works etc. (Purely at the discretion of the management, without affecting aforesaid terms and conditions of training adversely) of the organization or its collaborators/ associates where you

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+011-24691226  
www.wwfindia.org

HR/PERS/APPOINTMENTS/2024  
08.05.2024

Mr. Atish Urkude

Dear Mr. Urkude

On behalf of WWF-India, we have pleasure to appoint you as '**Project Officer - Community Engagement**' in Level - 4 on a fixed-term contractual appointment. Your appointment is subject to the following terms and conditions:

Your appointment is for a fixed term of one year commencing **08.05.2024** and concluding on **07.05.2025**. Your fixed term appointment shall, thus, lapse and come to an automatic end on the expiry of aforesaid period of one year.

#### 1. JOB ASSIGNMENT & ACCOUNTABILITY

- You will report to the **Senior Manager - Nagpur**, WWF-India in the discharge of your duties, who will assign the specific work and duties to be performed by you from time to time.
- You shall perform such duties and observe and conform to such directions and instructions as may be assigned or communicated to you by the Management or by such officers who are placed in authority over you.
- Broad Terms of Reference of your assignment are enclosed at Annexure-I.
- In addition to your normal duties, you may be required to undertake other reasonable duties from time to time, as may be consistent with your position. You agree that if the nature of the work the Management requires you to do, or the manner of doing it, changes, or should the Management otherwise deem it necessary and expedient, you will undergo appropriate training to enable you to fulfill new requirements and / or to upgrade yourself and, thereby, equip yourself to meet new challenges.
- For the first three months you shall be on probation. If during your probation period the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or are unsuitable for the job, or the like, your fixed term appointment shall be liable to be terminated without assigning any reason by giving NIL notice in writing.
- You will observe the WWF-India Human Resource Policy & Procedures, office rules, procedures and guidelines applicable to staff in discharge of your day-to-day duties and responsibilities, as updated from time to time.

#### 2. SALARY AND OTHER BENEFITS

During the period of contract, your total gross emoluments will be as under:

<u>Details</u>	<u>Rs.</u>
Basic Salary	20,000.00
House Rent Allowance	10,000.00
Project Allowance	7,600.00
Provident Fund (Employer Contribution)	2,400.00
<b>Total</b>	<b>40,000.00 p.m</b>

Mr. Arvind Wable, President  
Mr. N. Kumar, Vice President & Trustee Treasurer  
Mr. Jamyashd N Godrej, Trustee  
Mr. Anil Kumar V Epur, Trustee  
Ms. Mridula Ramesh, Trustee  
Mr. Srijoy Das, Trustee



- a. In addition, you will be entitled to Gratuity as per the Payment of Gratuity Act 1972 and benefits of Employee Provident Fund as Employee Provident Fund Act 1950. You will also be entitled to staff group Insurance benefit (i.e. Mediclaim, Accident & Life in group insurance) and TA Rules, in force from time to time in WWF-India.
- b. All salary or gross emoluments as applicable and payable are subject to the Income Tax Rules as in force from time to time

### 3. LEAVE AND HOLIDAYS

You shall be entitled to Privilege Leave, Casual Leave, Sick Leave and Holidays in accordance with the provisions of the Leave and Holiday Rules / HR Policies of WWF-India, as in vogue from time to time.

### 4. PLACE OF POSTING, TRANSFER & MOBILITY

- a. Your headquarters will be **WWF-India Central India Landscape, Chhindwara**. However, WWF-India reserves the right to transfer you and utilize your services at any place or in any capacity at any of the WWF-India offices, as per the requirements of the organization.
- b. Further, in the discharge of your duties and responsibilities, you may be required to travel throughout India or abroad.

### 5. VERIFICATION OF CREDENTIALS

Your appointment will be further subject to the verification of your credentials, testimonials, and positive feedback from three referees in relation to your application at the time of your appointment. In case it comes to the notice of the Management that the particulars given by you in your application were wrong, or that you have suppressed any material particulars, your appointment shall be deemed to be automatically cancelled irrespective of whether you have joined duty upon your selection. In such a contingency, you shall be liable to be discharged forthwith.

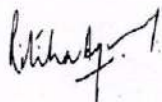
6. Your appointment will be further governed by the terms and conditions set out in the Annexure-II.

### 7. ACCEPTANCE

- a. If the above offer of appointment, on the terms and conditions stipulated is acceptable to you, please signify your acceptance by signing the duplicate copy of this letter and return the same to us.
- b. Your date of reporting for duty will be **08.05.2024**.

The WWF-India Management extends to you a warm welcome to the organization and looks forward to a long and productive association in its service and in promoting its mission.

Yours faithfully,  
For **World Wide Fund for Nature-India**,



Ritika Agrawal  
Director - Human Resources

I accept the aforesaid terms and conditions of my employment and I have understood the implications thereof.

(Signature of the Employee)



**TERMS & CONDITIONS**  
**PROJECT OFFICER - COMMUNITY ENGAGEMENT**  
**WWF-INDIA CENTRAL INDIA LANDSCAPE**

**1. TERMINATION / RESIGNATION AND NOTICE PERIOD**

- a. Prior to your completing 3 (three) months service with the Management, your fixed term appointment would be liable to be terminated with NIL notice. Likewise, you may also resign before completing 3 (three) months service by giving NIL notice.
- b. However, on completion of 3 (three) months service, either party may terminate this fixed term appointment / contract by giving to the other party one-month's notice or salary in lieu thereof. The Management, may, however, at its sole discretion, accept a shorter notice-period or waive the requirement of notice on your part. In case the Management at your request accepts a shorter period of notice, you shall be entitled to receive salary only for the actual number of days worked by you.
- c. Your resignation shall become effective as soon as the Management accepts it. The Management shall be competent to withhold its acceptance in respect of your resignation in case you are under suspension or disciplinary proceedings are pending or contemplated against you.

**2. PROTECTION OF WWF'S CONFIDENTIAL INFORMATION AND BUSINESS**

- a. All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, client-information, computer programmes and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organisation, methods, standards, specifications, concepts ideas, plans, projects, programmes, procedures and knowhow of WWF or its affiliates or associates or clients or Franchisees made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualise during the course of your employment (collectively referred to herein as "Confidential Information"), are the sole and exclusive property of WWF, its affiliates or associates or clients, as the case may be.
- b. The Confidential Information made available to you during the course of your employment may include valuable information/ data belonging to WWF, its affiliates or associates or clients or Franchisees. You agree and undertake to hold all Confidential Information in strictest confidence and not to share or disclose the same to any third party or use it except in routine course of performance of your duties. You shall be liable to immediately return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to the Management upon the cessation of your employment.
- c. Your obligations under this paragraph would continue even beyond the cessation/termination of your employment.
- d. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action, which may include immediate suspension or dismissal from service. In addition, the Management shall be entitled to approach the Court and obtain an appropriate judgment or order or direction including an order of injunction against you.

**3. FULL TIME EMPLOYEE, CONFLICT OF INTEREST**

- a. During your fixed term appointment, you shall be a full time employee of the Management. You shall, therefore, devote the whole of your time and energy exclusively to the business and affairs of the Management / WWF.
- b. You shall at all times safeguard the interest of the Management / WWF and perform your duties and responsibilities diligently. The Management regards 'conflict of interest' as a severe offence, which may lead to your termination or dismissal from service.
- c. You shall not seek any other post or position elsewhere or undertake any course of study or work, or do any consultancy for any entity whether part-time or full time, or engage yourself in any profession or employment, whether in an honorary capacity or otherwise, without the prior written permission of WWF-India ;



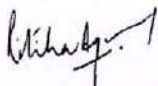
- d. You shall not seek support for any study or course or visit abroad or proceed abroad for any purpose whatsoever, without the prior written permission of WWF-India ;
- e. You shall not divulge any of the affairs of WWF-India to any other organization, person or persons either during or after your employment with WWF-India, without the prior consent in writing of WWF-India. In case it is found that you have leaked out any information / document to an outsider or person not concerned with the matter, strict action, which may include termination of services, will be taken.

#### **4. GENERAL CONDITIONS**

- a. You shall, at all times, maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interests, credit and prestige of the Management / WWF. You shall not, at any time, work against the interests of the Management / WWF, nor do anything which is unbecoming of an employee. Any violation of this norm of behaviour shall constitute misconduct for which the Management shall be competent to take disciplinary action against you and also in case you act against basic and universally accepted understandings.
- b. During your employment, you shall also be bound by the policies of the Management / WWF, as in vogue from time to time. The Management reserves the right to amend or alter these at its discretion without any notice thereof, and these shall also be deemed to be the terms and conditions governing the terms of your employment.
- c. Your appointment and continuation is subject to your having been found medically fit at the time of your appointment and your remaining medically fit thereafter.
- d. In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Management shall be final and binding on you.
- e. You are required to bring the following documents in original when you report for duty:
  - i. Documentary evidence as proof of date of your birth;
  - ii. Documents to prove your educational qualifications, experience etc.

#### **5. SUMMARY DISMISSAL FROM SERVICES**

Notwithstanding any other term or condition or provision of this Appointment Letter, the Management shall be competent and entitled to dismiss you from service without any notice or salary in lieu thereof or any compensation whatever on charges of misconduct.



Ritika Agrawal  
Director - Human Resources

I accept the aforesaid terms and conditions of my employment and I have understood the implications thereof.

(Signature of the Employee)



**WWF-India Agreement for Consultants**

**This Agreement for is entered on October, 2023**

**Between**

**World Wide Fund for Nature - India [hereinafter referred to as WWF-India]**

**and**

**Atish Urkude  
[hereinafter referred as the Consultant]**

**for**

**Terms of Reference for the Engagement of a Consultant for providing assistance in promoting Regenerative agriculture practices and strengthen the community institution in the project villages of the Satpuda-Pench Corridor**

**(each a "Party" and together the "Parties")**

**Now, therefore, this Agreement witnesses the details of the understanding between WWF-India and the Consultant on the following pages:**

**October 2023**

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## WWF-India and the Consultant Agreement

### **About WWF-India**

World Wide Fund for Nature - India is a public charitable trust, registered under the Bombay Public Trust Act, 1950, having its principal office at 172-B Lodi Road, New Delhi-110003. WWF-India has been working on a variety of issues related to environment conservation. The Sustainable Agriculture programme of WWF-India is working for addressing the water footprint of agriculture, develop stronger linkages with biodiversity conservation goals by analyzing and influence future agricultural impacts on priority ecosystems and landscapes and address the impacts of agriculture on climate change by developing approaches to reduce GHGs from production systems.

### **About the Consultant**

Atish Urkude did his masters in Social Work from the Karve Institute of Social Service, Pune with a specialization in Urban and Rural Community Development. He has 2 years' work experience as a Project Assistant with Conservation Research and Nature Education Society (CRANES) where he extensively worked in preparing People Biodiversity Registers (PBR). He experienced to constitute the Biodiversity management committees as well as Grampanchayat to prepare PBR in Gadchiroli Dist. He also organized several awareness programs on Biodiversity act and people biodiversity Register (PBR), Biodiversity Act in Maharashtra. He recently did 1 month internship with WWF India in critical area of Satpuda - Pench Corridor for Promoting Community Stewardship of Wildlife in Forest-Agriculture Mosaics in the 43 villages. He actively participated in village level meetings, process of animator selection. He is well aware of animators and project area.

(curriculum vitae for Atish Urkude Refer **Annexure 2**).

WWF-India and the Consultant agree on the following terms:

- i. The Consultant is to undertake the tasks as per **Annexure 1**
- ii. WWF-India will provide a payment of Rs. 1,75,000 (One Lakh Seventy Five thousand only) including taxes to the Consultant for undertaking tasks as per project proposal outlined in Annexure 3.
- iii. Any out of pocket expenses related to this Agreement and not forming part of the Schedule of Payment will be reimbursed subject to prior written consent from WWF-India and with provision of original bills.
- iv. All the deliverables will be completed as defined in Annexure 1B and 1C and Annexure 3.
- v. WWF-India shall not be liable for any insurance coverage or compensation, in case of injuries/death caused by accident or otherwise arising out of this Agreement, to the Consultant or any third party, that may be employed/engaged by the Consultant.
- vi. Submission of documentation in connection with the Deliverables as per Annexure 1C to be submitted in a mutually agreed format.

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- vii. No deviation from the approved and agreed project proposal as per Annexure 3 will be permitted without written consent from WWF-India.
- viii. This Agreement and all matters arising out of or in connection with this Agreement shall be confidential between the Parties.
- ix. The Parties to this Agreement shall not be liable to each other for failure or delay in the performance of any of their respective obligations under this Agreement for the time and to the extent such failure or delay is caused by riots, civil commotion, wars, hostilities between nations, government laws, orders, regulations, embargoes, actions by the government(s) or any agency thereof, acts of God, storms, fires, accidents, strikes, sabotages, explosions, natural calamities arising out of or in the nature of a disease like spread of COVID-19 or other similar or different contingencies beyond the reasonable control of the Parties to this Agreement.
- x. The Consultant shall not issue any formal public statement, press release or announcement or publication regarding this Agreement without prior written approval from WWF-India.
- xi. The Consultant shall be liable and responsible for payment of all applicable taxes which may be levied on the payments received from WWF-India under the terms of this Agreement. WWF-India will deduct taxes at source, as per applicable statutory requirements.

#### 1. Obligations of the Consultant

- i. Respect people's rights in accordance with customary, national and international human rights laws, including exposed groups such as children.
- ii. Comply with and provide active support to WWF-India to ensure compliance with all applicable laws relating to detection and punishment of fraud, bribery and corruption in India, including but not limited to the Prevention of Corruption Act 1988.
- iii. Respect integrity in the use of funds and assets which may be provided through this Agreement, including taking appropriate measures to prevent, detect and respond to concerns of misappropriation or other illegal event. This includes implementing appropriate policies and procedures and ensuring that employees, sub-contractors or third parties respect the same.
- iv. Where applicable, respect and safeguard against employee discrimination, harassment, abuse of power and gender inequality in the Consultant's workplace.
- v. Where applicable, respect and adhere to applicable labour laws in India to ensure health, safety, minimum wages and related benefits.
- vi. Respect standards and agreements around confidentiality, including but not limited to the sharing of business sensitive information and personal data as protected by applicable legislation.
- vii. The Consultant warrants he has never offered, given or agreed to give to any person any inducement or reward (or anything which might be considered an inducement or reward) in connection with the entering into or carrying out this Agreement.
- viii. To the Consultant's knowledge there is no conflict of interest with WWF-India or its employees in connection with this Agreement. The Consultant shall also promptly disclose in writing to WWF-India any future conflicts of interest which could arise.
- ix. The Consultant agrees to inform WWF-India of any breaches of the terms of this Agreement on the part of the Consultant or any third party employed/ engaged by him.

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- x. The Consultant shall not assign or sub-contract the services covered under this Agreement or any part thereof to any other person.

## 2. Intellectual Property

Nothing in this Agreement shall constitute an agreement to transfer or license or to grant any Intellectual Property Rights belonging to WWF-India, as defined below, to the Consultant.

- i. "Intellectual Property" shall mean and include all patents, trademarks, permits, service marks, brands, trade names, trade secrets, proprietary information and knowledge, technology, computer programs, databases, copyrights, licences, franchises, formulae, designs, logos, rights of confidential information and all other intellectual property.
- ii. "Intellectual Property Rights" shall mean and include all rights, benefits, goodwill, title or interest in or to any Intellectual Property, anywhere in the world (whether registered or not and including all applications for the same).

The Consultant acknowledges and agrees that he do not and shall not, nor shall they be deemed to acquire at any time hereafter and shall not claim or assert any right, title or interest whatsoever in the Intellectual Property of WWF-India, as the case may be, or any combination thereof in any language, script or alphabet or take any action which shall or may impair WWF-India's right, title or interest to the same.

The Consultant is prohibited from using the Intellectual Property of WWF-India without WWF-India's prior written consent and is subject to any conditions that may be prescribed by WWF-India.

## 3. Term and Termination

- a. This Agreement comes into effect from 01/10/2023 and is valid up to 31/03/2024. The Agreement shall continue to remain in full force and effect unless otherwise terminated by any Party as provided herein.
- b. WWF-India may terminate this Agreement by giving thirty (30) days prior written notice in writing to the Consultant.
- c. In the event of termination, the Consultant shall provide a report within 30 days of termination on utilization of funds as at date of termination in accordance with the approved budget.
- d. Notwithstanding the aforesaid, WWF-India may without any notice, terminate this Agreement under any one or more of the following conditions:
  - i. In case the Consultant fails to initiate the Agreement terms in the specified period for reasons not attributable to WWF-India or for reasons of delay that are not accepted by WWF-India.
  - ii. Non-compliance of instructions received from a competent regulatory/ court/ statutory/ supervisory authority and/ or if required under applicable law(s);
  - iii. In the event of any breach by the Consultant of any of the terms and conditions, obligations and undertakings specified herein, provided the Consultant has not remedied / rectified the breach within a period of 30 days of being notified of the same.
- e. Any Party may terminate this Agreement if a force majeure event prevents such Party from carrying out its obligations for 30 continuous days. Termination under this clause is

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[Signature]

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permissible by giving a written notice of termination within 7 days of conclusion of the 30 days.

- f. In the event the Agreement is terminated for any reasons, the Consultant shall forthwith return within 30 days from the date of termination any un-utilized funds disbursed. All undisbursed funds shall be foregone.
- g. On termination, the Consultant shall forthwith hand over to WWF-India the possession of all documents, materials and any other property belonging to WWF-India that may be in the possession of the Consultant or any third party employed/ engaged by him assigned to perform the activities under this Agreement.

#### 4. Indemnity

The Consultant hereby undertakes and agrees to indemnify WWF-India's personnel, management, employees, agents and associated parties and hold them harmless and keep them at all times fully indemnified from and against all actions, proceedings, claims (including any claims raised by third parties), liabilities (including statutory liability), penalties, demands and costs (including without limitation, legal costs), awards, damages, losses and/ or expenses however arising directly or indirectly, including but not limited to, as a result of:

- i. Breach or non-performance by the Consultant of any of his undertakings, warranties, covenants, declarations or obligations under this Agreement; or
- ii. Any untrue statement or misrepresentation of a material fact contained in this Agreement (or any Annexure(s), amendment or supplement thereto) or any document/ information provided by the Consultant pursuant to this Agreement and any Annexure(s) to be executed hereto;
- iii. Any negligent act or omission or default or misconduct or fraud of the Consultant or any third party employed/ engaged by him; or
- iv. Any act, deed, omission or non-performance on the part of the Consultant or any third party employed/ engaged by him; or
- v. Contravention of any law, as may be applicable from time to time, or industry practice, by the Consultant; or
- vi. Any accident occurring at the site of execution of the project or in relation to the project which leads to any physical injury or death of personnel of the Consultant or any third party employed/ engaged by him.

#### 5. Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of India. Parties should attempt to settle all disputes arising out of this Agreement amicably. Any dispute, controversy or claims (which cannot be resolved amicably) arising out of this Agreement shall be settled by arbitration by a sole arbitrator in accordance with the Arbitration and Conciliation Act, 1996. The sole arbitrator shall be appointed with the mutual consent of the Parties. The place of arbitration shall be New Delhi and the language of Arbitration shall be English. The award shall be final and binding on the Parties and Courts at New Delhi alone shall have exclusive jurisdiction.

Any Annexure(s), amendment or supplement attached hereto shall form an integral part of this Agreement.

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The relationship between both the Parties is on a principal to principal basis. Nothing in this Agreement shall be taken as constituting the Consultant as an employee or agent of WWF-India

In witness whereof the Parties have set their hands on this Agreement on the date mentioned below:

Agreed this 25th day of October, 2023 by:

<p>DocuSigned by:</p> <p><i>Dipankar Ghose</i></p> <p>7C427F91F3F146E...</p> <p>16 November 2023</p>	
Dipankar Ghose, Sr. Director, Biodiversity Conservation, WWF India	Atish Urkude
WWF-India	Consultant
<p>DocuSigned by:</p> <p><i>Vivek Dayal</i></p> <p>6186CB95E7374AD...</p> <p>16 November 2023</p>	
Vivek Dayal, Director, Finance	
WWF-India	

Annexure 1

#### A. KEY DETAILS

1. Title of the Project		
	<u>Terms of Reference for the Engagement of a Consultant for providing assistance in promoting Regenerative agriculture practices and strengthen the community institution in the project villages of the Satpuda-Pench Corridor</u>	
2. Contact details of the Parties		
1	WWF-India	
	172-B Lodi Estate, New Delhi - 110003	
	Phone : 011	
	E mail : <a href="mailto:sroy@wwfindia.net">sroy@wwfindia.net</a>	
2	Atish Hiranman Urkude	
	Address:	
	Phone : 8380828640	
	Fax : NA	
	E mail : <a href="mailto:urkudeatish@gmail.com">urkudeatish@gmail.com</a>	
	Bank Name	Bank of India
	Non-FCRA Bank Account Number	964010110009740
	Bank Address	Chandrapur road, opposite tirupati complex,

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	Gadchiroli, 442605.
IFSC Code	BKID9640
PAN no.	AIXPU7918A
<i>The funds will be sent directly to the Bank Account of the Consultant - Atish Urkude.</i>	

## **B. DETAILS OF THE AGREEMENT**

<b>1. Objective(s)</b>	
	The objective of the assignment is to promote community institution and regenerative agriculture in the Satpuda Pench Corridor (SPC) within the Central India Landscape. Consultant will provide services to train animators to facilitate community engagement and conduct data collection activities. Additionally, it seeks to identify potential leaders for the stewardship program and provide support to the Farmer Producer Company (FPC) in implementing the Regenerative Agriculture Program. The assignment will also include monitoring visits to orange plots for survival data assessment.
<b>2. Target Area/Location/Group</b>	
	Sausar block of Chhindwara district of Madhya Pradesh
<b>3. Personnel involved with their responsibilities.</b>	
	Mohd Zahid, Senior Manager, Sustainable Agriculture, WWF-India Ajinkya Bhatkar, Senior Project Officer, WWF-India
<b>4. Monitoring and Evaluation/ Implementation indicators</b>	
	NA

## **C: DELIVERABLES**

<u>Deliverable</u>	<u>Date</u>
Report on first set of work (D1)	15 <sup>th</sup> November 2023
Report on second set of work (D2)	30 <sup>th</sup> December 2023
Report on third set of work (D3)	15 <sup>th</sup> February 2024
Final report submission (D4)	31 <sup>st</sup> March 2024

## **D. NATURE AND SCHEDULE OF PAYMENTS**

Total amount Rs. 1,75,000 (One lakh seventy five Thousand only) including taxes for undertaking the tasks as per the attached proposal (Annexure 3).

Travel will be reimbursement as per WWF India policy.

Disbursement of Funds:

- i. First instalment of 20% after signing the contract
- ii. Second instalment of 20% on report submission and acceptance of D1

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- iii. Third instalment of 20% on report submission and acceptance of D2
- iv. Fourth instalment of 20% on report submission and acceptance of D3
- v. Final instalment of 20% on final report submission

Annexure 2: *Include write up on Organization's experience in related field/ provide CV of individual Consultant, as applicable.*

Attached separately

Annexure 3: Project Proposal

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1<sup>st</sup> September 2023

Vishal Kishor Bhagat  
Karvenagar, Pune- 411052,

**Sub: Offer Letter**

Dear Vishal,

We are pleased to offer you employment as "**School Coordinator- Social Work**", with **The Akanksha Foundation**, at Late Dattoba Ramchandra Kale English Medium School, Thergaon, Pune from September 4th, 2023.

You will receive a total salary of Rs 27285/- (Twenty-Seven Thousand Two Hundred and Eighty-Five) per month. Your work timings will be 8:30 am to 4:30 pm, Monday to Friday and on alternate Saturday. (Please note that you are expected to report to school by 8.10 am and leave by 4:30 pm on weekdays).

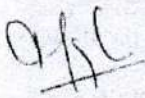
You will be on probation for a period of 6 calendar months from the date of commencement of your employment. Thereafter, you will be confirmed as a permanent employee of Akanksha, subject to performance.

You are entitled to 26 days of paid leave for the academic year which will be prorated basis joining date. During the probation period, new employees are discouraged from taking any leave, especially in the first 3 months. However, if there is a critical need, this leave will be adjusted against their prorated leave balance for the year. As an Akanksha Employee you are expected to adhere to the Child Protection Policy in letter and spirit and take all necessary steps to protect children in your care. The policy will be explained to you as part of your joining formalities.

A detailed appointment letter containing the terms and conditions of employment will be given to you on your joining date.

Please find attached the salary break up sheet. You may convey acceptance to the undersigned by returning one signed copy of this letter.

Sincerely,



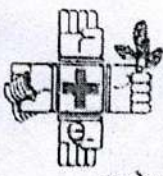
**Megha Agarwal**  
**Senior Director**  
**Human Resources**  
**The Akanksha Foundation**



### Monthly Salary Break-Up

Name	Vishal Kishor Bhagat
Location	Late Dattoba Ramchandra Kale English Medium School, Thergaon, Pune
Post	School Coordinator- Social Work
Date of joining	4 <sup>th</sup> -September-23
Monthly Salary Components	INR
Basic	13310
House Rent Allowance (HRA)	6655
Conveyance	6655
CCA-City Compensatory Allowance	666
ESIC (Employer's Contribution)	671
PF (Employer's Contribution)	1800
Gross Salary (per month)	27285
Grand Total (per month)	29756
Grand Total (per annum)	357066
Less:	
PF (Employee's Contribution)	1800
ESIC (Employee's Contribution)	155
Professional Tax	200*
Net Take Home Salary (per month)	25130
<p><b>Important Note-</b>            *Note: In the month of February, Professional Tax deduction will be Rs. 300/-            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.</p>	





**SATHI** (Support for Advocacy and Training to Health Initiatives)

Action Centre of ANUSANDHAN TRUST

Flat No. 3 & 4 Aman-E Terrace, Plot No. 140, Dahanukar Colony, Kothrud, Pune 411 038

10

2023  
passant

**आरोग्यसेवेतील लोकसहभाग : जन आरोग्य समिती व आरोग्यसंस्था बळकटीकरण प्रक्रिया**

महाराष्ट्रातील निवडक आदिवासी भागात जन आरोग्य समितीचा सक्रिय सहभाग घेऊन त्यातून सुधारलेल्या आरोग्य सेवांपर्यंत समुदायाची पोहोच वाढवणे या प्रकल्पांतर्गत सहकार्य करार

(दि. १ मार्च २०२४ ते ३१ जानेवारी २०२५)

अनुसंधान ट्रस्ट- साथी संस्थेमार्फत महाराष्ट्रातील अमरावती, यवतमाळ, पुणे या तीन आदिवासी जिल्ह्यांतील निवडक तालुक्यात आणि पुणे शहरातील निवडक वस्त्यांमध्ये 'आरोग्यसेवेतील लोकसहभाग: जन आरोग्य समिती व आरोग्यसंस्था बळकटीकरण प्रक्रिया' हा प्रकल्प राबविण्यात येत आहे.

या प्रकल्पांतर्गत पुणे जिल्ह्यातील आंबेगाव तालुक्यातील निवडलेले सर्व आरोग्यकेंद्र आणि गावात विविध उपक्रम राबविण्यासाठी 'फील्ड फॅसिलिटेटर' म्हणून समीर गारे यांच्यासोबत अनुसंधान ट्रस्ट-साथी संस्था दि. १ मार्च २०२४ ते ३१ जानेवारी २०२५ या कालावधीसाठी परस्पर सहमतीने हा सहकार्य करार करीत आहे.

समीर गारे

(मु. पो. पांचाळे खु., ता. आंबेगाव, जि. पुणे ४१०५०९)

व

अनुसंधान ट्रस्ट-साथी

(फ्लॅट नं. ३ व ४, अमन ई टेरेस, डहाणूकर कॉलनी, कोथरूड, पुणे ४११०३८)

या प्रकल्पाच्या उपक्रमांचे नियोजन व अंमलबजावणी खालीलप्रमाणे करावयाची असून उपक्रम पूर्ण करण्यासाठी समीर गारे व अनुसंधान ट्रस्ट-साथी यांची जबाबदारी खालीलप्रमाणे असेल.

● फील्ड फॅसिलिटेटरच्या कामाच्या जबाबदाऱ्या:

- फील्ड फॅसिलिटेटर तालुका समन्वयकासह उपक्रमांच्या अंमलबजावणीसाठी जबाबदार असेल. तसेच तालुक्यातील प्राथमिक आरोग्य केंद्र पातळीवर जन आरोग्य समिती सक्रिय करण्याची संपूर्ण जबाबदारी फील्ड फॅसिलिटेटरची असेल.
- सीएचओची नियुक्ती असलेल्या आरोग्यवर्धिनी केंद्रांची निवड आरोग्य साथीच्या मदतीने करणे.
- जन आरोग्य समिती सदस्यांसाठी प्रशिक्षणे/कार्यशाळा आयोजित करणे.
- कार्यक्षेत्रातील HWC मध्ये, JAS समितीस कोणती कामे निर्देशित केले आहेत? त्यानुसार काम होते की नाही? नेमक्या कोणत्या अडचणी येत आहेत? त्याचा ट्रॅक ठेवणे, निरीक्षणे नोंदवणे, जेणेकरून त्या ठिकाणी आवश्यक सुधारणा घडवून आणता येतील यासाठी प्रयत्न करणे.
- जन आरोग्य समिती शासन निर्णय (जीआर), व इतर संबंधित शासकीय डॉक्युमेंट्स आरोग्य साथीच्या मदतीने समितीपर्यंत पोहचवणे.
- आरोग्य केंद्रातून न मिळालेल्या सेवांवर अथवा सुविधांवर दर महिन्याला तालुका बैठकीत चर्चा व पुढील नियोजन करणे.
- तालुका बैठकीत झालेल्या निर्णयांचा पाठपुरावा करणे, आरोग्यसाथी मार्फत तालुका बैठकीत झालेले निर्णय/समिती सदस्यांपर्यंत आणि फिल्ड वर्कर पर्यंत पोचतील याची खात्री करणे.
- JAS-संबंधित समस्यांचे निराकरण करण्यासाठी स्थानिक पंचायती आणि आरोग्य सुविधा यांच्यात समन्वय करणे. तसेच स्थानिक पातळीवर उपलब्ध १५ व्या वित्त आयोग, पेसा निधी, जन आरोग्य समिती संबंधित निधीचे समिती मार्फत नियोजन घडवून आणणे, जेणेकरून स्थानिक पातळीवरील आरोग्याच्या गरजा या नियोजनात अंतर्भूत केल्या जातील.
- HWC स्तरावरील अधिकारी, PHC आणि कर्मचारी यांच्याशी सातत्यपूर्ण संपर्क (MO, CHO, ANM-MPW) व समन्वय करणे.
- प्रकल्पअंतर्गत काम करणाऱ्या फिल्ड वर्करच्या कामाचे दर महिन्याला नियोजन करण्यामध्ये तालुका समन्वयक यांना मदत करणे. फिल्ड वर्करने केलेल्या कामावर लक्ष ठेवणे.
- करारासोबत जोडलेल्या कार्यक्षेत्रातील उपक्रम आणि तपशिलानुसार दर महिन्याला नियोजन आणि उपक्रमांची अंमलबजावणी करणे.

१

Tel: 91-20-25472325, 25473565; E-mail: [sathicheat@gmail.com](mailto:sathicheat@gmail.com)

Anusandhan Trust is registered under the Maharashtra Public Trust Act, 1950, Regd. No. E-13480



१२. साथीमार्फत पाठवलेल्या आराखड्यांनुसार दर महिन्याच्या शेवटी फिल्ड वर्कर आणि फील्ड फॅसिलिटेटर यांचा अहवाल, माहिती आणि फोटो व संबंधित तपशील साथीला पाठवणे.

• 'अनुसंधान ट्रस्ट-साथी' संस्थेची जबाबदारी :

१. वरील कामासाठी आवश्यक ती मुलभूत तांत्रिक माहिती आणि साहित्य पुरवणे.
२. कार्यक्षेत्रातील कार्यक्रम आणि आढावा घेण्यासाठी प्रत्यक्ष भेटी देणे.
३. आढाव्यातून पुढे आलेल्या मुद्द्यांचे विश्लेषण करून पाठपुरावा करण्यासाठी फिल्ड वर्करला मदत करणे.
४. या प्रकल्पाअंतर्गत दि. १ मार्च २०२४ ते ३१ जानेवारी २०२५ या कालावधीत काम करण्यासाठी प्रवास खर्चासह रुपये ३०,०००/- मानधनाची तरतूद केलेली आहे. करार कालावधीत दर महिन्यात केलेल्या कामाचा समाधानकारक अहवाल अनुसंधान ट्रस्ट-साथी संस्थेस प्राप्त झाल्यानंतर मानधन वितरीत करण्यात येईल.
५. प्रकल्पाअंतर्गत आरोग्यकेंद्र, तालुका आणि जिल्हास्तरीय प्रशिक्षण व संवाद कार्यक्रम यासारख्या उपक्रमांची तयारी, प्रत्यक्ष उपक्रम, आणि पाठपुरावा भेटी इ. साठी संबंधित उपक्रमाच्या एकूण मंजूर बजेटच्या अधीन राहून आवश्यकतेनुसार प्रत्यक्ष झालेला प्रवास खर्च देण्यात येईल. सदर प्रवास खर्चाचे तपशील प्रशासकीय नियमांनुसार स्वतंत्र देणे आवश्यक असेल.
६. आयकर कायदा १९६१च्या नियमानुसार रु. ३०,०००/- पुढील रकमेसाठी मिळणाऱ्या मानधनाच्या १० टक्के इतकी रक्कम दरमहा कर (टी.डी.एस.) वजा केली जाईल. जो कर कपात केला जाईल, त्यासाठीचा फॉर्म १६ए देण्याची जबाबदारी अनुसंधान ट्रस्ट-साथी संस्थेची राहिल.
७. अनुसंधान ट्रस्ट - साथी संस्था 'कामाच्या ठिकाणी महिलांचा लैंगिक छळ (प्रतिबंध, प्रतिबंध आणि निवारण) कायदा २०१३' (Sexual Harassment of Women at Work, Prevention and Redressal Act 2013) कायद्याची अंमलबजावणी करते व या कायद्याअंतर्गत अंतर्गत समिती (IC) स्थापन केली आहे. या संदर्भात येणाऱ्या तक्रारींचे समितीच्या वतीने निवारण करण्यात येते.

काहीही कारणाने समीर गारे किंवा अनुसंधान ट्रस्ट-साथी संस्था यापैकी कोणालाही वाटले कि हा सहकार्य करार संपवावा तर २४ तासांची पूर्वसूचना देऊन हा करार दोघांपैकी कोणालाही संपुष्टात आणता येईल. समीर गारे यांनी या करारचे पालन करारामध्ये नमूद केलेल्या अटी व शर्तीनुसार न केल्यास अनुसंधान ट्रस्ट-साथी संस्था हा करार २४ तासांची पूर्वसूचना देऊन रद्द करेल.

*Kapane*

डॉ. धनंजय काकडे

संचालक, अनुसंधान ट्रस्ट-साथी, पुणे



वरील दोन पानी करारातील नमूद केलेल्या सर्व अटी व शर्ती मला मान्य असून मी समीर गारे, अनुसंधान ट्रस्ट-साथी संस्थेसोबत करार करण्यास तयार आहे.

*Samir Gare*

समीर गारे

दि. १ मार्च २०२४



Name: Gorde Shubham Arun  
Dear Mr/Ms : Gorde Shubham Arun

Date: 17<sup>th</sup> May 2023

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Officer Trainee (OT)**. Your **Total Target Remuneration** is **INR 9,45,000/-** (Rupees Nine Lacs Forty-Five Thousand only) per annum, which comprises of a fixed component of **INR 7,00,000/-** (Rupees Seven Lacs only) per annum and Annual Target Bonus upto **INR 2,45,000/-** (Rupees Two Lacs Forty Five Thousand only). (Refer Annexure 1 for details).

You are also entitled for a **retention bonus** which will be a one-time amount of **INR 1,00,000/-** (Rupees One Lakh only), payable as per policy.

You will also be covered under Vedanta **Long Term Incentive Plan** upto a maximum of **INR 2,00,000/-** (Rupees Two Lakhs only)

A detailed Offer cum Appointment Letter will be issued to you on joining the company and completion of all required formalities. The place of posting and onboarding date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in 10th, 12th, Graduation and Post-graduation, without any backlogs at the time of selection and joining
- Maximum 1 year of gap between either XII & Graduation or between Graduation & Post Graduation
- Regular or Full time MSW/ MHRM degree.

You are required to submit the following documents at the time of joining:

- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth (preferably Aadhar Card)
- 5 Passport size photographs
- PAN Card & Cancelled Cheque

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



Authorized Signatory

**VEDANTA LIMITED**

**REGISTERED OFFICE:** Vedanta Limited, 1<sup>st</sup> Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai – 400093, Maharashtra, India | T +91 22 6643 4500 | F +91 22 6643 4530



### Annexure 1: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 17<sup>th</sup> May 2023

Name	Gorde Shubham Arun
Company / Business Unit	Vedanta Limited
Position / Title	Officer Trainee (M7)
Training Period	6 Months
Probation Period	6 Months (Assistant Manager)
Confirmation	Post 12 months

### Compensation Scheme

#### I. Total Target Remuneration from Date of Joining

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	2,80,000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	1,12,000	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 50%/40% of the Basic pay as per location. HRA is an allowance is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,69,605	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	56,000	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Leave Travel Allowance ("LTA")	23,333	Leave Travel Allowance is paid on a monthly basis with tax deduction. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday. The tax exemption can be claimed annually with submission of required documents.

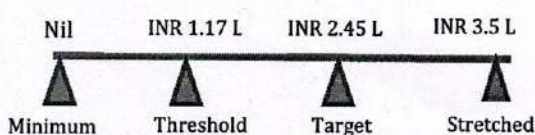
#### VEDANTA LIMITED

REGISTERED OFFICE: Vedanta Limited, 1<sup>st</sup> Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai – 400093, Maharashtra, India | T +91 22 6643 4500 | F +91 22 6643 4530



#	Particulars	Amount (INR) per annum	Notes
VII	Provident Fund ("PF")	33,600	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
VIII	Gratuity	13,462	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
<b>Fixed Pay</b>		<b>7,00,000</b>	<b>Sum of all above</b>

**Performance Pay Scheme** (As currently applicable and subject to change as per company rules from time to time)

<b>Target Annual Bonus</b>	<b>2,45,000</b>	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p> <div style="text-align: center;">  <p>Nil      INR 1.17 L      INR 2.45 L      INR 3.5 L</p> <p>Minimum      Threshold      Target      Stretched</p> </div>
<b>Total Target Remuneration</b>	<b>9,45,000</b>	

**VEDANTA LIMITED**

**REGISTERED OFFICE:** Vedanta Limited, 1<sup>st</sup> Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai – 400093, Maharashtra, India | T +91 22 6643 4500 | F +91 22 6643 4530

CIN: L13209MH1965PLC291394

Sensitivity: Internal (C3)





# vedanta

transforming elements

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

## Other terms & conditions

1. Vedanta Long Term Incentive Plan ("LTIP") is a conditional share plan for rewarding talent on a pre-determined vesting criteria linked with Business Performance and Employee's Individual Performance subject to continued employment with the organization for a specified tenure. LTIP is implemented periodically, at the sole discretion of management, in which some select employees are eligible for grant of stock options based on individual performance and potential. You will be covered within 12 months of your joining or in the forthcoming LTIP grant and subsequent coverage is purely based on your performance as well as at the discretion of the management. You will be eligible for a Total Grant Value of **INR 2,00,000/-**
2. You will be eligible for retention bonus of **INR 1,00,000/-** which will be paid upon completion of 12 months in the organization. The payment is subject to a 100% claw back if you decide to leave the organization within 24 months of Date of Payment.
3. Target Annual Bonus: In case you leave the organization before completion of 1 year from date of joining, you will not be eligible for annual bonus.
4. LTIP and Target Annual Bonus pay out is governed by company policy
5. 100% compliance of company's rules, regulations, code of conduct and Group Values
6. Production Incentive: You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the company policy up to a maximum of **INR 50,000/-** This is not applicable in Corporate and Non Unit Locations
7. You will be entitled to certain benefits as per company policy

For Vedanta Limited

Authorized Signatory

The provisions of this Letter of Intent have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME]

[SIGNATURE]

[DATE]

## VEDANTA LIMITED

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CIN: L13209MH1965PLC291394

Sensitivity: Internal (C3)



### Annexure 2: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. Physical Examination, vision, eye (color blindness test), dental check up
  2. HB. WBC total & Diff Count
  3. ESR
  4. Blood Sugar AC & PC
  5. Fasting Lipid Profile
  6. Ser. Creatinine
  7. LFT
  8. Urine Routine Exam
  9. Chest X-ray PA View
  10. ECG & TMT
  11. Audiometry and Spirometry
- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
  - You may also be required to undergo medical examination from our referred hospital at the time of joining.
  - The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
  - The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.



Authorized Signatory

#### **VEDANTA LIMITED**

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Jun 23, 2023

Dear Nageshwar Bhagwan Dhatrak,

Congratulations and welcome to the Gandhi Fellowship Program, Batch of 2023-25!

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 Government 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, 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 impacted the country. While we continue to be committed to the well-being of the communities we serve, it is equally important for us to ensure the safety and well-being of our team members.

Usually, the entire duration of the Fellowship is designed to be spent in the location where you are placed. Given any unforeseen circumstances, or an epidemic or pandemic, your fellowship journey maybe 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, well-being, 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 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 2023-25, 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 Fellowship Letter. After that, our offer for you to join the Fellowship will stand withdrawn.

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 submitted at the time of joining.
2. The fellowship program is from 2023-25 of a duration of 23 months from the date of joining to the end date
3. Fellows would have to report for Central Induction at the assigned place. The initial travel cost for reporting to the Induction location has to be borne by the Fellow. From there, the Program team will assign the Location for the further official move. Once the Fellow reaches at the assigned location and post that if any transfer or location change happens, the organization will take care of the travel cost.
4. Fellows are advised to get their medical tests done before reporting for the induction. If any fellow fails to get their tests done, then the organization will facilitate the medical tests at the assigned Induction venue and the Fellow will bear the cost for the same. The enrollment in the Fellowship can also be terminated if a fellow fails to complete the medical tests; 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. The Covid pandemic is now subsided but in future should it or any other disruption resurface we will abide by and conform to the Govt norms as well as any organisational protocols governing the same.
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 the 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 regards to the Location/ activity assigned to you.

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



The total deferred Fellowship honorarium accrued and due amount as per the Fellowship Rules (provided in clause 15 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 the confirmation that you have settled all the dues.

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 9

OR

Provide you with an honorarium model mentioned in (C) of clause 9 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 (B) of clause 9 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 9

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 9

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.

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



16. You will be covered under the following as per the 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. 10 Lacs
- c. Group Personal Accident Policy for Rs. 5 lacs

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

17. 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.

18. 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.

19. 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.

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

21. 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.

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

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

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

25. 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.

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



ANNEXURE - B

Name: Nageshwar Bhagwan Dhatrak

Big Bet assigned to: Aspirational District Collaborative

State assigned to: Odisha

The location assigned to: Program team will allocate the final location during Induction.

I have carefully read and understood the terms and conditions of the Gandhi Fellowship Program as has been detailed hereinabove. I accept all the terms and conditions as well as the allocation of the location and the initiative in which I will be working.

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



Date: 23rd September 2023

To,  
Ms. Priyanka Ranpise  
Pune

**Subject: Appointment as Trainee – Human Resources**

Dear Priyanka,

We are pleased to offer you the position of **Trainee – Human Resources** at **Prommada Hindustan Pvt. Ltd.** You have been selected after careful consideration of your academic background and skills, and we are confident that you will contribute positively to our organization.

**Your appointment details are as follows:**

- **Designation:** Trainee – HR
- **Joining Date:** 4th October 2023
- **Stipend / CTC:** ₹ 2,76,000/- per annum
- **Duration / Terms:** As per company policies and guidelines applicable to trainees.

You will be governed by the rules, regulations, and code of conduct of the company during your tenure. Please report to the HR Department at the above-mentioned location on your joining date with the required documents (educational certificates, identity proof, and other relevant documents).

We look forward to having you on our team and wish you a rewarding professional journey with us.



**For Prommada Hindustan Pvt. Ltd.**  
**HR Department**





14  
**PIAGGIO**  
VEHICLES PVT. LTD.

Date: 13<sup>th</sup> June 2023

Ref: PVPL/CT/June 2023

Ms. Arti Sanas  
Satara  
Maharashtra-415002

**Sub: Appointment Letter**

Dear Arti,

We refer to your application & subsequent interview you had with us. We are pleased to engage you as a "Company Trainee" in our organization, for a period of one-year w.e.f. July 03, 2023, to July 02, 2024.

During your traineeship, your Cost to Company will be Rs. 2,75,000/-. Following is the breakup of the Cost to Company.

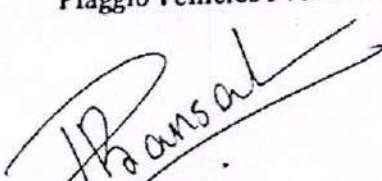
	Components	Amount PM (INR)	Amount PA (INR)
A	Basic	15000	180,000
	HRA	4500	54000
	Performance Allowance	1617	19,400
	Monthly Gross	21,117	2,53,400
B	Company Provident Fund	1800	21,600
C	Cost to Company	22,917	2,75,000

We take pleasure in welcoming you to the family of Piaggio Vehicles Private Limited and look forward to a very happy, fruitful, and mutually beneficial long-term association.

As a token of your acceptance to the above details and conditions of service (Annexure B), please sign the duplicate copy of this letter and return the same to the Management.

Thanking you,

Yours truly,  
Piaggio Vehicles Pvt. Ltd.

  
Pooja Bansal  
Chief Human Resource Officer



**PIAGGIO VEHICLES PRIVATE LIMITED**

CIN - U341102MH1998PTC113606

Corp. Office : 1st Floor, Sky One Corporate Park, Survey No. 239/02, Airport Road,  
Viman Nagar, Pune - 411032, Maharashtra, India | Tel.: (91-20) 67492900

Regd. Office : E-2 MIDC Area, Baramati 413 133. Dist Pune, India | Tel.: (+91-2112)3042 200

Email : corporate@piaggio.co.in





**PIAGGIO**  
VEHICLES PVT. LTD.

**Annexure B**

**CONDITIONS OF SERVICE**

- 1) You shall abide by and observe the rules and regulations as may be applicable to you and such other rules and regulations that are and/or may become applicable to you from time to time.
- 2) Your traineeship being a full time one, you are not permitted to engage yourself elsewhere, for any work either honorary or for remuneration, any part-time job or any trade of business which the Company considers to be detrimental to its interests.
- 3) You shall not at any time without the consent of the Company in writing, disclose, divulge or make public except under legal obligations, any of the policies, processes, accounts, transactions and dealings of the Company where the same may be confided or become known to you in the course of your traineeship or otherwise.
- 4) Your training in the Organization is subject to your being found medical fit. Further, the Company reserves the right to have you medically examined at any time during the period of your traineeship by a Registered Medical Practitioner's nominated by the Company and her/their opinion shall be final and binding on you. In case you contract any contagious or communicable disease you will inform the Company immediately and take all the required medical treatment and precautions, in your own interest and in the interest of other employees and public in general.
- 5) In the course of your traineeship you will undergo training also in Fire-fighting, First-aid, and safety aspects and observe codes and guidelines framed by the Company in regard thereto from time to time.
- 6) You will be entitled to leave benefits as applicable to the trainees engaged in the establishment.
- 7) After completion of traineeship, your traineeship will be automatically terminated. Your traineeship is liable to be terminated at any time during its period without notice or payment in lieu of notice and without assigning any reason therefore, if your services are no longer required.
- 8) After successful completion of one year training based on assessment of your performance you may be considered for absorption in company's Management Grade, subject to availability of suitable vacancy.
- 9) In case you wish to resign/leave the service of company during training period, you will be required to give two months' notice in writing.
- 10) In event of your resignation / separation within 12 months from your date of joining PVPL, an amount of Rs. 50,000/- (Rupees Fifty Thousand) shall be recovered.



**PIAGGIO VEHICLES PRIVATE LIMITED**

CIN - U341102MH1998PTC113606

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Regd. Office : E-2 MIDC Area, Baramati 413 133, Dist Pune, India | Tel.: (+91-2112)3042 200

Email : corporate@piaggio.co.in





**PIAGGIO**  
VEHICLES PVT. LTD.

- 11) This traineeship will not confer any right or entitlement for claiming absorption against any regular vacancies and when it occurs it will be determined on the basis or relative merits of the other eligible applicants also.
- 12) You will be, at any time, required to work in shifts as and when found necessary by the Company.
- 13) You will be responsible for the safe custody and return in good condition and order of all or any of the Company's property/items that may be given to you for use by you during the tenure of your traineeship, such as tools, equipment's, instruments, books, documents, files, uniforms, shoes etc. In case you fail to do so, the Company reserves the right to deduct/recover the monetary value of all or any of such items.
- 14) In case you are in breach of any of the terms of this Appointment Letter including but not limited to negligence and/or mis-conduct on your part, you shall indemnify and keep the Company harmless against all costs, risks, expenses, damages and its consequences suffered or incurred by the Company

I hereby confirm that I accept employment on the terms and conditions set out in this letter of appointment and agree to abide by them.

Name : ARTI SANJAY SANAS.  
Place : BARAMATI. PUNE.  
Date : 2nd July 2023  
Signature : Asanas



## PIAGGIO VEHICLES PRIVATE LIMITED

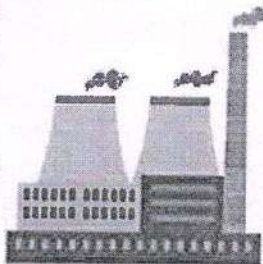
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Email : corporate@piaggio.co.in





# V.S. ENTERPRISES

MANUFACTURERS & FABRICATORS

Office : Sneha Building, Sector No. 18, Plot No. 548, Shivtej Nagar, Pradhikaran  
Chikhali, Chinchwad Pune - 19

Date: - 30/09/2021

**Mr. DASHRATH LAXMAN MOTE**

A/P - MALEGAON, TAL - BARAMATI

DIST. - PUNE

MOBILE NO. - 8530113112

**Subject: - Appointment Letter**

Dear **Mr. DASHRATH,**

With reference to your application and subsequent interview you had with us. We are happy to inform you that you have been selected by us for the position of **HR/IR EXECUTIVE**.

We are therefore pleased to appoint you in the employment of this Company on the following terms and conditions of employment.

1. You will be paid salary as per Annexure 'I'
2. You will be designated as **HR/IR EXECUTIVE**.
3. You will be on probation for a period of six months from the date of joining date. Your performance will be observed based on productivity, attendance, behavior during probation period which is to determine your suitability to the Company. On satisfactory completion of the probation period, you will be absorbed in the regular employment of the Company. In case your performance is found below our expectations, then the Company may, but is not bound to, extend the probation period by such further period as it may consider appropriate. Your services will not be deemed to be confirmed at the end of the probation period in the absence of a formal written communication of the decision of the Company to confirm you in the employment.
4. During the probation period as originally informed or as may stand extended for any reason, this contract of employment is liable to be terminated by either party without assigning any reason and/or without notice and/or without any compensation in lieu of the notice and after satisfactorily handing over of the charge.
5. During your employment with this Company, such rules and regulations will bind you as applicable at any time and also by such legal requirements as may be applicable at relevant time. You are expected to give to the Company your best efforts, attention and commitment. You are explicitly advised to refrain from any such activity, whether for monetary or any other considerations, as may become, in our opinion, a hindrance to your performance.

**1.Contd....**



6. You will be required to work in suitable shifts as may be expedient. You are by virtue of employment with the Company required to do work allied, ancillary, related or incidental to the main job. Similarly, you may be asked to do any other job within your competence as judged by the company depending upon the exigencies of the situation.
7. During the course of your employment with us you will come in possession of the knowledge of the trade and methods of the business. It is essential that you undertake to maintain total secrecy about all the information, knowledge, or such other matters. You shall not, yourself, by or through others allow the same to be used in any manner detrimental to this Company either during your employment or thereafter.
8. Your services are liable to be transferred to any other division, activity or different location. In such an eventuality, you will be governed by the terms and conditions and the remuneration as applicable to such new place to which your services may be temporarily or permanently transferred and that you will therefore not be entitled to any additional compensation.
9. You will be eligible to Leave and Holidays only after your services are confirmed and the provisions of the Services as per company policies.
10. Your appointment and employment will be subject to your being and remaining medically fit. It is necessary for you to get medically examined by any Medical Officer desired by the company, as and when required.
11. If at any stage the Company finds you to be unfit upon being medically examined by a company nominated Registered Medical Practitioner, for the job currently being done by you, then you are liable to be prematurely retired on medical grounds.
12. You will automatically retire from the employment of this Company on completion age of 58 years.
13. Your employment is purely based on the information provided by you. If it is found at any stage that the information provided by you is incorrect or that some information is suppressed then your employment is liable for termination.

**2.Contd....**



**ANNEXURE -A**

<b>SALARY STRUCTURE</b>	
<b>NAME: - MR DASHRATH LAXMAN MOTE</b>	
<b>DESIGNATION: - HR EXECUTIVE</b>	
<b>DESCRIPTION</b>	<b>AMOUNT</b>
BASIC	15000
DA/ SPECIAL ALLOWANCES	0
HRA	1500
CONVEYANCE	996
MEDICAL	1000
COMMUNICATION	0
OTHER	1655
<b>TOTAL - A (ABOVE)</b>	<b>20151</b>
<b>DEDUCTION FROM WAGES</b>	
PF 12% ON BASIC + DA	1800
ESIC 0.75 % ON A	151
PT 200	200
<b>TOTAL DEDUCTION TOTAL B - (ABOVE)</b>	<b>2151</b>
<b>IN HAND</b>	<b>18000</b>
<b>COST TO COMPANY</b>	
PF (13. %)	1950
WC POLICY (2.5%) ON TOTAL-A	504
ESIC 3.25% ON -A	655
LEAVE WITH WAGES of B+DA (4.81%) ON A	969
ACCIDENT / HOSPIT. POLICY	150
PPE's	86
Paid Holiday 8@ 2.56% on total on B	516
LWF	6
Bonus as per act 8.33% on Basic + D.A.	1250
LTA-1@Basic/12	1250
CANTEEN	2080
<b>TOTAL C</b>	<b>9415</b>
<b>GROSS TOTAL CTC MONTHLY (A+B)</b>	<b>29566</b>
<b>(RS. Twenty Nine Thousand Five Hundred Sixty Six Per Month) C.T.C.</b>	

**For V S ENTERPRISES,****Authorized Signatory**



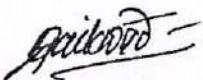
14. After confirmation, this contract of employment can be terminated by any of the parties by giving to the other party a notice of one month's in writing of its intention to do so or by tendering a sum equivalent to one month's gross salary in lieu thereof, and further the company may at its sole discretion, waive the whole or part of the notice period without any compensation.
15. In case you prefer to resign from the services in the probation period, it will be at the sole discretion of the management to relive you immediately or not. After the given written resignation, you have to complete on one Month notice period.
16. On ceasing to be in the employment of this Company for any reason you will promptly settle all accounts including the return of all Company properties, tools, equipment, documents etc. without making or retaining any copies.
17. Your growth in this company depends, among other factors, primarily upon your contribution, dedication, sincerity, performance and initiative.
18. You will be reporting to the Plant Head.

You are requested to affix your signature on the copy of this letter confirming your acceptance of the terms and conditions of employment.

We welcome you and look forward too many years of mutually rewarding and beneficial association.

Yours Sincerely,

**For V S ENTERPRISES,**



**Authorized Signatory**

I accept above Terms & Conditions.

**Name: MR. DASHRATH LAXMAN MOTE**

**SIGN:**

**Date:**





**icmr** **NIRRH**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH NATIONAL INSTITUTE FOR RESEARCH  
IN REPRODUCTIVE AND CHILD HEALTH



आई सी एम आर – राष्ट्रीय प्रजनन एवं  
बाल स्वास्थ्य अनुसंधान संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार  
ICMR-National Institute for Research in  
Reproductive and Child Health  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No. ICMR-NIRRH/PROJ./RK/331/2024

July 04, 2024

Offer Letter

To,  
Mr NIKHIL P. HASE  
A/P Chavar Mala, Rajapur  
Taluka Sangamner  
District Ahmednagar  
Maharashtra 422605.

Subject: Offer for engagement on project position of "Project Technical Support-III",  
purely on time bound contractual basis

Dear candidate,

Consequent upon your selection to the aforesaid project position, purely on time bound basis in the project titled, "Strengthening maternal and perinatal death surveillance and response (MPDSR) action in tribal blocks of Palghar district in Maharashtra" funded by Indian Council of Medical Research under Dr. Ragini Kulkarni, Scientist 'F' & Principal Investigator of the project. I am directed to convey the approval of the Competent Authority to engage you on the said Project Human Resource Position, against lump sum amount of ₹30,520/- (Rupees Thirty thousand Five hundred Twenty only) per month (₹28,000/- plus 9% HRA).

The engagement to the project position will be subject to the following terms and conditions:

1. You are requested to furnish an undertaking to the effect that you shall not be entitled to claim for continuation of your fixed term engagement and/or for any other right, which has not been expressly conferred upon you, in the terms of engagement, from ICMR or its Institute/Centre (Annexure - C).
2. The engagement to the project position is purely on time bound contract basis and the Competent Authority reserves the right to dispense with the engagement, at any time without assigning any reasons.
3. The present assignment is for One Year.
4. The engagement to the project position will automatically cease on the end date of engagement. The incumbent shall have no right to claim for further engagement. In any case, whatsoever, any request/representation in this regard will not be entertained.
5. The engagement can be terminated during the tenure at any time by giving one- month notice on either side. Your engagement can be terminated forthwith or before expiry of the notice period, by making payment of a sum equivalent to one - month project position remuneration. However, you will not be



13. You should submit a medical certificate, in the enclosed prescribed format. If you fail to submit the same or found unfit in the medical examination, this offer to engage you on the aforesaid project position shall stand cancelled automatically.
14. You will not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.
15. Payment of stipend or emoluments the project position will be subject to availability of funds from the funding agency of the project.
16. The project service will not confer any right for further assignment.
17. Other general responsibilities/ obligations of Project Positions are enclosed at Annexure - D, which shall strictly be followed.
18. Please note that project positions are meant for a short term, as a part of ICMR's skill development program, with a view to create skilled and experienced Human Resources.

In case you are willing to accept the above mentioned conditions, please report to your Project Investigator immediately and complete the pre-engagement formalities, such as Medical Examination, Character Certificate, etc., **within fifteen days**, failing which the offer shall stand cancelled automatically. Formats of pre-engagement formalities are enclosed at Annexure E (i to vi). A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office along with joining report.

Yours faithfully,

Signed by Swati Dilip

Gaikwad

Date: 04-07-2024 15:47:55

Senior Administrative Officer

Encl.: Annexures C, D, E, HRA & PFMS Forms.

**Copy To,**

1. Dr. Ragini Kulkarni, Scientist 'F' and Principal Investigator
2. Account Section, ICMR-NIRRCH, Mumbai
3. Stores Section, ICMR-NIRRCH, Mumbai
4. Library, ICMR-NIRRCH, Mumbai
5. Security, ICMR-NIRRCH, Mumbai.

**Note:** Annexures C, E(i) & E(ii) are to be submitted in Hard Copy; Other documents are to be submitted to Principal Investigator in soft copy only.





Jun 23, 2023

Dear Mrunali Vijay Kothavale ,

Congratulations and welcome to the Gandhi Fellowship Program, Batch of 2023-25!

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 Government 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, 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 impacted the country. While we continue to be committed to the well-being of the communities we serve, it is equally important for us to ensure the safety and well-being of our team members.

Usually, the entire duration of the Fellowship is designed to be spent in the location where you are placed. Given any unforeseen circumstances, or an epidemic or pandemic, your fellowship journey maybe 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, well-being, 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 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 2023-25, 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 Fellowship Letter. After that, our offer for you to join the Fellowship will stand withdrawn.

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





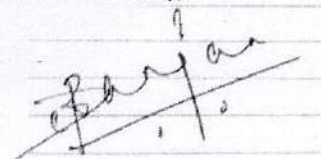


This offer is subject to your reporting to the final location as communicated to you in your location allocation and being certified medically fit, along with the medical test reports submitted at the time of joining.

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 in improving the lives of marginalized communities by strengthening Govt. systems and continuing further on your journey as a Nation Builder.

I look forward to seeing you at the Orientation!

Yours sincerely,



Debanjan Roy

Director - Gandhi Fellowship Program

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 \_\_\_\_\_



### 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 submitted at the time of joining.
2. The fellowship program is from 2023-25 of a duration of 23 months from the date of joining to the end date
3. Fellows would have to report for Central Induction at the assigned place. The initial travel cost for reporting to the Induction location has to be borne by the Fellow. From there, the Program team will assign the Location for the further official move. Once the Fellow reaches at the assigned location and post that if any transfer or location change happens, the organization will take care of the travel cost.
4. Fellows are advised to get their medical tests done before reporting for the induction. If any fellow fails to get their tests done, then the organization will facilitate the medical tests at the assigned Induction venue and the Fellow will bear the cost for the same. The enrollment in the Fellowship can also be terminated if a fellow fails to complete the medical tests; 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. The Covid pandemic is now subsided but in future should it or any other disruption resurface we will abide by and conform to the Govt norms as well as any organisational protocols governing the same.
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 the 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 regards to the Location/ activity assigned to you.

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



9. You shall be eligible for a Fellowship Honorarium during the course of the Program from the date of your joining the Fellowship, 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 amonthly 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 ThousandOnly) will be retained as deferred Fellowship honorarium amount.

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

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 theFellow on a monthly basis. This covers the amount that the Fellow may have to spend on personal needs like food, personal medicines, personal clothing, fuel, 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

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



The total deferred Fellowship honorarium accrued and due amount as per the Fellowship Rules (provided in clause 15 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 the confirmation that you have settled all the dues.

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 9

OR

Provide you with an honorarium model mentioned in (C) of clause 9 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 (B) of clause 9 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 9

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 9

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.

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



12. The honorarium amount will be calculated based on your working model

13. The payroll and Attendance cycle for every month is from the 16th to the 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.

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

15. 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 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.

b) 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.

c) 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 2025, after recovering any advances given to you and confirming that you have settled all dues at the location.

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 2025 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 the table below:

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	$7,000 \times 12 = 84,000$	Jun-2023
# 3 (completed the Program)	1-Jul-2021	31-May-2023	23 months	$7,000 \times 23 = 161,000$	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 \_\_\_\_\_



16. You will be covered under the following as per the 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. 10 Lacs
- c. Group Personal Accident Policy for Rs. 5 lacs

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

17. 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.

18. 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.

19. 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.

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

21. 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.

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

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

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

25. The Foundation reserves its right to terminate this Fellowship arrangement with you at anytime 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.

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



26. 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.

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

28. 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.

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

30. Work from home will only come into force if the Foundation decides to implement the same basis Government (Local/State &/or Central Govt.) decisions. In such a scenario, Point No. 9 A will apply for Fellowship Honorarium.

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

ANNEXURE – B

Name: Nageshwar Bhagwan Dhatrak



Big Bet assigned to: Aspirational District Collaborative

State assigned to: Odisha

The location assigned to: Program team will allocate the final location during Induction.

I have carefully read and understood the terms and conditions of the Gandhi Fellowship Program as has been detailed hereinabove. I accept all the terms and conditions as well as the allocation of the location and the initiative in which I will be working.

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





Lata Mangeshkar Medical Foundation's  
**Deenanath Mangeshkar Hospital & Research Center**

Erandawane, Pune 411 004. Tel : 020 40151000 / 49153000  
Email : info@dmhospital.org, Website : www.dmhospital.org



DMH/HR/2024/32305

Date: 16-Jan-2024

18  
Bhanti  
Hosp

To,  
MR. SHUBHAM RAMESHRAO VAIRAGADE,  
HOUSE NO. 36, AT FUKATA,  
TALUKA HINGANGHAT, ILANUMAN MANDIR,  
DIST. WARDHA - 442307.

**LETTER OF APPOINTMENT**

1. With reference to your application and subsequent interview, we are pleased to inform that you are selected for employment in our organisation on the following terms and conditions:

- Your designation will be **JUNIOR MEDICAL SOCIAL WORKER** (Full / ~~Part~~ Time).
- Reporting:** You will be accountable to **ASSISTANT MANAGER CHARITY** to any other person as authorized by the hospital. A separate sheet is attached herewith which describes your job responsibilities (Please refer attached sheet).
- You will be on **training** for the period from **16-Jan-2024** to **31-Jul-2024**. You are likely to be continued thereafter, subject to **assessment of your performance during training period**.
- During the training period, you will be paid a **Gross salary** of **Rs.18200** (Rupees **Eighteen Thousand Two Hundred Only**) per month. You will also be eligible for **Contributory Provident Fund** as per the rules. The break up of your salary is as under:

i	Basic	-	6200	p.m.
ii	DA	-	8750	p.m.
iii	House Rent Allowance	-	748	p.m.
iv	Educational Allowance	-	0	P.m.
v	Transport Allowance	-	2502	p.m.
vi	Special Allowance	-	0	p.m.
	<b>GROSS SALARY</b>	-	<b>18200</b>	

\*:Management reserves the right to bifurcate the salary, merging or bifurcating with any other allowance(s)

e. **Statutory and other deductions:** **Profession Tax, TDS** and **Provident Fund** would be applicable as per rules.

Continued





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Erandwane, Pune 411 004. Tel : 020 40151000 / 49153000

Email : info@dmhospital.org, Website : www.dmhospital.org



f. **Security Deposit:** An amount of **Rs. 7500.00** as a security deposit (refundable) ~~needs to be paid before joining the duties~~ / would be deducted in 5 / ~~5~~ installments from your salary. If there is any security deposit with the hospital, it shall be refunded to you without any interest thereon whenever you cease to be in the employment with the hospital, after one month, after deducting outstanding dues if any from you. You would forfeit the total amount of deposit in case you resign prior to completion of six months from date of joining.

g. **Accommodation:** In the event you are required to reside in the accommodation provided by the hospital, you would not be entitled to house rent allowance during such period. You would be required to sign separate undertaking pertaining to contractual relationship for your stay in the accommodation.

h. **Termination:** During training period, your services can be terminated without assigning any reason or notice or notice pay or compensation in lieu thereof. Similarly you can stop this training by resigning from this hospital by giving ~~one~~ / two months advance notice or ~~one~~ / two month salary in lieu thereof.

2. All other terms and conditions of service applicable to employees of DMH will be applicable to you.

a. You would be required to follow the policy related to **uniform / dress code**. Wearing of **I Card** is mandatory while on duty.

b. **Time discipline** is of utmost importance. Marking your attendance on bio-metric machine at the time of entry to and exit from the hospital is mandatory. A proportional amount from the remuneration will be deducted, for late entry and / or early exit as per the duty schedule. Non marking of attendance on bio-metric machine on a certain day shall be considered as absent.

c. **Duty hours & Shift working:** You would be required to work as per the schedule of duties as determined by concerned authority. Your total working hours per month would be **221 / 104 / ~~104~~** including half an hour lunch break per day / ~~excluding lunch break~~.

d. You will be eligible for **10 casual leaves** and **8 paid holidays** during a calendar year as governed by the hospital leave policy.

e. **Transfer of Service:** You will join in **Charity** department, but your services could be transferable and that you would be transferred to any other department or establishment or any other subsidiary or joint venture or such other institute in the whole of India or abroad. May such institutes do exist or may exist in future.

f. You will strictly adhere to rules & regulations of the hospital & shall not act in any manner, which may harm directly or indirectly or otherwise, the **reputation of the hospital**.

g. Your services would be governed by the **Model Standing Orders**. However your date of superannuation would be 58 yrs. of age. You will be bound by rules and regulations of the hospital as enforced and as amended from time to time in regard to general conduct and discipline.





h. During your employment with us you would not take any gainful employment or assignment with or without consideration and that you will not work with any other hospitals or medical institutions either whole time or part thereof. But in the event you are taking up any additional work commitment based on your professional qualification with any other hospital or any other agency you are required to take prior permission in writing from the designated hospital committee. Permission would be granted on the merits of each case.

i. Ours being a service industry and working all the three hundred and sixty five days of the year irrespective of festivals, public holidays or national holidays you would be required to attend duties depending upon exigency of the work and you will have no objection to the same. In the event you are required to work on a weekly off day or a hospital notified paid holiday, you would be compensated, as per the existing rules & regulations of the hospital.

j. You will not disclose or handover any information regarding the patient treatment card or technical or procedural records without written consent from the hospital. Similarly you will not without the consent of management disclose or divulge or make public except on legal obligation, any information regarding matters and administration or research carried out whether the same be confined to you or become known to you in the course of your services or otherwise.

k. During your employment, **medical check up** could be done by hospital and that you would continue the employment provided you are physically & mentally fit & not suffering from any incurable contagious disease.

l. The terms and conditions of your employment other than elaborated in this letter shall be notified, modified & altered periodically by the hospital authorities.

m. It is agreed by the employee that in case of any change in law or implementation of new labour codes by the central government or the state government the hospital shall be well within its rights to change the salary structure of the employees. The employee exclusively consents that he has no objection to make changes in the structure of the CTC (Cost to the Company) as deemed appropriate by the hospital even though the same may result in increase or decrease in the take home salary. The employee also waives any notice that may be contemplated by law. The employee shall not raise any objection in relation to the said change in structure while the hospital shall ensure that the Cost to the Company shall remain unaffected. It is agreed that no separate letter or no separate no objection shall be required from the employee for changing the salary structure. This clause gives unconditional right to the employer to change the salary structure.

**3. Hospital property:** You shall be responsible for the safe keeping and return in good condition and order of the hospital property / stock and or cash which may be in your use / custody / care or charge directly or indirectly. Hospital reserves the right to deduct the money values of all such items (at MRP if the stock is saleable) from your emoluments and or can take legal action as it deems proper in the event of your failure to account for them to the satisfaction of the hospital.

#### 4. Procedures to be completed before joining duties:

a. You are required to undergo **Medical examination** in DMH. Your appointment is subject to medical fitness as decided by the hospital authority.

E.D. Mangeshkar AP





Lata Mangeshkar Medical Foundation's  
**Deenanath Mangeshkar Hospital & Research Center**

Erandawane, Pune 411 004 Tel: 020 40151000 / 40151000  
Email: info@dmhospital.org Website: www.dmhospital.org



b. You would be required to provide detailed **information** with respect to your residential address and information about legal heir, all relevant documents to prove your date of birth, educational and experience credentials. No dues certificate from your previous employer and two references (not related to you) for our documentation should be submitted to HR Department.

5. You are expected to join on **16-Jan-2024** at 9.00 am at Deenanath Mangeshkar Hospital, Erandawane, Pune 411 004 and report to **ASSISTANT MANAGER CHARITY** for further instructions.

6. This letter of appointment has been issued to you on the clear understanding that there is nothing objectionable on record while offering you employment. If, however, it is found at any time hereafter that your **past record** is objectionable or if any declaration given by you or statement made by you to the management proves false or if you have willfully suppressed any material information, in such case you will be liable for removal from our services forthwith without any notice.

**7. Non Disclosure:**

a. Any documents and/or material embodying Confidential Information which came into your possession or which was generated by you in the performance of your contract of employment, the User Identification Code and a Password, that has been given to you for Electronic Sign System, shall;

- i. be deemed to be the property of DMH;
- ii. shall not be copied, reproduced, published or circulated to any third party or shared on social media and shall not be accessed, and
- iii. be surrendered to DMH before or on your last working day.

b. Any misuse of the Identification code and password allotted to you, during the tenure of employment or after that, will impose a disciplinary action and/or your services can be terminated.

8. If the above terms and conditions are acceptable to you, please sign this letter in token of your acceptance of appointment.

9. In case you do not join by due date, the letter of Appointment may please be treated as cancelled.

We are running this institution with intention of social obligation & providing prompt services to the patients & customers. Thus, it is very evident that we all have to be responsive, caring & compassionate towards patients & their relations & you will be front line representative of our hospital. It demands a high degree of presentation, hygiene, cleanliness & neatness. We count on your capabilities & ownership & sense of belongingness to the institution & count on your continued support & vibrancy.

*S.R. Vaidya*





OU	DEPARTMENT	POSITION	GRADE	DESIGNATION
Patient Relation Department	Charity	Patient Assistance Charity MSW	Staff	Junior Medical Social Worker

**Job Summary:**

The person at this position would be responsible for assessing patients' financial condition. Find out precise needs of patients and make available all possible help like food facility, medicines and funds in accordance to the Hospital Policy. She / He is also expected to actively participate in taking efforts to generate donations.

**Duties to be performed:**

- 1. Interaction and help to Patient :**
  - To take rounds of male and female general wards from allocated floor on daily basis to assess needy patients.
  - To give written information to patients about various trusts, their procedure of application and list of required documents.
  - Filling up forms of different trusts for patients and giving social worker's reference letter.
  - To arrange free food facility (as required / requested by patients) to poor/non-affording patients by requesting to canteen manager / incorporating in Purnabrahma Yojana.
  - To receive medicines that come as Donation, send it to Pharmacy for buy back and use the funds as needed.
  - Counselling of the patients and families during the stay if required.
- 2. Liaison with Donors and Institutions :**
  - To keep in touch with all the trusts for follow up of the patients like PM relief fund, CM relief fund, Mukul Madhav Funds, Siddhivinayak trust etc.
  - To maintain record of help received from various trusts by coordinating with billing department.
  - **Management of funds** received from individual donors by making timely entries in Fund Register.
  - To develop communication with personal donor, institutions companies for financial aid.
- 3. Related to Reports submission :**
  - To submit monthly reports of EWS (Economically weaker section) cases and free cases to Charity Commissioner Office, Pune.
  - To submit other concession report quarterly to Charity Commissioner Office, Pune.
- 4. To supervise candidates coming from social science Institutes like karve Institute, in coordination with Assistant Medical Superintendent Office.**

**You will be responsible for any other duties assigned by Hospital / Department.**

**Job requirements:**



Office : +91-20-26124660 / 26120762  
 Shreevatsa : +91-20-26120219  
 Tara : +91-85548 77948  
 e-mail : admin@sofosh.org  
 website : www.sofosh.org

# SOFOSH

**SOCIETY OF FRIENDS OF THE SASSOON HOSPITAL**

Registered under the Societies Registration Act 1860 Reg. No. Mah/447/Poona  
 and the Bombay Public Trust Act 1950 Reg. No. F-325  
 Address : SOFOSH, Shreevatsa Childcare Centre,  
 Sassoon General Hospitals, Agarkar Road, Poona - 411004

Date: 07.03.2024

**Name: Shivani Satyawar Tamhane**  
**Employee ID: 302**  
**Designation: Adoption Social Worker**

## Sub: Confirmation of Service

Dear Ms. Shivani,

This is with reference to your Appointment letter; you have successfully completed your probation period. Based on your performance reviews the management is pleased to confirm your services with effect from 07.03.2024.

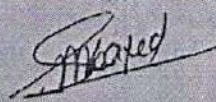
We congratulate you for successfully completing your probation period and sincerely hope that you will contribute towards maintaining a high level of understanding and volunteer your share in building our company's future through sincere work and diligence which is one of our company's earnest objectives.

All other terms & condition of your appointment letter and other letters issued to you time to time remains unaltered.

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

We wish you the very best for all your future assignments with us & thank you for your contribution and being an integral part of the SOFOSH team.

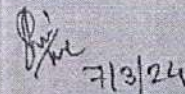
For SOFOSH



Sharmila Sayed



Read & accepted with Thanks



Shivani Satyawar Tamhane

**Managing Committee :**  
**Chairperson:**  
 CA. Sachin Abhyankar  
**Vice Chairperson:**  
 Shri. Shyam Mehendale  
 Shri. Arvind Herlekar

**Secretary:**  
 Smt. Yogini Brahmankar  
**Joint Secretary:**  
 Smt. Nirmala Lahoti  
**Treasurer :**  
 Adv. Anand Akut

**Members :**  
 Smt. Amala Phatak  
 Smt. Vibha Bokey  
 Shri. Vikas Kakatkar  
 Dr. Rashmi Pabalkar  
 Smt. Monali Pungaliya





# BHARATIYA SAMAJ SEVA KENDRA

*Strengthening families and making a difference in the lives of children...since 1979*

HEAD OFFICE: Bertha Varada, North Main Road, 6<sup>th</sup> Lane, Plot no. 373, Koregaon Park, Pune - 411001  
Phone: (020) 26158002 / 5332 / 9314 | E-mail: bssk@bsskindia.org | Website: www.bsskindia.org

Ref No. BSSK - 173/2023

Date: 21<sup>st</sup> December 2023

Ms. Pranali Juwatkar  
TISS Staff Quarters Building,  
Room NO.2, Deonar,  
Mumbai - 400088.

## CONTRACT LETTER (TRAINEE)

Dear Ms. Pranali Juwatkar,

With reference to your application dated 07/12/2023 and subsequent interview you had with us. The management is pleased to give you an opportunity and has decided to engage you as a Trainee w.e.f 2<sup>nd</sup> January, 2024 on the following terms and condition.

### A) Terms of Appointment

Your title will be 'Social Worker' your duties and responsibilities are as follows:

1. You are engaged for a period of three months i.e. up to 31<sup>st</sup> March 2024.
2. Your appointment and continuance on training shall be subject to your initial and intermittent medical fitness (Physical and mental) based on the medical certificate provided by you.
3. You shall not have any lien on the job for which you are being trained nor shall you have any claim to be appointed against permanency or regular vacancy, if so accrues.
4. During the training period so as to make fully conversant you will be equipped with the working of the organization, you will be asked to attend in any department, section, and shift and also be asked to perform any of the actual duties for practical exposure in various category you are placed in for training.
5. The management will be within its right to conduct a test in any formal/ informal, written/ oral/ practical way to assess your performance during your training period. Such test will be taken at any time, even without giving you any advance notice or without your knowledge.
6. You will devote your whole time to work of the organization and maintain high standard of discipline, initiative, efficiency and economy at work in any shift.
7. Regarding all the work matters you will be accountable to the Supervisor/Programme Director.

### OTHER BRANCHES:

**JURANGABAD:** Aniketan, Plot no. 151, N-4, F-1,  
Warkheda Parisar, Opp. BSGM School, Curusahani  
Nagar, CIDCO, New Aurangabad - 431003  
Phone: (0240) 2453922  
Mobile: 74474 36182  
E-Mail: aniketan@bsskindia.org

**SANGLI:** Karna, Ghanashyam Nagar,  
Behind Mai Bungalow,  
Sangli Madhavanagar Road, Sangli - 416416  
Phone: (0233) 2314639  
Mobile: 74474 36183  
E-Mail: karna@bsskindia.org

**CHIPLUN:** Nishant, Opp. Ramatheerth Talav  
Shankarwadi Road, Markandi, Chiplun -  
415605, Dist. Ratnagiri  
Phone: (02355) 255057  
Mobile: 74474 36184  
E-Mail: nishant@bsskindia.org

BSSK is a registered trust (no. E-641 Pune). All donations are eligible for a 50% deduction under section 80G and is eligible to receive foreign contribution under FCRA.



8. In the event of any change in your residential address & present status during the course of your training it shall be your duty to intimate the same in writing immediately of such change and shall also get the change so effected in the records of the management failing which the last known address on the organization's record will be taken as correct address for all communication to you.

**B) Compensation & Entitlements**

1. You will be paid consolidated stipend of Rs. 22,223/- pm. (Statutory deduction will be made)
2. As a trainee you will not be entitled to any benefits, privileges available to regular employees of the organization.
3. You will get Sunday as your weekly off and need to work two Saturdays for the first three months. (Need to work only one Saturday after three months). You will be eligible to Leave and Holidays governed by the provisions of the service rules.

**C) Date of Joining & Timings**

1. Your date of joining our organization is 2<sup>nd</sup> January, 2024. Your working hours are 9.00 am to 5.30 pm (Monday to Saturday)

**D) Conditions**

Your employment is subject to the following:

1. During the training period, if you remain continuously absent for more than 5 days, you shall be deemed to have left the training voluntarily and the cost of training as computed by the management shall be recovered from you.
2. If the management gives you any offer of probationary post after satisfactory completion of training, you may be required to execute a bond for serving the organization for a minimum period of 2 years, failing to which you shall be asked to reimburse the cost of training computed by the management.
3. You shall be governed by the service Rules ( applicable to your category) and shall abide by the rules and regulation with regard to general conduct, discipline and performance of work, existing and/ or framed time to time whether they are individually notified to you or not.
4. You agree and accept that you are full time employee of the organization and shall not undertake any job/ employment elsewhere.
5. You will have to make your own arrangement for transport from your residence to the place of work at your own expense.
6. Your service shall be transferred at short notice to any existing or new department/ branch/ office/ division/ works etc. (Purely at the discretion of the management, without affecting aforesaid terms and conditions of training adversely) of the organization or its collaborators/ associates where you



c) Date of Joining & Timings

Your date of joining our organization is 2<sup>nd</sup> January, 2024. Your working hours are 9.00 am to 5.30 pm (Monday to Saturday)

D) Conditions

Your employment is subject to the following:

1. You would be bound by rules and regulations in regard to general conduct and discipline which may be framed from time to time.
1. During the employment period you may be asked to travel outside of Pune for any official work whenever necessary

E) Termination

1. Your services are liable to be terminated even earlier without notice or compensation in lieu thereof depending upon the exigencies of work.
2. Upon termination of your employment you will return to the organization all papers, documents, uniforms and any other article belonging to the organization which may at that time are in your possession.

F) Confidentiality

1. You are expected to display a high level of professionalism and confidentiality in your dealings with Bharatiya Samaj Seva Kendra and its vendors. No information or knowledge of a confidential nature that have been received as privilege of your position within the firm should be divulged, traded or shared as a matter of advertent or inadvertent actions on your part. Failure to do so can result in the organization taking legal action against you.
2. On ceasing to be in the training period you will settle all accounts including the return of all organization's property, files, papers, documents etc.

It gives me great pleasure to welcome you to Bharatiya Samaj Seva Kendra.

For Bharatiya Samaj Seva Kendra

*Naganand S*  
Mrs. Naganandhini. S  
Executive Director



I have carefully read the terms and conditions of my employment. I have understood the same and accept them fully.

Signature \_\_\_\_\_



May 17, 2023

Dear SANCHITA SHARAD GARDE,

Congratulations and welcome to the Gandhi Fellowship Program, Batch of 2023-25!

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 Government 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, 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 impacted the country. While we continue to be committed to the well-being of the communities we serve, it is equally important for us to ensure the safety and well-being of our team members.

Usually, the entire duration of the Fellowship is designed to be spent in the location where you are placed. Given any unforeseen circumstances, or an epidemic or pandemic, your fellowship journey maybe 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, well-being, 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 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 2023-25, 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 Fellowship Letter. After that, our offer for you to join the Fellowship will stand withdrawn.

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

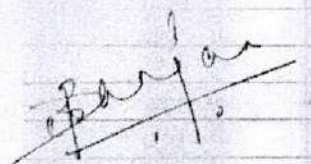


This offer is subject to your reporting to the final location as communicated to you in your location allocation and being certified medically fit, along with the medical test reports submitted at the time of joining.

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 in improving the lives of marginalized communities by strengthening Govt. systems and continuing further on your journey as a Nation Builder.

I look forward to seeing you at the Orientation!

Yours sincerely,



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 submitted at the time of joining.
2. The fellowship program is from 2023-25 of a duration of 23 months from the date of joining to the end date
3. Fellows would have to report for Central Induction at the assigned place. The initial travel cost for reporting to the Induction location has to be borne by the Fellow. From there, the Program team will assign the Location for the further official move. Once the Fellow reaches at the assigned location and post that if any transfer or location change happens, the organization will take care of the travel cost.
4. Fellows are advised to get their medical tests done before reporting for the induction. If any fellow fails to get their tests done, then the organization will facilitate the medical tests at the assigned Induction venue and the Fellow will bear the cost for the same. The enrollment in the Fellowship can also be terminated if a fellow fails to complete the medical tests; 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. The Covid pandemic is now subsided but in future should it or any other disruption resurface we will abide by and conform to the Govt norms as well as any organisational protocols governing the same.
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 the 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 regards to the Location/ activity assigned to you.

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



9. You shall be eligible for a Fellowship Honorarium during the course of the Program from the date of your joining the Fellowship, 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)

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 on a monthly basis. This covers the amount that the Fellow may have to spend on personal needs like food, personal medicines, personal clothing, fuel, 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

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



The total deferred Fellowship honorarium accrued and due amount as per the Fellowship Rules (provided in clause 15 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 the confirmation that you have settled all the dues.

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 9

OR

Provide you with an honorarium model mentioned in (C) of clause 9 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 (B) of clause 9 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 9

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 9

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.

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



12. The honorarium amount will be calculated based on your working model

13. The payroll and Attendance cycle for every month is from the 16th to the 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.

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

15. 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 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.

b) 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.

c) 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 2025, after recovering any advances given to you and confirming that you have settled all dues at the location.

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 2025 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 the table below:

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 \_\_\_\_\_



16. You will be covered under the following as per the 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. 10 Lacs
- c. Group Personal Accident Policy for Rs. 5 lacs

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

17. 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.

18. 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.

19. 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.

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

21. 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.

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

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

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

25. 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.

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



26. 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.

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

28. 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.

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

30. Work from home will only come into force if the Foundation decides to implement the same basis Government (Local/State &/or Central Govt.) decisions. In such a scenario, Point No. 9 A will apply for Fellowship Honorarium.

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



ANNEXURE - B

Name: SANCHITA SHARAD GARDE

Big Bet assigned to: Aspirational District Collaborative

State assigned to: Jharkhand

The location assigned to: Program team will allocate the final location during Induction.

I have carefully read and understood the terms and conditions of the Gandhi Fellowship Program as has been detailed hereinabove. I accept all the terms and conditions as well as the allocation of the location and the initiative in which I will be working.

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



Date - 7th October 2023

Saee Prafulla Gaikwad  
108/8/3 SB Road  
Behind Fall in Love Cafe  
Pune - 411016

**Sub: Offer letter for the post of Corporate Engagement Lead**

With reference to your application and subsequent interviews, we are pleased to communicate that you have been selected for the position of Corporate Engagement Lead in NHRDN Pune Chapter.

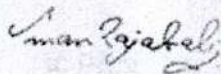
You would be entitled for a monthly fee of Rs. 25,000/- (Rupees Twenty Five Thousand Only). Your fee would be paid at the end of the calendar on pro-rata basis, based on your attendance for the month.

In addition to this, you will be paid 10% commission on the total value (before tax) of business generated by you independently e.g. increasing membership, paid programs for Institutes & Corporates as incentive.

You would be based in Pune. Your date of joining will be 21st September 2023. At the time of joining the company, you are requested to produce the following documents:

- a) Photocopies of education qualifications along with the original.
- b) Date of Birth certificate along with the original.
- c) Relieving letter from the last employer.
- d) Experience certificates from the past employers.
- e) Two references with their contact numbers (professional)
- f) Salary slip of previous employer, if any
- g) One photo Id proof Aadhar and Pan Card Xerox
- h) Two Passport size photographs

We welcome you to this organization and trust we will have a long and mutually rewarding association.  
Yours sincerely



Aman Rajabali  
President - NHRD Pune Chapter



Terms & Conditions

1. Place/Transfer: Your present place of work will be at Pune at the office NHRDN Pune Chapter - #9 Soham Complex, D.P. Road, Aundh, Pune - 411007
2. Working Hours: The regular working hours at present would be 6 days in a week from Monday to Saturday. On Saturdays when we have events, from 09.00 am to 06.00 pm that includes lunch break of 30 minutes.
3. Facilities: You are entitled to utilize the facilities available for all employees at your place of work. You would be given a laptop with a data card for your official use. Also, for communication a mobile phone with SIM would be issued to you.
4. Role & KRAs: You are expected to perform the following tasks in the performance of your role with due diligence and performance:
  - a. Database Management
  - b. Research and build relationships with new clients
  - c. Write-ups/ Summary of various events
  - d. Design flyers for various events (As & when needed)
  - e. Increase Social Media outreach and post our activities
  - f. Highlight NHRDN initiatives on various Social Media handles.
  - g. Handle Pre & Post event activities
  - h. Assist with coordinating Workshops, Seminars, Events
  - i. Issue Certificate of Participation to NHRD attendees (As & when needed)
  - j. Manage Membership information and queries.
  - k. Maintain income and expense sheet for Petty Cash.
  - l. Any other work as assigned to you.
5. Leave & Holidays: You will be entitled to leave in accordance with the rules, on accrual basis of 1 casual leave per month. You would also be



eligible for 8 paid holidays as stipulated in advance in the calendar for the year.

6. Performance Reviews/Appraisal: The Company follows a policy of annual performance reviews. You would be assigned specific KRAs for the year.

7. Medical Fitness: If at any point of time it is found that you are medically unfit and are unable to perform the Job Responsibilities given to you, Management has the right (after check-up from a Qualified Doctor) to alter, reduce, or change your Job Responsibilities or in severe circumstances terminate your employment.

8. Company Property & Assets Management: You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or you come in contact with. You may note that you are personally accountable for any loss of assets of this organisation, that you have been issued with or responsible for.

9. Intellectual Property Right: The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

10. Confidentiality: During the course of your employment with NHRDN you will not divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of NHRDN of any information or knowledge obtained by you during your employment as to the business or affairs of NHRDN including development, process reports and reporting system, member database and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

11. Assets & Usage: All NHRDN material would be under your safe custody and upkeep. You are expected to use these resources for official purposes. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. Any confirmed misuse would compel disciplinary action.

12. Conduct: The organisation regards good conduct and personal behavior, as an utmost quality that every member of NHRDN should exhibit. Any act which would bring disrepute to the individual and the organisation would compel the organisation to take suitable action.



13. Conveyance: You would be entitled to compensation of expenses for local movements for only official purposes at a rate of Rs 2.00 per KM for 2 wheelers.

14. Separation and Notice Period: The organisation stipulates a minimum of one month notice period effective date of resignation as applied for by the employee.

You will be required to comply with all such rules and regulations as NHRDN may frame from time to time.

I accept the terms and condition mentioned in the offer letter.

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

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

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



# SEWA INTERNATIONAL

www.sewainternational.org  
(Registered as Trust Number: 2641/1997)



☎ 011-43007650

✉ sewainternationaldelhi@gmail.com

Name: Snehal kadam

Email ID: kadamsnehal615@gmail.com

Contact No: 8390114573

Date: 26-07-2023

## Letter of Appointment

Namaste Snehal Ji

We are pleased to offer you the Sewa Fellowship (a project by Sewa International and Youth for Seva referred to as 'Fellowship' hereinafter), with effect from 5<sup>th</sup> August 2023 for a period of 23 Months.

The following terms and conditions will apply during your Fellowship period:

### 1. Appointment

1.1 In accepting the Fellowship, you are making a two years full-time commitment as a Sewa fellow under the Sewa Fellowship program.

1.2 You understand that the Fellowship requires a commitment to Sewa International, Youth for Seva and the host partner organisation with which you are placed and you are expected to meet commitments to all three.

1.3 You will agree to join the placement location and host partner organisation as assigned to you by Sewa International. The placement location and placement organisation may change during the Fellowship, based on the need of the organisation and the program structure.

1.4 You will be under training period starting from 5<sup>th</sup> August 23 to 20<sup>th</sup> August 23. Stipend will commence from 21<sup>st</sup> August 23.

1.5 During the entire training program, full attendance is mandatory, unless approved by Manager Sewa Fellowship.

1.6 All residential trainings are compulsory to be attended by fellow during Fellowship.

1.7 As Sewa Fellow you are required to complete all assignments/task thoroughly and make timely submissions as informed by the management team of Sewa Fellowship.

1.8 Fully adhere to Sewa International code of conduct and policies- (attached as annexure III)



## **2. Compliance Guidelines for Sewa Fellows**

- 2.1 ) All Sewa Fellows will be assessed on the code of conduct and performance throughout the entire Fellowship term. Specifically, at the end of year 1 of the Fellowship, if there are one or more violations on the following parameters, it would lead to a support plan/termination of the offer letter.
- 2.2) If your performance on the assigned task at the host partner organization is unsatisfactory, Sewa International reserves the right to transfer your placement location or ask you to leave the Fellowship with a 15-day notice period.
- 2.3) Full attendance at host partner organizations and all essential opportunities without any unauthorized absences. The attendance policy for the Fellowship duration will be as per the policy of the host partners. In the absence of a clear policy from host partners, policies by Sewa International would be applicable. (Attached as Annexure II)
- 2.4) Respectful, professional and regular communication with the host partner organization and their team members to ensure that the commitments to the host partner organization are completed.
- 2.5) Any situation that may be outside of the purview of the written code of conduct but in the spirit not aligned with the culture and core values of either the host organization, Sewa International, or the local culture of the community will be reviewed on a case-to-case basis. In such cases, Sewa International may choose to withdraw/terminate the offer letter with a notice.
- 2.6) In case of conflict between the written code of conduct of Sewa International and the offer letter, both will be construed to align with the values of Sewa International.

## **3. Stipend and benefits**

- 3.1) Your stipend will be disbursed on a monthly basis as per Annexure- I starting from -21st August 23 onwards for the remaining period of the Fellowship.
- 3.2) Upon the successful completion of the 23 Months of your Fellowship, you will be provided with a one-time grant as per Annexure-I. The decision of successful completion will be undertaken by the executive team at Sewa International based on projects accomplished over the said period, feedback from the host partners, and the submission of a final project report. The decision of Sewa International shall. The exact amount of the grant is subject to change up to 5% based on standard interest rates provided by the bank during the period of the Fellowship.
- 3.3) Sewa Fellowship team expenses related to your capacity-building training as approved by Sewa International will be reimbursed by Sewa International, including travel and stay, based on the Sewa International policy.



3.4) You will be reimbursed for both to and from travel from your place of origin (i.e., your home location or project location) up to suggested venues for attending all the Official Training Programs during the duration of the Fellowship. This reimbursement amount will be as per the travel policy of the Sewa Fellowship program. (Refer to Annexure - VI)

#### **4. Work Assignment with Sewa Fellowship and Partner/Host organizations:**

4.1) You may be assigned to work collaboratively with other organizations or partner/host organizations as deemed necessary by the Sewa Fellowship team.

4.2) These assignments may involve sharing information, resources, and expertise with the designated organization to achieve mutually beneficial goals and objectives.

4.3) While working with the assigned organization, you are expected to uphold the values, policies, and guidelines of the organization, ensure the protection of confidential information, and intellectual property, and maintain a professional representation of the organization's interests.

4.4) You will be required to communicate and coordinate effectively with both the Sewa Fellowship and the Partner/host organization(s) to achieve project objectives and deliverables.

4.5) The organization reserves the right to modify or terminate the work assignment with the partner/host organization(s) as necessary, based on project needs or other relevant factors.

#### **5. Dual Assignment and Confidentiality**

5.1) You shall not at any time during the term of this offer letter engage in any other business, occupation, activity, or studies, whether part-time or full-time. Sewa International reserves the right to allow the engagement with conditions. In case of violation of the conditions or conflict with the time and commitment required to do justice to the Fellowship, Sewa International reserves the right to terminate the offer letter with or without notice and cause

5.2) If you are receiving any external grant, funding, or any other financial support during your engagement with the Sewa Fellowship program, you must promptly notify the executive team of the Sewa Fellowship in writing. It will be subject to review and approval by the executive team of the Sewa Fellowship. In accordance with our policies & procedures, the executive team of the Sewa Fellowship reserves the right to assess the impact of the external grants and funding on your role, responsibilities, and commitments to the Sewa Fellowship program. You agree to cooperate with the Sewa Fellowship executive team and provide necessary information or documentation related to the external grants or funding as requested by the Sewa Fellowship executive team. This clause does not limit your right to seek or receive external grants or funding; it simply ensures that the executive team of Sewa Fellowship is informed and can assess any potential implications or conflicts that may arise.



5.3) The confidentiality of data that may come to your knowledge and possession during the tenure of your Fellowship with Sewa International and host partner organizations will be protected as follows:

Confidential Information shall mean any information disclosed by the Data in any form including without limitation documents, business plans, source code, software, technical/ financial/ marketing/ customer/operational/commercial/business information, trade secrets, know-how, research, product plans, prototypes, equipment, samples, processes, specifications, analysis, designs, drawings, data, computer programs, course resource material, training material, study material, data, any information relating to personnel or affiliates of Data Provider and include information disclosed by third parties at the direction of the Data Provider. Data provide shall include Sewa International, host organisation and any third party directed by Sewa International and host organisation to share data. Confidential Information shall, however, exclude any information which

- (i) is/ was publicly known or comes into the public domain;
- (ii) is received by the Sewa Fellow from a third party, without breach of this Agreement;
- (iii) was already in the possession of Sewa Fellow, without confidentiality restrictions, at the time of disclosure by the Data Provider;
- (iv) is permitted for disclosure by the Data Provider in writing;
- (v) independently developed by the Sewa Fellow without the use of Confidential Information.

5.3.1) The Sewa Fellow will not release the names of individuals or information that could be linked to an individual, nor will the Sewa Fellow present the results of data analysis (including maps) in any manner that would reveal the identity of individuals.

5.3.2) Sewa Fellow shall comply with all laws and regulations governing the confidentiality of the information that is the subject of this Agreement.

5.3.3) The Sewa Fellow will not release data to a third party without prior approval from the data provider.

5.3.4) Sewa Fellow shall not use the Confidential Information except as agreed by the Data Provider prior to the use of the Confidential Information.

5.3.5) Sewa International operates on a zero-tolerance principle with regard to any breach of data security guidelines. At the completion of the Fellowship, you are expected to hand over all work/data stored on your personal/work computer/laptop/device to your supervisor and delete the same from your machine.

## **6. Inclusiveness & Non-Discrimination**

Sewa International is committed to creating and sustaining a diverse and inclusive learning and working environment. Likewise, Sewa Fellows should be aware and act in accordance with the Sewa International Non-Discrimination and Anti-Harassment Policy.



## **7. Representation**

No Sewa Fellow or group of Sewa Fellows shall undertake to represent Sewa International, Youth for Sewa, and the Host organization in public or/and private without the prior, proper, and written authorization of the concerned organizations.

## **8. Copyright**

The Sewa Fellow agrees that all work performed, developed, and authored by the Sewa Fellow shall be considered as works made for hire as contemplated and defined under Section 17 (c) of the Copyright Act, 1957. The Sewa Fellow acknowledges and agrees that Sewa International shall hold and share the intellectual property rights, including but not limited to, copyright and trademark.

## **9. Termination of Engagement**

9.1) Sewa International reserves the right to terminate your engagement without notice or/and compensation for one or more of the following events (below is a non-exhaustive list and shall in addition include any of the grounds of termination provided under this agreement) –

9.1.1) If any declaration and/or information furnished by you proves to be false or if you are found to have wilfully suppressed any material information.

9.1.2) If your reference check towards prior employment/education does not match with the actual facts and documentation that you have submitted

9.1.3) If you have been convicted of any felony, as per the civic law of India

9.1.4) If you fail to comply with any provisions of your offer letter

9.1.5) If you fail to comply with the guidelines and policies of Sewa International and host partner organizations.

9.1.6) If upon complaint and investigation, it is found that you have engaged in unruly behaviour, alcohol/smoking/narcotic drug intake, public displays of affection, romantic and sexual relationship, harassment with staff/beneficiary/Sewa fellow/donor of Sewa International/host partner organization/ Faculty/ Speaker/ External Stakeholder.

9.1.7) In case of gross violation of any policies and procedures laid out in the Sewa Fellow Policy manual including but not limited to Child Protection Policy, Human Rights Protection Policy, and Code of Conduct Policy (Refer to Annexure III.)



9.1.8) Action taken by Sewa in case of non-performance (post three warnings- 1 verbal, 2 written warnings, and Performance Enhancement Plans)

9.1.9) If a Fellow decides to withdraw from the Fellowship, they must inform their Program Manager 15 days in advance of the date of withdrawal.

#### **10. Attributes of Graduate Fellows:**

- **Selfless Service Orientation:** A Sewa Fellow should embody service above self while engaging with the community and the organization. They go beyond personal interests to be of service to the community and the nation.
- **Solution-Oriented:** They should identify solutions to challenges and drive innovation to create value in their endeavours.
- **Culturally Sensitive:** They must be respectful and curious about the cultures they work with. they build development structures that align with and honour the cultural values of the community.
- **Initiator:** They should take strong accountability for society as a whole, leading and inspiring action to drive positive change.
- **Collaborator:** They should foster a group spirit for any work or idea, valuing diverse perspectives and encouraging communication and collaboration with stakeholders, both within and external to the organization.
- **Structured Thinker and Implementer:** They should possess the ability to think critically within a structured framework, efficiently planning and executing projects with a methodical and organized approach.
- **Effective and Positive Communicator:** They should excel in active and positive communication, engaging with all the stakeholders, including communities, teams, and organizations, in a structured and effective manner.
- **Passionate:** They must exhibit strong emotions, beliefs, and values for their cause or vision. They have a clear sense of purpose and are driven by a desire to improve the lives of others.
- **Positive Outlook:** They must serve as a beacon of hope for the community, driving positive change and inspiring others to make a difference.
- **Sense of Oneness:** They displays strong empathy towards all living and non-living ecosystems, understanding their interconnectedness and interdependence. They approach their work with a service mindset, embracing a sense of oneness.
- **Self-aware:** They is conscious of their core nature, values, unique abilities, and possible blind spots. Graduate Fellows uplift and help others gain awareness of their true selves and encourage them to act in harmony with their innate nature.



## 12. Acceptance of the Fellowship Agreement

- 12.1) I have read the offer letter and I agree to abide by all terms and conditions laid out in this letter
- 12.2) I accept all responsibilities of being a Sewa Fellow
- 12.3) I have read and understood the Sewa Fellow Expectations and I agree to abide by those during the Fellowship program.
- 12.4) I understand that failure to meet these expectations could result in a Sewa Fellow support plan and ultimately dismissal from the Fellowship
- 12.5) I agree to abide by all policies and procedures laid out by Sewa International in the Sewa Fellow Policy Manual. I agree to adhere to any and all changes to the policies and processes that may change during the term of my Fellowship at all times
- 12.6) I agree to furnish all the educational degree/diploma certificates obtained prior to the commencement of the Fellowship
- 12.7) I have fully read, understood, and agreed, all the terms and conditions of this letter and declaration hereto and affix my signature in complete acceptance of the terms of this Letter.
- 12.8) "By signing this agreement, I agree to hold Sewa International and its officers, employees, and agents entirely free from any liability, including financial responsibility for injuries incurred on location before, during, or after any activity."

### **Please find the attached Annexure: -**

<b><u>Annexure I</u></b>	Stipend Break up	<a href="https://drive.google.com/file/d/1Xlu3hcahYm58SxkyhE5fp1NFCd52dlpQ/view?usp=drive_link">https://drive.google.com/file/d/1Xlu3hcahYm58SxkyhE5fp1NFCd52dlpQ/view?usp=drive_link</a>
<b><u>Annexure II</u></b>	Sewa Leave Policy/ Host Organization Policy (in absence of this, Sewa leave policy will be applicable)	<a href="https://drive.google.com/file/d/1vuONUcg6E4P29FajKDN5TXxgkb2RHyAR/view?usp=drive_link">https://drive.google.com/file/d/1vuONUcg6E4P29FajKDN5TXxgkb2RHyAR/view?usp=drive_link</a>
<b><u>Annexure III</u></b>	Sewa Code of Conduct	<a href="https://drive.google.com/file/d/1vuONUcg6E4P29FajKDN5TXxgkb2RHyAR/view?usp=drive_link">https://drive.google.com/file/d/1vuONUcg6E4P29FajKDN5TXxgkb2RHyAR/view?usp=drive_link</a>
<b><u>Annexure IV</u></b>	Sewa International Grievance Policy	<a href="https://drive.google.com/file/d/1BWgBQQDyEmHnSTTeK1Rie7P0rl_yQACx/view?usp=drive_link">https://drive.google.com/file/d/1BWgBQQDyEmHnSTTeK1Rie7P0rl_yQACx/view?usp=drive_link</a>
<b><u>Annexure V</u></b>	Sewa International Posh Policy	<a href="https://drive.google.com/file/d/1iTFwgxsCoihVkyJB1rEfV-ZsRtGcHST/view?usp=drive_link">https://drive.google.com/file/d/1iTFwgxsCoihVkyJB1rEfV-ZsRtGcHST/view?usp=drive_link</a>
<b><u>Annexure VI</u></b>	Fellowship Travel Policy	<a href="https://drive.google.com/file/d/1goAHemjnRXfXDUT7RY2Ip1epS2QOBF3J/view?usp=drive_link">https://drive.google.com/file/d/1goAHemjnRXfXDUT7RY2Ip1epS2QOBF3J/view?usp=drive_link</a>
<b><u>Annexure VII</u></b>	Sewa Communication Policy	<a href="https://drive.google.com/file/d/1oBhPgWGzRfFcQt04O7a0Ng_ICFV8Pnzmj/view?usp=drive_link">https://drive.google.com/file/d/1oBhPgWGzRfFcQt04O7a0Ng_ICFV8Pnzmj/view?usp=drive_link</a>
<b><u>Annexure VIII</u></b>	Sewa IT Policy	<a href="https://drive.google.com/file/d/1y_oiDE_XLWPbG561GChOhRg2te2jNfcR/view?usp=drive_link">https://drive.google.com/file/d/1y_oiDE_XLWPbG561GChOhRg2te2jNfcR/view?usp=drive_link</a>



Accepted by:

[Sign]

[Date] [Email]

[Mobile Number]

[Emergency Contact Name and Mobile]

Kindly sign and return a copy of this letter. We welcome you and wish you every success in the Fellowship Program

Yours Sincerely,



K.G. (Shyam) Parande  
Secretary & Managing Trustee, Sewa International





10-April-2024

Mr. Vishwajit Valavi  
At.Post.Kathi Taluka  
Akkalkuwa District  
Nandurbar – 425452  
Maharashtra

## Contractual Agreement

**Sub: Contractual agreement as a “Consultant - District Supervisor” for Public Health Technologies Trust**

On behalf of the Public Health Technologies Trust. (“PHTT”), we are pleased to appoint you as a **Consultant - District Supervisor** for a period as mentioned below in Clause 1.

**Public Health Technologies Trust (“PHTT”)**, is a trust registered under the Indian Trust Act, 1882 with its registered office at Plot no. C-28, C-29B Bharat Krishi Samaj Kisan Bhawan, Qutub Institutional Area, New Delhi, South West Delhi, Delhi-110016 acting through its authorized signatory, Mr. Prashant Arukia, CEO (hereinafter referred to as the **Company** which expression shall unless contrary to the context or meaning thereof be deemed to mean its successors in business and permitted assigns);

### 1. Terms of this Consultancy

The term of this recruitment is for 1 Years. starting from 17 April 2024 to 16 March 2025. It may be extended further as mutually agreed by both parties. You will be reported to Mr. Shashank Bhatt, Deputy Program Manager.

### 2. Terms of payment

- 2.1 Public Health Technologies Trust will pay the Consultant remuneration of INR 29000 per month for the duration of this consultancy only upon satisfactory completion of work as set out in Annexure-B. Additionally, a travel allowance maximum up to INR 4 per km will be provided. The location of your workplace is Dhadgaon.
- 2.2 All the payments shall be made based on the invoice(s) raised by the consultant which shall be approved by the Company’s representative along with a copy of this consultancy letter.
- 2.3 Public Health Technologies Trust will not be liable, under any circumstance, to pay any amount over and above the amount specified.







- 2.4 Public Health Technologies Trust reserves the right to direct and require you to make any amendments, alterations and changes to the work performed by you under this Consultancy and the Parties hereby agree that release of any payments under Section 2 shall not affect this right of Public Health Technologies Trust in any manner whatsoever.
- 2.5 The Payment as stated in the agreement does not include Goods and Service Tax (GST) and will be subject to statutory tax deduction at source and any other taxes which may be payable under the Applicable Laws.
- 2.6 You are requested to provide a copy of your Pan Card and full details of your Bank account (A/c Number, Bank Name, and Branch name with IFSC code), for Public Health Technologies Trust to make payment to you.

### 3. Termination

- 3.1 Public Health Technologies Trust reserves the right to Immediately terminate this appointment arrangement, without assigning reasons for such termination.
- 3.2 In normal circumstances, Public Health Technologies Trust reserves the right to close this agreement with written notice of 1 (One) month prior to termination. Similarly, you could also close this contract, by serving notice of 1 (One) month thereof.
- 3.3 In the case of any non-compliance to any of the clauses in this agreement, Public Health Technologies Trust reserves the right to immediately terminate this appointment arrangement, without assigning reasons for such termination.
- 3.4 In event of termination of this appointment by Public Health Technologies Trust, you will be reimbursed for all expenses incurred by you in accordance with the terms of this Contract till the date of termination.
- 3.5 Upon the expiry or termination of this contract, you shall forthwith return to Public Health Technologies Trust any copies or extracts of documents containing any Confidential Information acquired during this Consultancy and all files and materials provided by Public Health Technologies Trust to you during the consultancy.
- 3.6 The termination shall be without prejudice to the rights and remedies available under law for either side.

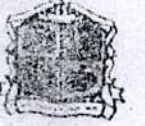






# SHREE MAHAVIR JAIN HOSPITAL & SHRI PRATAP J. ASHAR CARDIAC CENTRE

A JOINT VENTURE OF MAHAVIR JAIN TRUST AND THANE MUNICIPAL CORPORATION



Date: 20.10.2023.

Name : MRS. VISHAKHA MANE

Post Applied For: TRANSPLANT COORDINATOR (MSW)

## Offer Letter

Dear MRS. VISHAKHA MANE

With reference to your application and your subsequent interview with us, we are pleased to offer you the following position:

### 'TRANSPLANT COORDINATOR (MSW)'

On the salary mutually discussed and accepted by you in "SHREE MAHAVIR JAIN HOSPITAL & SHRI PRATAP J. ASHAR CARDIAC CENTRE"-WAGLE ESTATE, THANE. The appointment letter detailing the compensation package and other terms & conditions will be given to you at the time of joining, subject to completion of all formalities pertaining to joining. Your monthly gross salary is **Rs 18,000 /- (Rupees Eighteen Thousand Only)**

You are required to report to HR department with following Self Attested documents in support of aforesaid position.

- Educational Qualification
- Experience Certificate
- ID and Residence proof
- 6 nos. PP size Photographs and 1 Stamp Size photo
- Self-Declaration
- Copy of Aadhar and PAN Card
- Previous Salary Slip \ copy of Bank Passbook.
- You are further requested to bring the Original Copies of all above documents for our verification.
- Joining Date **9<sup>TH</sup> Oct 2023.**

Thanking You,

Authorised Signatory,

DR. SHWETA PURI

DEPUTY MEDICAL DIRECTOR

SHREE MAHAVIR JAIN HOSPITAL &

SHRI PRATAP J. ASHAR CARDIAC CENTRE, THANE.







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Where Empowerment Meets Care

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(A Unit of Ushahkal Abhinav Speciality Hospital LLP)

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■ Website : www.uaims.in

■ Emergency : 0233-3500301, 9699772401  
■ Ambulance : 0233-3500305, 9699772405  
■ E-mail : info@uaims.in



UAIMS/HRD/SSS/2024

Date: 15/06/2024

To  
Swati Raju Kakati  
C/O: Apple Saraswati Multispeciality Hospital  
PG Campus, Kolhapur  
Mo: 7204267567

**JOB OFFER LETTER**

Dear Ms.Swati,

We are pleased to offer you the post "Transplant Co-ordinator and Supervisor-MRD" at Ushahkal Abhinav Institute of Medical Sciences, situated at Sangli with effect from August 1, 2024. You are therefore requested to join the office not later than August 1, 2024. Should you seek any other date for joining then please let us know in advance.

As mutually agreed, please note that you will be entitled to a consolidated Gross Salary Rs 25000/- (subject to prevailing tax rules) and with 6 months probation period.

You are also entitled for HR benefits like – discounts on diagnostic and Medical Facilities, treatments, Leaves, hospital attire etc.

All other Hospital Etiquettes, Policies, Rules & Regulations will be as per Hospital Policies to you to abide. As per the nature of your profession, you are also required to work as per our hospital guidelines and protocols.

You will be reporting to HOD – Transplant department. However, at times, as the case may be, you will also report to Medical Director / Managing Director /Director. You also need to sign reimbursement agreement which will be given to you after your joining to our institute.

In addition to the above, you need to submit following documents:

- Photocopies of Adhar Card, PAN Card, Degree Certificate, Registration Certificate, PG Certificate, Fellowship/ Accreditation Certificate, if any
- Passport size colour photo – self

The PDF copies of the above, you will have to send these documents through our official e-mail ID - hr@uaims.in

Kindly acknowledge the receipt of this letter and send your acceptance as revert to this letter [mail confirmation or letter communication] at the earliest.

Congratulations once again and Wishing you All the very Best!

Truly Yours

Dr Sanjay Kogrekar  
Medical Director

