



RING + AQUA

A Subsidiary of Raymond Ltd.

Appointment Letter

01-Jul-2024

VISHAL VINODRAO BADARKE

Address: Karve Nagar Pune Pune Maharashtra 411052
India

Dear VISHAL ,

With reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Human Resources-Plant HR** as **SUPPORT - HR (Band 5C)** in our organisation, with effect from **01-Jul-2024** on the following terms and conditions:

TERMS AND CONDITIONS

A) Compliance with terms and conditions:

1. The Management of the Company agrees to employ and you agree to serve the Company on the terms and conditions set forth herein.

B) Nature of Duties:

2. You shall devote your whole time and attention and take all the requisite efforts during your working hours as specified by the rules and regulations of the Company to advance the best interests of the Company.

C) Place of Work :

3. You base location i.e. location of appointment will be Sinnar.

D) Salary & Benefits:

RING PLUS AQUA LTD.

CIN : U99999MH1986PLC040685

Registered Office & Gear Division:
Plot No. D-3 & D-4, STICE,
Sinnar - Shirdi Road, Musalgaon,
Taluka Sinnar, Dist. Nashik
Maharashtra (India) 422112
Telephone: +91-2551-228009

Gear Division - Plant II:
Plot No. 115/1, STICE
Sinnar - Shirdi Road, Musalgaon,
Taluka Sinnar, Dist. Nashik
Maharashtra (India) 422112
Telephone: +91-2551-228009

Bearing Division:
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Head Office:
2nd Floor, J.K. Files (I) Ltd.,
Annex Building, Jekegram,
Pokhran Road No.1, Thane,
Maharashtra (India) 400606.
Telephone: +91-22-61527000

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4. You will be paid the salary and benefits, the details of which are highlighted in Annexure -1 of this letter.
5. All increments will be conditional upon your work being found satisfactory.
6. You shall be entitled to other benefits such as LTA, medical leave, gratuity, PF, ESI, Medical policies etc. and such other benefits as have been specified in accordance with the rules framed by the Company in that regard.
7. You will be required to enroll yourself as a member of the Company's Employees' Provident Fund Scheme.

E) Probation :

8. You will be on probation for a period of twelve months. Your probation period may be extended if the management finds it necessary. On Completion of your probation period, you will be confirmed in the services of the company in the aforementioned grade.

F) No Conflict of Interests:

9. You shall not without the previous permission in writing of the Company indulge, engage or be interested in any business activities, or commercial activities or otherwise provide your services or in any way be employed with any other firm, Company, person or organization which may in any way cause or is likely to cause interference or distraction with the performance of your duties or is otherwise in conflict with the interests of the Company.

G) Posting:

1. It is to be expressly understood that the Company reserves the right to effect your transfer to any other place, department, office, establishment or any member unit of this Company where the Company has its activities or within the Group of Associated Sister concerns existing or to be established at a later date without any additional monetary benefits and on such transfer, you will abide by the rules and regulations of the Department, Office or Establishment to which you are transferred.

H) Compliance with rules and regulations :

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11. The Company's service rules or standing orders from time to time and for the time being in force shall except as hereby expressly varied, be binding on you during the period of your service with the Company.
12. You will conform to and abide by the standing orders and/or other staff rules and regulations in regard to the hours of work. You will be required to work beyond normal hours of work during any emergency in the Company and you shall not be entitled for any overtime payment in respect of such work.
13. You will obey the lawful directions of the person or persons having the authority of the Company, respecting such service and shall to the best of your ability execute such work as the person or persons having such authority desire you to do either in your present capacity or in any other capacity consistent with your trade and training and in all respects make yourself generally useful to the Company and submit to the regulations of their establishment and will avoid all occasions of dispute with other persons in the employ of the Company and if such disputes shall arise, shall concur in referring the same to the decision of the Company or the person or persons having the appropriate authority.
14. You are also subject to the rules and regulations of the Company as to leave, absence, conduct, performance during the tenure of your employment.

1) Change of Address:

15. In case, if there is any change in your residential address and / or contact number/s you will intimate us in writing within three days from the date of such change.

2) Medical Fitness:

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16. Your appointment shall be subject to your being medically fit and have received a certificate to that effect by the concerned medical officer of the Company or otherwise, in his/her absence by the medical practitioner of the choice of the Company. The continuance of the confirmation of your employment is subject to your remaining physically and mentally fit. As and when required by the Company, you will submit yourself to Medical examination by a medical Officer of the Company / medical practitioner of the choice of the Company.

K) Accuracy of the Information:

17. The employment is offered on the basis of the information, representation and warranties made and furnished by you including the training, skills, abilities and special knowledge (if any). You warrant and vouch for the accuracy and fidelity of the information.
18. If the information furnished is false or any vital information is concealed, then the employment is liable to be terminated forthwith without compensation, notice period or salary in lieu thereof.

L) Termination:

19. Your services are liable to be terminated by one month notice or either side during probation and three months written notice or either side after confirmation.
20. Notwithstanding above clause (19) During the period of your service with us, if you are found by the Management to be in breach of any of the Company's policies on discipline, computer and internet usage, or are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, absence from duty without permission or any other conduct considered by the Management to be detrimental to the interests of the Company, your employment may be terminated by the Company, at its sole discretion without notice..
21. During the period of your service with us, if your work, character and / or conduct are found unsatisfactory, of which we shall be the sole judge, we shall have the right to terminate your services forthwith and in this case you shall not be entitled to any notice, notice pay or damages.

M) Care of the Property:

22. You will be responsible for the safe keeping and return in good condition and order of all machinery, tools, equipment, implements, instruments, information, specification, technical details, books and other things which may be in your use, custody, care or charge.
23. The Company reserves absolute right to recover the money value of such properties from the dues payable to you or by way of damages from you and take such action as it deems fit in the event of the failure on your part to account for properties, whether during the course of service or otherwise.

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N) Confidentiality :

24. You will not either during the continuance of your employment with the Company or thereafter, except in the proper course of your duties, divulge to any person whomsoever and shall do your best to prevent the publications or disclosure of any trade secret or manufacturing process or information concerning the business or finance of the Company or any of its dealings, transactions or affairs which may come to your knowledge during or in the course of your connection with the Company.

25. You shall be bound by rules and regulations of the Company as applicable from time to time. The Management reserves the right to alter, change, modify and substitute the rules periodically. The Management also reserves the right to have different rules for different categories or classes of employees and for different locations.

O) Code of Conduct:

26. A copy of the code of conduct mandated for all management staff is attached herewith. Please read the same carefully and acknowledge that you have understood the same. In case you need any clarifications please reach out to the Company Secretary or your Business HR.

Please return the duplicate copy of this letter duly signed by you signifying your acceptance of appointment on the aforesaid terms and conditions.

Yours faithfully,

For Ring Plus Aqua Ltd

M V Chandrashekar

CHIEF HUMAN RESOURCE OFFICER , ENGINEERING BUSINESS

I affirm my appointment having read and understood the terms and conditions and the same are acceptable to me.

.....
VISHAL VINODRAO BADARKE

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CTC Annexure – I		
Name	Vishal Bararke	
Band	Band 5C	
Grade	17	
Designation	Support – HR	
CTC Components	Per Month (Rs.)	Per Annum (Rs.)
Base Salary		
Basic	15,000	1,80,000
Sub-Total Base Salary (a)	15,000	1,80,000
Allowances		
Personal Allowance	653	7,836
HRA	6,000	72,000
Education Allowance	200	2400
Sub-Total Base Salary (b)	6,853	82,236
Reimbursements		
Leave Travel All	1,250	14,994
Sub-Total Base Salary ©	1,250	14,994
Retirals & Statutory Benefits		
PF (Employer's 12%)	1,800	21,600
Gratuity (4.81%)	722	8,664
Ex-Gratia (4.17%)	626	7,512
Sub-Total Base Salary (d)	3,148	37,776
Cost to Company (a+b+c+d)	26,251	3,15,006

1. Hospitalization Insurance Coverage: Family floater of Rs. 4 Lakh p.a. (Self + Spouse + 4 Children) 2. Mobile reimbursement as per company policy

For Ring Plus Aqua Ltd

M V Chandrashekar

CHIEF HUMAN RESOURCE OFFICER , ENGINEERING BUSINESS

RING PLUS AQUA LTD.

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To,
Ms. Vaishnavi Bansode
Gadital, Hadapsar Pune

Date: June 26, 2024

Dear Vaishnavi,

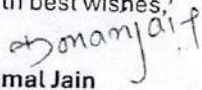
This has reference to your application for the position of "Trainee - Program Design and Development" in BJS and the discussions with you during the interview. BJS is pleased to extend an offer as follows:

1. Position : Trainee - Program Design and Development
2. Department : Program Design and Development
3. Training Period : July 8, 2024 – October 8, 2024
4. Stipend : 20,000/-
5. Reporting to : MD
6. Location : Pune

Please note:

- a) The offer has been made based on information and documents provided by you.
- b) You will be on probation for six months once you are moved On-roll. Confirmation will be subject to a performance review of the last six months' evaluation.
- c) You will be required to travel as required from time to time.
- d) Benefits and allowances will be as per applicable HR policy.

You are requested to get all your testimonials and carry a photocopy of them along with one passport size photographs. The appointment letter shall be issued accordingly.

With best wishes,

Komal Jain
MD

List of mandatory testimonials to be submitted at the time of joining:

- Aadhar Card Copy
- Address Proof (e.g., Passport, etc.)
- Bank Account details
- PAN Card Copy
- Identity Proof (e.g., Passport, etc.)
- Graduation & Post Graduation (if applicable)
- Experience Certificate/s (if applicable)
- Last Salary Slip (if applicable)



muktaa
Charitable Foundation
Beyond Barriers

020-2600-3030
contactus@mcf.org.in
www.mcf.org.in

MCF c/o Dr Rupa Agarwal
SD 49+50, Himali Society,
Erandwane, Pune 411004

Date: 05.06.2024

Dear
Rushikesh Bhandare

After a lot of deliberation and 2 rounds of assessments of many candidates, it gives me the utmost pleasure to invite you to offer you the position of Community Health Associate at Muktaa Charitable Foundation.

Your joining date will be on 5 June 2024 (Wednesday) and you will be on probation for six months from the date of your joining. Your compensation will be as follows:

During Probation: Rs. 20,000/-

On Confirmation: Rs. 22,000/-

Welcome to this ambitious and close-knit team. We don't do mediocre - we're unashamedly here to support our service users to achieve outcomes that transform their lives. Most of us can't do it alone - we need an amazing team around us to learn from and share with. At Muktaa, we celebrate our successes and also our efforts, journeys and the friendships we make along the way. And we hope that with you onboard, we can add to this list.

As agreed, this email will serve as a formal confirmation of your onboarding.

Other formalities regarding your documentation etc will be taken care of in the first two weeks after you report to the office on 3rd June 2024. The Job Description detailing your job responsibilities are attached below for your reference.

So you've gone through the interview process and you're finally here at Muktaa. Congratulations, and welcome. Can you tell that we can't wait for your first day?

But we also know that starting something new is big and takes some getting used to. That's why before you join us on 3rd June we wanted to queue you in on a few things that might be helpful for navigating your first day.

When: Your first day starts at 10 AM on 5 June 2024, Wednesday.

Where to go: Muktaa Charitable Foundation

Flat No. 2, Harikishor Apartment,

Plot No. 3 A,B, Shri Gourang Co-op Housing Society,

Karvenagar, Pune 411052

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune



muktaa
Charitable Foundation
Beyond Barriers

020-2600-2002
contactus@mcf.org.in
www.mcf.org.in
MCF c/o Dr Rupa Agarwal
SD 49+50, Himali Society,
Erandwane, Pune 411004

Office Location:

<https://maps.app.goo.gl/mxC3MNUBff3MZgoa6>

Contact person: In case you can't find the office, give a call to Bharat, our office manager on 95276 65566

What to wear: Comfort is king at Muktaa so we follow a semi-casual dress code

Food: Being close to educational institutions has its perks. There is a range of snacking and food options to choose from around the office.

Equipment: Carry your laptop with you to get it configured to the WiFi. Don't worry about documentation just yet. We'll discuss that on your first day.

Agenda: As we are approaching Medicon - Muktaa's annual conference for capacity building of doctors on 9th June, your first week will be a detour from your usual responsibilities to focus on the conference. The poster for the same is attached below. More details of the tasks you will be doing will be shared by your Reporting Manager.

We can't wait to officially welcome you onto the team. See you on Monday. Finally, once again congratulations on this big achievement! Take yourself out for dinner today and celebrate this win.

For Muktaa Charitable Foundation,

Dr. Rupa Agarwal, Secretary

muktaa
Charitable Foundation
Beyond Barriers

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune



Kalapandhari Magasvargiya & Adivasi Gramin Vikas Sanstha, Pangaon

Magasvargiya, Khandwada Nagar, Anandnagar Road, Latur - 431 522 (Maharashtra)

Ph : 02382 - 227195, 227096 • Fax : 02382 - 227097 • E-mail : kmasvargiya@gmail.com kmasvargiya@gmail.com

Reg No. Public Trust : M.I. Latur Society MH/280126

Ref No. KPS/010/24-25

Date 27/05/2024

प्रति,

श्री. वन्तागिरे,

स. MIT कॉलेजच्या समोर, लातूर हा. जि. लातूर

विषय :- प्रकल्प समन्वयक पदी निवड झाले बाबत.

अपमान कळविण्यात आले होते की, कलापंडरी संस्था लातूर अंतर्गत ग्राम संस्था, मुंबई यांच्या सहकार्याने राबविण्यात येणाऱ्या उदगीर तालुक्यातील बाल विवाहाचे प्रमाण कमी करणे या प्रकल्पा अंतर्गत निवड समितीने घेतलेल्या हॉडी मुलाखतीच्या चर्चेच्या आधारे समितीने घेण्यात आलेल्या निर्णयानुसार दिनांक २२/०५/२०२४ रोजी आपली निवड उदगीर तालुक्यातील बाल विवाहाचे प्रमाण कमी करणे या प्रकल्पाकरिता प्रकल्प समन्वयक म्हणून दिनांक ०१/०६/२०२४ ते ३१/०३/२०२५ या कालावधीकरीता पुढील तरतुदीनुसार करण्यात आली आहे. ही नियुक्ती प्रकल्प स्वरूप आधारित आहे.

संस्थेकडून आपणास नियुक्ती झाल्यापासून प्रतिमहा दोप्यांमध्ये झालेल्या सहकार्य करार पत्रात नमूद केल्याप्रमाणे केलेल्या कामाचा मोबदला म्हणून प्रतिमहा रु १७५००/- देण्यात येईल. प्रकल्पातील तरतुदीनुसार मोबाईल बॅलन्स आणि कार्यक्षेत्रात कार्यालयापासूनच्या प्रवासासाठी झालेला खर्च आपण सादर केलेल्या बिल्लाप्रमाणे दिला जाईल.

आपली कार्य जबाबदारी म्हणून याशिवाय १) सहकार्य करार पत्रकामध्ये नमूद केल्याप्रमाणे आपली भूमिका त्यासंबंधी करावयाचे कार्य, कार्य करत असताना संस्था कार्यपद्धती, कार्य धोरण याचे अनुपालन करणे, तसेच २) कार्यक्षेत्रात कार्य करीत असताना बाल संरक्षण धोरण याची आपल्याकडून काटेकोरपणे अंमलबजावणी करणे बंधनकारक राहील.

तसेच आपण सदरील निवडीचे पत्र स्वीकारून जबाबदारी स्विकृतीचे पत्र २ दिवसांच्या आत संस्थेस सादर करावे. खालील उल्लेखित नियम व नियमावलीच्या आधारे प्रक्रिया राबविण्याचे मान्य असल्यास संस्था व आपल्यामध्ये लेखी सहमती करार होईल व वरील सर्व प्रक्रियेस आपली स्वीकृती असेल, तर आपण ०१/०६/२०२४ तारखेस लेखी पत्रासह रुजू व्हावे.

दिनांक :- २७/०५/२०२४

स्थळ :- लातूर



Received
[Signature]

आपला,

बी. पी. सूर्यवंशी

अध्यक्ष

कलापंडरी संस्था, लातूर

We believe in strength of people. With little assistance they can make a difference.

Reg. Address : Mania Niwas, Gandhi Chowk, Pangaon - 431 522 Tq. Ranapur Dist : Latur (Maharashtra)



VARDHISHNU
SOCIAL RESEARCH & DEVELOPMENT SOCIETY

Subject: Appointment letter for the post of Fellow - Educator.

Dear Renuka Deshpande,

Greetings from Vardhishnu!

Keeping in view your application form, personal interview, and your earlier work record, we are pleased to appoint you for the post of **Fellow - Educator** in Anandghar program.

Your Fellowship will begin with an induction program from 1st July 2024.

You will be paid a gross salary of Rs. 12,000/- pm (Rs. Twelve Thousand Only Per Month) out of which 10% will be deducted as a TDS.


You will be entitled for annual increment based on your performance.

The total tenure of the fellowship will be of 2 years. In extraordinary circumstances the contract can be terminated by either party giving the other a one-month notice in writing.

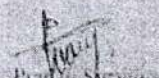
You will be entrusted with the roles and responsibilities in Anandghar program of Vardhishnu and other allied areas. In order to fulfill your responsibility, you will be reporting to Ms Pranali Sisodiya.

We do look forward to your deep involvement in Vardhishnu's mission.

With best wishes,


Adwait Dandwate
Executive Director




Pranali Sisodiya
Director

Encl. Annexure A

Annexure A

Additional Benefits and facilities

In addition to the salary, there are other additional benefits and facilities as enlisted below:

Allowances: Travelling Allowance: Any travelling expenses incurred related with work will be paid as per rates at the end of the month.

Work Environment:

State-of-the-art work environment including computing resources, development tools and platforms, broadband internet, library facility.

Timings:

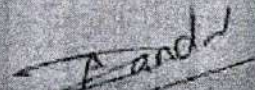
Working days and hours: 10:00 am to 7:00 pm on all week days except 2nd & 4th Saturday and all Sundays
(10:30)

Holidays:

Public Holidays: 15 days in each calendar year

Leave:

Kindly go through the organisational Leave Policy for the leave structure.


Adwait Dandwate

Executive Director


Pranali Sisodia

Director



Kalapandhari Magasvargiya & Adivasi Gramin Vikas Sanstha, Pangaon

Alapure Niwas, Khalthwale Nagar, Ambajogai Road, Latur - 413 512 (Maharashtra)

Ph / Fax 02382 - 227095, 227096 • Mob No 9422989337 • E-mail: Kalapandhari@gmail.com, bpsuryawanshi@gmail.com

Reg No Public Trust F 1341, Latur, Society MH/268/86

Ref No KPS/033/24-25

Date 27/07/2024

प्रति,

ओम दत्ता दमाले,

रा. बोरवटी, ता. जि. लातूर

विषय :- MIS समन्वयक (उस्मानाबाद जिल्हा) पदी निवड झाले बाबत.

आपणास कळविण्यात आनंद होतो कि, कलापंधरी संस्था लातूर अंतर्गत काय संस्था, मुंबई यांच्या सहकार्याने रावविण्यात येणाऱ्या ग्रामीण भागातील बालकांचे संरक्षण जिल्हा उस्मानाबाद या प्रकल्पाअंतर्गत निवड समिती अंतर्गत घेण्यात आलेल्या निर्णयानुसार दिनांक २७/०७/२०२४ रोजी आपली निवड उस्मानाबाद प्रकल्पाकरिता MIS समन्वयक म्हणून दिनांक ०१/०८/२०२४ ते ३१/१२/२०२४ या कालावधीकरिता पुढील तरतुदीनुसार करण्यात आली आहे.

संस्थेकडून आपणास नियुक्ती झाल्यापासून प्रतिमहा दोघांमध्ये झालेल्या सहकार्य करार पत्रात नमूद केल्याप्रमाणे केलेल्या कामाचा मोबदला म्हणून प्रतिमहा रु १९८००/- मानधन देण्यात येईल. प्रकल्पातील तरतुदीनुसार मोबाईल वॉलन्स आणि कार्यक्षेत्रात कार्यालयापासूनच्या प्रवागासाठी झालेला खर्च आपण सादर केलेल्या बिलाप्रमाणे दिला जाईल.

आपली कार्य जबाबदारी म्हणून १) सहकार्य करार पत्रकामध्ये नमूद केल्याप्रमाणे आपली भूमिका त्यासंबंधी करावयाचे कार्य, कार्य करत असताना संस्था कार्यपद्धती, कार्य धोरण याचे अनुपालन करणे, तसेच २) कार्यक्षेत्रात कार्य करीत असताना बाल संरक्षण धोरण याची आपल्याकडून काटेकोरपणे अंमलबजावणी करणे बंधनकारक राहील.

तेव्हा आपण सदरील निवडीचे पत्र स्वीकारून जबाबदारी स्विकृतीचे पत्र २ दिवसांच्या आत संस्थेस सादर करावे. यानंतर उल्लेखित नियम व नियमावलीच्या आधारे प्रक्रिया रावविण्याचे मान्य असल्यास संस्था व आपल्यामध्ये लेखी सहमती करार होईल व वरील सर्व प्रक्रियेस आपली स्वीकृती असेल, तर आपण ०१/०८/२०२४ तारखेस लेखी पत्रासह रुजू व्हावे.

दिनांक :- २७/०७/२०२४

स्थळ :- लातूर.

आपला,

वी. पी. सूर्यवंशी

अध्यक्ष

कलापंधरी संस्था, लातूर



We believe in strength of people, With little assistance they can make a difference.

Goodhi Chaurk Pangaon - 413 522 Tal. Renapur Dist. Latur (Maharashtra)



September 11, 2024

Mr. Harshad Gabhale

Girwali Pune Maharashtra
412408, Pune Maharasht
a-412408

OFFER LETTER

Dear Harshad,

With reference to the interview you had with us, we are pleased to offer the position of **Youth Mentor** in our organization. The terms and conditions of your employment are as follows:

1. **Date of Joining:** September 3, 2024
2. **Compensation:** You shall be paid a monthly CTC of Rs. **15,400/-**.
3. **Gratuity:** As applicable under the Gratuity Act
4. Taxes as applicable will be deducted at source.
5. **Probation Period:** Your appointment shall be initially on a probationary period of 6 months commencing from date of joining. Your confirmation shall depend upon your performance during the period of probation and your suitability for the job, of which the management of Magic Bus India Foundation shall be the sole judge.
6. **Place of Posting:** Pune - Maharashtra
7. **Reporting:** You will report to the Program Manager

We will require you to accept this offer in writing. In case of delay in joining the offer may be withdrawn. The detailed appointment letter shall be given to you on the day of joining.

For Magic Bus India Foundation,

**Monika
Bawa**

Digitally signed by
Monika Bawa
Date: 2024.09.11
15:11:36 +05'30'

Monika Bawa
Chief Human Resources Officer

MAGIC BUS INDIA FOUNDATION

CIN: U91110MH2001NPL130853
Registered Office
3rd Floor, Reliable Plaza
Thane Belapur Road
Airoli, Navi Mumbai - 400 708
Tel.: +91 22 6243 4848
info@magicbusindia.org
www.magicbus.org

Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata
Magic Bus Centre For Learning & Development, Karjat, Maharashtra
Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany
facebook.com/magicbusindia • twitter.com/magicbusindia • youtube.com/magicbusin
Magic Bus is the registered trademark of Magic Bus India Foundation, a non-profit organisation registered u/s 25 of Companies Act, 1956.



Bright
Future
Connecting Education
to Employment

8

03 Oct 2024

Dear Somesh Gagade,

It was a pleasure interacting with you during our hiring process and we believe that you would make a great asset to **Bright Future** hence we are pleased to release this offer for the role of **Executive**. While the hiring process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best of you. We are looking forward to working with you at the earliest.

1. You are required to join us on or before **04-10-2024** and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing.
2. You will be working in our office located in **Turbhe Center** but will work for the company or any of its subsidiaries or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. Your annual gross salary will be **INR INR 2,78,400.00 + Employer PF + PT** calculated as Cost to Company and the break-up of the salary is attached herewith in Annexure A.
4. Your offer is contingent upon successful background verification and a positive reference check.
5. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company.
6. You will be entitled to leaves and holidays as per the Policy of the company.
7. Please confirm your acceptance of the offer by responding to this offer within 72 hours from the date of receipt of this letter.

15/D, Near Nandikeshwar Temple, Kamgar Nagar, Kurla (E), Mumbai - 400024, Maharashtra

☎ 022 25274628



info@brightfutureindia.org



www.brightfutureindia.org



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to Employment

15/D, Near Nandikeshwar Temple, Kamgar Nagar, Kuria (E), Mumbai - 400024, Maharashtra.

☎ 022 25274628



info@brightfutureindia.org



www.brightfutureindia.org

Bright Future is registered as New Resolution India under Bombay Public Trust Act, 1950



muktaa
Charitable Foundation
Beyond Barriers

8605-506-565
contactus@mcf.org.in

www.mcf.org.in

MCF c/o Dr Rupa Agarwal
SD 49+50, Himali Society,
Erandwane, Pune 411004

Date: 11-07-2024

OFFER LETTER

Community Health Associate at Muktaa Charitable Foundation

To,

Veena Garud

Sr. no. 46/6 plot no.3 Hridhyanath apartment

adwait nager , paud road, Pune 411038

Dear, Veena

After carefully reviewing your application and rigorous interviews, we are pleased to offer you the position of **Community Health Associate at Muktaa Charitable Foundation (MCF)**. Congratulations on making it this far. We are confident that your networking, partnership, coordination and project support abilities would be a valuable addition to our work in the social sector. The details of this offer are as follows:

Work Schedule

You are expected to report to your position from **12th July 2024**

This is a full-time position requiring 8 hours per day. Your regular weekly schedule will be **Monday to Saturday from 10 AM to 6 PM.**

Scope of Works

As our Community Health Associate, you can look forward to an exciting and challenging career at MCF. You will play a crucial role in enhancing the reach, effectiveness and sustainability of the physical and mental health projects of Muktaa by establishing and maintaining collaborative partnerships with various sectors and stakeholders.

You will work closely with primary healthcare providers, schools and colleges, community partner networks, non-governmental organizations, police, and other relevant stakeholders to promote holistic and comprehensive mental health care. You will facilitate knowledge exchange, coordinate joint initiatives and ensure the integration of culturally sensitive and evidence-based approaches. You will also contribute to advocacy efforts, resource mobilisation, and capacity-building initiatives to address the complex needs of individuals and improve physical and mental health support within the community.

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative
De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

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Refer to Annexure – C for a detailed list of your roles and responsibilities.

We hope that together, we can deliver the best possible service to our target communities as long-term viable operations which contribute to the overall vision and goals of MCF. While we will do our best to equip you with the necessary training and skills, your own inner drive and enthusiasm will determine how well we are able to be there for today's youth.

Points of Contact

- MCF trustee and Secretary **Dr. Rupa Agarwal** will be your Reporting Manager for your work responsibilities, performance and reviews
- **Ashwini Shinde** will be your Admin Head and reporting times, leaves etc must be discussed with her
- **Shreya Subbanavar and Ishita Girme** in the roles of Project Coordinator and Project Associate will provide further support to your role

Training and Probation Period

At MCF, we thoroughly believe in training and supervision and invest heavily in making sure you, as our Community Health Associate, are equipped with the relevant skills to excel in this field. Taking into account the delicate nature of your work, this training takes on a greater significance not just in your work at MCF but in your growth as an experienced and skilled outreach professional. It is integral that you attend these internal and external training sessions not just to polish your outreach skills but also to get an idea of how trainings and capacity-building programmes are organised in the social and mental health sector so you can inculcate the same in your work.

You will be on training and probation for **6 months**. In this time, you are expected to understand the functioning of MCF, learn your job responsibilities and execute project plans to the best of your abilities.

On successful completion of the Probation Period, you will be **Confirmed Into Service**. This confirmation will be intimated to you in writing. During the Probation Period, if your work and dedication is not found satisfactory despite repeated warnings, your probation period may be extended or services may be liable to be terminated.

Compensation

You will be entitled to minimum gross emoluments as per **Table I (shown below in Annexure A)** during your service with MCF. These total emoluments are structured in a way to help you in your taxation and other legal requirements.

Your compensation during the Training and Probation Period will be • **20,000 per month**. Once your Training and Probation Period is over, your compensation once you are **Confirmed Into Service** will be • **22,000/- per month**.

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All of these amounts are subject to the deductions made for all required withholdings. Travel and Sundry Expenses are for official work

The breakup of salary details is as defined in **Annexure A**.

At MCF, we have a policy of **Merit Increases** depending on performance on the job. **After one year after Confirmation In Service, your salary will be revised, based on your performance during the one year.**

Performance Review

MCF employees must schedule regular meetings for performance assessment with your points of contact. Both sides can provide feedback and identify any issues. If there are problems, they must be best addressed once identified, to give the best shot for correction and to prevent them from growing into a larger issue.

Investment in Candidature

As an MCF employee, the training and work we involve you in takes on a greater significance than just your work at MCF but also shape your growth as an experienced, well-known and skilled professional in the social sector. It is acknowledged by both parties that the job of Community Health Associate requires considerable skill. MCF will provide you with significant and intensive training from experts in order that you may perform this job well. It is also recognized that after receiving this training your standing as a social service professional in the relevant field will significantly rise.

Post the training, MCF would like to see employees stay with MCF for at least 2 years as this leads to stability, good quality of service and opportunities for promotions for the candidate. Untimely separation of employees also leads to a loss of investment in training and to disruption of the services. As this project continues to grow, we would like to give you the opportunity to grow with us.

Future Scope for Place of Posting

Your posting at present is at Pune Office in the aforementioned timeslots. For outreach and training, you will be travelling to places in and around Pune. As this project continues to grow, we would like to give you the opportunity to grow with us. You may need to travel or transfer to offices /subsidiaries/associate offices, in any town or city in India or abroad, if required. Considering the various factors that come into play in such cases, this will be based on mutual agreement and with adequate notice to prepare for the same.

Notice Period

If you wish to resign from the services of MCF when you are on Probation, you must give a written notice 30 days prior. Once you are Confirmed In Service, you will have to give 60 days' written notice or 2 months gross salary in lieu thereof. MCF will inform you 1 month in advance if your services are no longer required.

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

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No paid leaves can be taken during this notice period.

Annual Leaves

Since the Probation Period is integral to your success as a Community Health Associate, paid leaves are not permitted in that time frame. Once you have been Confirmed Into Service (after your probation period), you are eligible for an annual leave of 21 working days.

General Notes

During the course of your employment, you will employ yourself efficiently and honestly. You shall devote your time and attention to promoting the interest of MCF and carry out the duties and work assigned to you. You shall obey all the lawful orders and directions given to you by the concerned superiors at MCF.

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

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

Invention and Discoveries

While employed with MCF, you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, to any proceedings relating to such invention, improvement or discovery and in any domestic and foreign patent or protection covering the same.

Medical Fitness

You are required to maintain yourself in a state of medical/ physical/mental fitness and ensure regular medical check-ups. Any neglect on your part in maintaining good health may render you medically unfit for the service. In such a case your services are liable for termination, notwithstanding any other conditions mentioned in the letter or otherwise.

Secrecy and Confidentiality

As a Community Health Associate within our organisation, you will have access to privileged information and handle sensitive matters. You are obligated to ensure that any information, whether pertaining to clients, employees, partners, or other important aspects of our organisation,

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remains strictly confidential. This commitment extends beyond your tenure with us and continues indefinitely.

When discussing matters, employee concerns or sensitive matters within the organisation, you should limit these discussions to instances related to training, supervision, or organisational improvement. In such discussions, it is crucial that you refrain from sharing any identifying information. You will not give anyone by word of mouth, writing, facsimile, electronic devices and media or otherwise, any particulars or details, which you acquire during the course of your employment of our working systems, technical know-how, security arrangements, administrative and or organisation matters of our and our clients whether confidential, secret or otherwise, either during your employment with the company or afterwards.

Breach of confidentiality is a serious violation that may have legal, ethical, and organisational repercussions. Any breach of this confidentiality notice will be addressed in accordance with our organisation's policies and applicable laws.

If you encounter situations where confidentiality may be compromised or if you have concerns related to the handling of sensitive information, it is your obligation to promptly report such matters to your supervisor or the relevant authorities within the organisation.

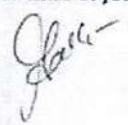
The terms and conditions of your service contract as stipulated heretofore or intimated to you hereafter, are strictly confidential and you are not to divulge these terms to any employee of the company/person connected with the company.


Conclusion

You will be an ambassador for MCF in your interactions with other organisations, with employees as well as with society at large. We expect you to maintain high levels of commitment, personal integrity and uprightness in your work and private life in keeping with this responsibility.

We advise you to read this letter carefully. If the terms and conditions are acceptable to you please sign the duplicate copy as a token of you have understood and accepted the same. This offer is valid till 31st July 2024.

At the time of joining you need to submit documents as in ANNEXURE - B


Dr. Prakash Mahajan, President,
Muktaa Charitable Foundation


Dr. Rupa Agarwal, Secretary
Muktaa Charitable Foundation


Ms. Veena Garud

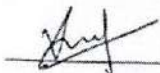
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80G No: Pn/CIT-I/80G/76/2012.13/1966 | Rec. No: Maha 1215/2010 Pune

ACKNOWLEDGMENT AND ACCEPTANCE

I, Ms Veena Garud, have read and understood the terms and conditions as set forth in this letter. I do hereby agree with all terms given above and shall abide by all general rules of service which are now or may be hereafter is in force and accordingly I accept my appointment of service with you.

Signature



Name

Veena Ashok Garud.

Address

Sarve No. 46/6 plot No. 3 Hridhy-
nath apartment adwait Nagar
paul Road Pune. 411038.Date: 30/7/24
Place: pune.**muktaa**
Charitable Foundation
Beyond Barriers

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-
Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Rev. No: Maha 1215/2010 Pune

ANNEXURE – A

SALARY BREAKUP


Name: Ms. Veena Garud
Designation: Community Health Associate

Below is the break-up of your annual compensation. Actual amount is subject to all applicable taxes, including taxes levied on the remuneration, benefits/perquisites payable to you provided by the Company.

Please note, during the 6 month Probation Period you will receive a compensation of Rs. 20,000/month will be given.

Table I: Salary Offer Sheet Break-up

Compensation Component	Amount Per Monthly (₹)
Basic	15500/-
HRA	1500/-
Conveyance	1500/-
Special Allowance	500/-
Performance Incentives	1000/-
Gross Salary – Total	20,000/-


Dr. Prakash Mahajan, President,
Muktaa Charitable Foundation

Dr. Rupa Agarwal, Secretary
Muktaa Charitable Foundation


Ms. Veena Garud

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers


80G No: Pn/CIT-I/80G/76/2012.13/1966 | Rev. No: Maha 1215/2010 Pune


ANNEXURE – B

Documents

Please find enclosed details of Documentation as required at the time of joining the organisation.

1. Photocopies of all educational certificates (X, XII, Graduation and Post Graduation)
2. Photocopies of all Technical certifications.
3. Photocopies of all relieving orders (experience letters) from past employers.
4. Form 16 (TDS deduction Certificate and Last Salary slip if working anywhere.)
or a self declaration in case you are currently unemployed.
5. Copy of Resume.
6. Photocopies of PAN Card.
7. Photocopies of passport (If available)
8. Passport size photographs and #1 Stamp size photograph.
9. Address Proof. [Address proof of permanent address i.e., Electricity bill, Ration Card, Driving licence, Passport copy.]
10. Photo ID proof. [Driving licence or passport copy or PAN Card Copy, Election Card]
11. Two references with Name, postal address, Email, telephone number
12. Copy of Aadhar Card
13. Vaccination certificate


Dr. Prakash Mahajan, President,
Muktaa Charitable Foundation


Dr. Rupa Agarwal, Secretary
Muktaa Charitable Foundation


Ms. Veena Garud

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune

ANNEXURE – C

MCF Community Health Associate

Job Brief

A BIT ABOUT US:

As a pioneering non-profit organisation, Muktaa Charitable Foundation has been at the forefront of social welfare initiatives since 2005. With a strong focus on issues such as HIV/AIDS, addiction, sexual health awareness, gender sensitisation, and life skill education, MCF has made a significant impact on the lives of individuals and communities. Our commitment to social welfare has earned us recognition and support, including 80G and CSR status, as well as an FCRA license in the process of being renewed.

We're an ambitious, close-knit team. We don't do mediocre – we're unashamedly here to support our clients to achieve outcomes that transform their lives. Most of us can't do it alone – we need an amazing team around us to learn from and share with. At Muktaa, we celebrate our successes and also our efforts, journeys and the friendships we make along the way.

A BRIEF ABOUT THE PROJECTS:

As the MCF Community Health Associates, you will be working across various projects with varying levels of involvement to promote the overall physical and mental health of service users through a focus on information empowerment on sexual and reproductive health, substance use, gender and mental health. Your primary responsibility will be to deliver the best possible services to the targeted communities, ensuring the long-term viability and success of our health-focused projects, namely:

- **Shala Sexual and Reproductive Health Project** goes beyond textbooks to empower adolescents with essential life skills like analytical thinking, creative thinking, decision-making, sexual health and interpersonal relationship management that prepare them to navigate any situation they may encounter, particularly those associated with high-risk behaviour.
- **Muktaa Mental Health Project** MCF has recently launched a free mental health helpline that provides trauma-informed, culturally responsive, and empathetic care to Indian populations. We provide free, safe, anonymous and non-judgmental mental health support for people going through mental or emotional distress – over the phone. Anyone can feel free to talk to us about their emotions and feelings, how to manage them more effectively and prevent them from overwhelming you.
- **Sakav Gender Project** is geared towards creating a world where all individuals, regardless of their gender, can thrive and enjoy equal rights and opportunities by raising awareness on and addressing gender-related issues through multifaceted information on sexual health, nutrition, addiction, laws, career choices, and power dynamics

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- **We-care Substance Misuse Project:** The prevalence of new drugs, increasing numbers of affected individuals, evolving reasons for substance abuse, and the ease of access have created a tsunami-like wave that demands our immediate attention. Our goal is to provide the knowledge, resources and support necessary to promote healthy behaviours, decision-making skills, and resilience.

Key Responsibilities:

Holistic and Comprehensive Care:

- Foster connections and share experiences with diverse stakeholders, including health professionals, policymakers, community organisations, and individuals with lived experiences.
- Facilitate the co-creation of stakeholder-led Information, Education, and Communication (IEC) materials about reaching out for health support.
- Contribute to the development and implementation of integrated health interventions.

Culturally-Sensitive Approaches:

- Facilitate two-way knowledge transfers with sectors and stakeholders to integrate culturally sensitive and evidence-based approaches into health services.
- Support the development of tailored awareness campaigns, sensitisation programs, and capacity-building initiatives to strengthen health support in primary care settings.

Advocacy and Resource Mobilisation:

- Amplify the collective voice of health advocates and organisations in advocating for policy development, improved services, and increased funding.
- Assist in resource mobilisation efforts by pooling together human, research, and financial resources to maximise impact and reach underserved populations.
- Contribute to the development of grant proposals, project reports, and other documentation related to partnerships and networking initiatives.

Monitoring and Evaluation:

- Monitor and evaluate the impact of outreach activities, collect feedback from stakeholders, and propose strategies for continuous improvement.
- Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of projects.
- Maintain accurate records of outreach activities, contacts, and community feedback for reporting purposes.
- Prepare timely and accurate reports on project activities, outcomes, and financials for internal and external stakeholders.

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune


Project Coordination:

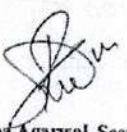
- Coordinate and manage planning, implementation, monitoring, and evaluation aspects of health-focused projects such as the Shala Lifeskill Project, Mental Health Project, Sakav Gender Project, and We-care Substance Misuse Project.
- Conduct group discussions, needs assessments, and identify community physical and mental health concerns. Gather insights to inform the development of tailored health interventions.
- Develop and implement strategic plans and objectives for health projects based on assessment findings. Adapt project strategies to meet the evolving needs of the community.
- Engage with communities, youth, teachers, and parents to identify issues affecting them and determine how their needs can be met through project initiatives. Ensure that their voices are integral to project planning and execution.
- Build and maintain strong relationships with project partners, community organisations, government agencies, schools, and other relevant stakeholders.
- Coordinate training programs and capacity-building initiatives for project staff, volunteers, and community members.

Qualifications and Skills:

- Master's degree in psychology, social work, public health, or a related field.
- Strong connections and familiarity with local culture, traditions, and community dynamics.
- Experience in networking, partnership development, or community engagement, preferably in the NGO sector for a minimum of 2 years.
- Fluent in English, Hindi, and Marathi.
- Excellent communication, interpersonal, and leadership skills.
- Ability to travel around the city for outreach responsibilities with a valid driver's license and own vehicle.
- Proficiency in using technology for communication and record-keeping (e.g., MS Office, Google Drive, virtual communication platforms).
- Experience in resource mobilization, grant writing, and partnership development is highly valued.
- Demonstrated persistence, flexibility, and resourcefulness in the face of obstacles and shifting priorities.

Confidence in public speaking and knowledge of cultural sensitivity and ability to integrate culturally-sensitive approaches into mental health programs.


Dr. Prakash Mahajan, President,
Muktaa Charitable Foundation


Dr. Rupa Agarwal, Secretary
Muktaa Charitable Foundation


Ms. Veena Garud

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune



UGC

(AN ISO - 9001-2015 COMPANY)

UGC SUPPLY CHAIN SOLUTIONS PVT. LTD.

Appointment Letter

Dear Mr. SURAJ ASHOK GAWADE

22/07/2024

We take this opportunity to welcome you as a member of UGC family. While welcoming you to our organization, we are please to induct you as ASSISTANT in HR Department since 22/07/2024, based in SHIRWAL.

You will be on probation for a period of Six months. At the end of probation period, based on the recommendation of your immediate superior & depending on your performance, attendance, conduct and medical reports your appointment will be confirmed in writing by a separate letter. After confirmation the services can terminated by giving one month's notice or pay in lieu thereby either side. Increment will be based on policy of the Company and as per the recommendation of your immediate superiors.

Your services are liable to be transfer anywhere in India, wherever the management has taken contract. You may be transferred within the organization from one job to another or from one department to another.

Whilst the appointment can be terminated, during the probation period, without giving notice/reason or pay in lieu thereby either side. Your services are co-terminus with the termination of the contract. In such event you will not be entitled to any compensation

During the course of employment, you will abide by the rules as are in force or as will be in force from time to time. You will not accept any gainful employment or office of profit during the course of your Employment with us. Your services will be discontinued if you remain absent from your duty for more than ten days, without prior approval.

You will not, disclose any information during your employment with company, except as authorized by the company in writing or make known to others of any information/trade secrets relating to the company or its business or any other information, which may come to your knowledge in the course of your employment.

The management expects that this appointment will lead you to contribute with zeal and commitment and you will respond and live up to the confidence placed by the Management in you

Please return duplicate copy of this letter duly signed in token of acceptance.

Yours Faithfully,

For UGC SUPPLY CHAIN SOLUTIONS PVT. LTD.

Received & Accepted

Authorized Signatory

Karve Institute of Social Services	
Karvenagar. Pune - 411052.	
Inward No.:	762
Name:	Director / Placement / MM
Date:	14.9.24
Time:	

Signature

SURAJ ASHOK GAWADE

keep in file



Date: 02nd September 2024

Name: POOJA TIMMA JADHAV

Present Add: Poud Road, Ideal Colony, Kothrud,
Wadmukhwadi, Pune Alandi Road, PCMC,
Pune, Maharashtra- 411038

Permanent Add: Barshi Road, Sham Nagar,
A/P-12 Pati, Harangue Bk., Latur, Pune, Maharashtra-413531

Email: poojajadhavmbcl@gmail.com

Mobile: +91 8010057793

PAN No: CERPJ4820A

Aadhaar No: 9368 9092 2648

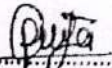
Offer Letter

Dear Ms. Pooja

Congratulations!

We are pleased to confirm that you have been selected to work with **CENTRE FOR ADVOCACY AND RESEARCH (CFAR)**. We are assigning work to you along-with this offer-cum-intimation letter comprising following details:-

- | | | | |
|---|-------------------------------------|---|---|
| 1 | Position/Designation | : | Field Coordinator |
| 2 | Status | : | Consultant-(Full Time) |
| 3 | Monthly remuneration / compensation | : | Rs.22,000/- (Rupees Twenty Two Thousand Only) that is subject to TDS deduction as per Income Tax provisions u/s 194J of IT Act 1961. |
| 4 | Due Payment Date | : | Up to 7 th day of following month |
| 5 | Initial Trial period; | : | Starts from 02 nd September 2024 to 30 th November 2024 |
| 6 | Working hours/Time | : | From 9:30 am to 5:30 pm |
| 7 | Location of work | : | CENTRE FOR ADVOCACY AND RESEARCH
Add.: Flat No.24, CT5 5582
Anand Bag Building, 1, Kamgar Nagar,
Pimpri, Pune, Maharashtra-411 018 |
| 8 | Reporting to | : | Mr. Anand Bakhade, State Project Manager |


POOJA TIMMA JADHAV

Regd. Office: E-1, Press Enclave, Saket, New Delhi - 110 017, India

Office: H-16A, 2nd & 3rd Floor, Kalkaji, New Delhi - 110 019, India

Telephones: +91-11-2641 8846, 2641 0133, 2622 4301

Email: cfarheadoffice@cfar.org.in Website: <http://www.cfar.org.in>



Please join the CFAR Pune Office from 02nd September 2024 onward at office time and report to the Authorized Person of CFAR to complete the documentation and other orientation related formalities.

The nature of services is purely professional consultancy based as per your qualification, experience and technical expertise.

Please note that CFAR Trust is bound to follow the strict due-diligence process being a Charitable Entity and we request you to please support and cooperate for complete such formalities. Therefore, your initial joining in CFAR is provisional and subject to complete the satisfactory background check and documentation verifications that includes:

1. Sanctioned Checks (preferred list as per international standard)
2. Reference Check (3-references) and Police Check as well
3. Documentation (Certificates as detailed out in the resume)


We will have to stop the provisional hiring of consultancy services with immediate effect if we find any of the following:

- If there is any gap or deviation or mismatch in the information/documents/certificates submitted by you.
- If there is negative report/query from the Police Department or any other competent authority report.
- If there is query from the sanctioned check list

After completion of above stated due diligence process satisfactorily you will be communicated for the further process as per our HR Policy. A full time consultancy contract will be issued to you starting from closer date of 3 months trial period to till end of 31st March 2025 and the same contract may be renewed further annually and so on at the discretion of CFAR Management.

There are certain notable points for the initial trial period which you have to follow:

- Official working hours will be from 9:30 am to the end of 5:30 pm Monday to Saturday, excluding 2nd & 4th Saturdays and public holidays, If there will be any change in the normal working hours or time in that case you will be communicated.
- Performance of work will be assessed after completion of initial trial (probation) period mentioned above. The trial period may be extended if the performance of candidate is not found satisfactory.
- CFAR issues full-time consultancy service contract for continuation of services further post trial period only to the candidates who perform well during 3 months trial period on recommendation of immediate line Manager/Lead.
- The either party can serve one month advance notice in case service is required to be discontinued during the trial period due to any reason by both the parties.


POOJA TIMMA JADHAV





- Please note that you are not entitled for any paid leave during initial trial period however in case of any emergency, only one pre-approved leave in a month may be considered as paid leave.

By issuing this offer-cum-intimation letter, we are feeling confident that you will be able to make a significant contribution to the success of Centre for Advocacy and Research (CFAR) and look forward to working with you.

Please sign the enclosed copy of this letter and return it to us by (specifying date) as an acceptance of this work offer.

Sincerely,



Signature of the Authorized Person

Name: ... ANAND BALKRISHNA BAKHADE

Designation: ... State Project Manager

CENTRE FOR ADVOCACY AND RESEARCH

Signature of the Authorized Person

Name: Rajesh Kumar

Designation: COO

CENTRE FOR ADVOCACY AND RESEARCH

I accept the offer as outlined above.

Sign:

Name of the Consultant: POOJA TIMMA JADHAV

Date: 07.11.2024

POOJA TIMMA JADHAV

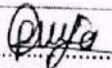




OTHER TERMS & CONDITIONS OF CONTRACT

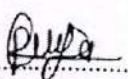
SECTION (A): Terms of Reference and Scope of Services

1	Name of Consultant	POOJA TIMMA JADHAV
2	Designation	Field Coordinator (Consultant)
3	Complete Address	Present Add: Poud Road, Ideal Colony, Kothrud, Wadmukhwadi, Pune Alandi Road, PCMC, Pune, Maharashtra- 411038 Permanent Add: Barshi Road, Sham Nagar, A/P-12 Pati, Harangue Bk., Latur, Pune, Maharashtra-413531 Email: poojajadhavmbcl@gmail.com Mobile: +91 8010057793 PAN No: CERPJ4820A Aadhaar No: 9368 9092 2648
4	Name of Project	PCMC Social Inclusion
5	Work Location	Pune, Maharashtra
6	Scope of Services	<p>Your main tasks and responsibilities are set out hereunder:-</p> <p>The Field Coordinator will play a crucial role in the implementation of project activities at the city level in Pune. This role involves overseeing the daily operations of the project, managing a team of Outreach Workers, and maintaining the Outreach Worker database. The Field Coordinators will ensure that project objectives are met effectively and will work closely with the Project Coordinator and Project Manager to achieve the project goals.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">• Responsible for overall field coordination and implementation of project activities meeting the project deliverables in consultation with Project Coordinator• Ensure that all project activities are carried out in accordance with project guidelines and objectives.• Supervise and manage a team of Outreach Workers, including providing guidance, support, and performance monitoring on day to day basis• Track and monitor day-to-day activities of the project to ensure smooth and efficient operations.• Maintain and update the Outreach Worker database to ensure accuracy and completeness of information.


POOJA TIMMA JADHAV



	<ul style="list-style-type: none"> • Ensure that data is collected, recorded, and reported in a timely and accurate manner. • Collaborate with the Project Coordinator and Project Manager to report on project progress, challenges, and outcomes. • Provide regular updates and feedback on the implementation of project activities. • Engage with community members and stakeholders to promote project activities and gather feedback. • Ensure that project activities are responsive to the needs and concerns of the community. • Support in the training and development of Outreach Workers to enhance their skills and effectiveness. • Maintain accurate and comprehensive documentation of project activities and outcomes as required • Support in documentation of best practices and case studies relevant to project outcomes on monthly basis. <p>Any other jobs assigned by Project Coordinator/ CRC Coordinator/ State Project Manager / Deputy Director/ Executive Director / authorized person as and when required in addition to the aforementioned routine work.</p>
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POOJA TIMMA JADHAV






SECTION-(B): Declaration-cum-Undertaking by Candidate

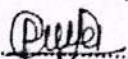
I, **POOJA TIMMA JADHAV**, S/o or D/o or W/o **Mr. Timma Rangappa Jadhav**, aged **24 yrs.** residing at: **Poud Road, Ideal Colony, Kothrud, Pune, Maharashtra- 411038** (complete present address) and also at **Barshi Road, Sham Nagar, A/P-12 Pati, Harangue Bk., Latur, Pune, Maharashtra- 413531** (complete permanent address), do hereby state and declare on solemn affirmation as under with undertaking:-

- I hereby declare that I am working with **CENTRE FOR ADVOCACY AND RESEARCH** as a capacity of **Field Coordinator (Consultant)** in **Pune, Maharashtra** from **02/09/2024** onwards.
- I hereby declare that I am well versed about Institutional Policy (links provided under SECTION (D) of CFAR Trust comprising of: HR Policy, Financial Policy, Procurement Policy, Prevention of Sexual Harassment at Workplace-(PoSH) Policy, Protection from Sexual Exploitation, Abuse and Harassment-(PSEAH) Policy, Conflict of Interest Policy, Child Protection Policy. Also I am well versed about the Social Media Policy & Disclaimer 2019, Fraud & Corruption Control Policy.
- I hereby declare that I will follow and abide all the rules & regulations mentioned in all policy documents of CFAR Trust along-with rules stipulated and applicable in Income Tax Act, Trust Act, FCR Act and other allied Acts etc.
- I hereby declare that I have been gone through all the conditions laid down under FCR Act 2010 with regards to covered person (who can receive/accept the foreign contribution or who cannot) as mentioned in Appendix-1 attached with this document.
- Further to this, I hereby declare that I don't fall under the category of covered person who are not eligible to receive/accept the Foreign Contribution or I am not a restricted/prohibited/black listed to receive any payment from foreign source in past.
- I hereby declare that I will give my full contribution with honesty as assigned to me and assured to serve you better in order to achieved objective of work. Further to this, I also declare that I will not undertake any assignment or will not be indulged in any kind of activity that is detrimental to the objective of organization and against the policy of organization and against the applicable statutes.
- I hereby declare that I was never barred/prohibited to receive/accept Foreign Contribution amount in kind or cash in past from any donor agency, organization, person, individuals, corporate, Govt. Establishment or department.
- I hereby declare that I am not involve in any activities which are in political nature, unlawful, anti-national and suspected and detrimental to National Interest.

Sign: 

Name of the Consultant: **POOJA TIMMA JADHAV**

Date: **04/11/2024**



POOJA TIMMA JADHAV





SECTION -(C): Assurance cum Commitment by Candidate

Assurance/Commitment Statement

This assurance cum commitment document is made and executed at **Pune, Maharashtra** on **02nd day of September 2024** by and between CFAR Trust and Ms./Mr./Dr. **POOJA TIMMA JADHAV** who is committing to CFAR Trust as under:

I, **POOJA TIMMA JADHAV**, S/o or D/o or W/o **Mr. Timma Rangappa Jadhav** aged **24 yrs.** residing at: **Poud Road, Ideal Colony, Kothrud, Pune, Maharashtra- 411038** (complete present address) and also at **Barshi Road, Sham Nagar, A/P-12 Pati, Harangue Bk., Latur, Pune, Maharashtra- 413531** (complete permanent address), do hereby state and declare on solemn affirmation as under:-

- I hereby assure and witness that if any violation found in compliance with above said declaration statement in that case I shall be solely responsible for said violation and further legal proceeding arising due to violation of Act or Miss-representation or concealment of fact or any elements which is necessary to disclose.
- I hereby assure and witness that if there is divergence in my service delivery or output as compare with expected outcome in that case my remuneration will be rationalized or factorized by the organization according to satisfactory/fair volume of work delivered by me. The organization and management of CFAR Trust has full liberty to take decision at its discretion while calculating my remuneration proportionately with my delivered output whereon I will not have any objection.
- I hereby assure and witness the Centre from against all loss, cost and expense, incurred by the Centre arising from, any loss, repair of the equipment while in my possession if such loss is caused by my negligence, absence of due care, non - adherence of the instructions on maintaining due care, and / or violation of any verbal or written instructions given at the time of issuance of such equipment.
- I hereby assure and commit that I shall not quit/leave the job/assignment without prior intimation or advance notice or committed period (if any) as defined in the organization policy. In case I do not abide this clause the Centre has right to withhold entire amount of due remuneration/consultancy fee along-with other reimbursable settlement/expenses.

I accept and agree with aforementioned condition of this document. Disputes, if any arising out of this assurance and commitment shall be subject to the exclusive jurisdiction of the competent Court in Delhi only, to the exclusion of all other concurrent courts.

Sign: Pooja

Name of the Consultant: **POOJA TIMMA JADHAV**

Date: 07/11/2024

Pooja
POOJA TIMMA JADHAV



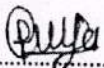


SECTION - (D): CFAR Trust Institutional Policy- links

- HR Policy Part-I (The Policy): <<https://app.box.com/s/sicca90az9iscpj139mjefp2d0zzj03i>>
- HR Policy Part-II (Forms & Formats) :
<<https://app.box.com/s/c6s8iwx7iz8eb745lw1njtfn21m5f94e>>
- Recruitment Process: <<https://app.box.com/s/zqlndkfgky57v5reh0c4x2u8fpbjpqqdk>>
- Financial Policy <<https://app.box.com/s/5wn1tamqkglp1m2s8otn25zrtayyo2qi>>
- Procurement Policy: <<https://app.box.com/s/hu7t6a1do89r3323p89ct4ud0n7gtuyf>>
- Guidelines for the Internal Complaint Committee: <<https://app.box.com/s/ok34bxegyib47m3jgu78wotnyobmk8i8>>
- Prevention of Sexual Harassment Policy: <<https://app.box.com/s/xk9db58rtnd8i1e7av55rxmvdfa2vee>>
- Policy on Sexual Exploitation, Abuse and Harassment (PSEAH) in English: <<https://app.box.com/s/bl131ivx89o3ekxevvj3lh2yuhb40tjz>>
- Policy on Sexual Exploitation, Abuse and Harassment (PSEAH) in Hindi: <<https://app.box.com/s/oum5rh5yhh16nwgk2wre4gwgsf1j1xck>>
- Conflict of Interest Policy: <<https://app.box.com/s/1uqzn4s72y8cwm6wo5xzhppz9aayqbh0>>
- Child Protection Policy: <<https://app.box.com/s/nxqhdjywgwsde06gearooee158dh4fti>>
- CFAR Social Media Policy & Disclaimer 2019:
<<https://app.box.com/s/idn7l1eorh97fn1c0xc5j5bc45u4ev21>>
- Fraud & Corruption Control Policy of CFAR Trust: <<https://app.box.com/s/s738tu3n0fiql0yt3tdtjikoxp6k9x1s>>
- Disability Inclusion Policy: <<https://app.box.com/s/338a40mpw3jdennlgtfomybauabhbhc8>>
- Gender Policy: <<https://app.box.com/s/pzde3tetaf0c5odr4yfb0o5otkjmzpek>>
- Code of Conduct Policy: <<https://app.box.com/s/1kzlf4syhoow3pw9a06jwlh9g70c01ej>>
- Anti-Terrorism Policy: <<https://app.box.com/s/ok33j596abm7fhdedd6l7z4wj2zyaezo>>
- Pledge to Anti-Terrorism Policy: <<https://app.box.com/s/aa4klqtangmk9nrt7ujx28ntngezpskj>>
- Guidelines and Rules for Leaves and Work from Home (SOP): <<https://app.box.com/s/gq7mqdz6p99xq40guwdsaulret4gnzmy>>
- Referral Documents: <<https://app.box.com/s/qlpopnv9kz5u9zvkti8ffjgcmjga94b6>>
- Guidelines for Ethical Photography: <<https://app.box.com/s/bruwk6jrn5gru40mf7vsqf4jig2y1dct>>
- Whistle-blower Policy: <<https://app.box.com/s/bfkluqa9kcewtk7d1thowh10ezuge9vr>>
- Employee Grievance and Redressal (English): <<https://app.box.com/s/z0wtkdmar9gwm4r4egwbzdm1b93zi70i>>
- Employee Grievance and Redressal (Hindi): <<https://app.box.com/s/rblfqcwevuof7i2xznnan5xuoji0kpt1>>
- Declaration form: <<https://app.box.com/s/ag0is3c37t4jipe1lzg4twotnm2hsirt>>

NOTE:

To access the above mentioned Policies and Declaration Form, you need to copy & paste the link on Google. Please note that you need to fill and submit the Declaration Form to the National Office. If there is any amendment in any terms of Policy, in that case you will be informed of the change.


POOJA TIMMA JADHAV





APPENDIX- 1

The list of covered person for your kind perusal and confirmation to the CFAR that you DO NOT fall under the category of restricted person and there is NO implication of restricted category on you at present and in future as well;

LIST OF COVERED PERSON OR RESTRICTED CATEGORY

1. As per the FCR Act the followings are restricted person categories:

- a) candidate for election;
- b) correspondent, columnist, cartoonist, editor, owner, printer or publisher of a registered newspaper;
- c) Public Servant, Judge, Government servant or employee of any corporation or any other body controlled or owned by the Government;
- d) Member of any legislature;
- e) Political party or office bearer thereof;
- f) Organization of a political nature as may be specified under sub-section (1) of Section 5 by the Central Government.
- g) Association or company engaged in the production or broadcast of audio news or audio visual news or current affairs programmes through any electronic mode, or any other electronic form as defined in clause (r) of sub-section (1) of Section 2 of the Information Technology Act, 2000 or any other mode of mass communication;
- h) Correspondent or columnist, cartoonist, editor, owner of the association or company referred to in point (g).
- i) Individuals or associations who have been prohibited from receiving foreign contribution.

2. As per Income Tax Act followings are covered person

(1) Author (2) Founder Member of Trust/Organization (3) Governing Body Member (4) Board Member of Trust/Organization (5) Family Member of Governing Body who is in blood relation (6) Any person who has been black listed by Government or Nodal Agency (7) Any person who is involved in anti-national activities.

Note: If the person has substantial interest in the Trust/Organization being a capacity of Trustee, Board Members, Governing Body Members and s/he receives any funds by way of remuneration in that case said amount shall be reported to Income Tax Department u/s 13(3) of Income Tax Act 1961 by the Trust/ Organization with Annual Income Tax Return in separate Annexure.

3. As per Sanction Check List

The following sanction checks list need to confirm with assurance of no implication or not applicability to you:

- a) The Asian Development Bank's Sanction List for restricted person
- b) Banks Listing of Ineligible Firms and Individuals
- c) Consolidated Australian National Security
- d) Listed Terrorist Organizations/Person
- e) Local or State Police records for criminal or civil matter
- f) Military/Army/Air Force/Navy court martial list
- g) Negative list of National Agencies; CBI, RAW, ED, IT, FCRA, NIA, CAG, NABARD etc

POOJA TIMMA JADHAV



Date: 13 July'24

Subject - InternshipHi Abhishek, *Jagtap*

Your application for internship at Cybernetik Technologies for a period of 6 months (16th July'24 To 17th January'24) at a monthly stipend of **INR 8000/-** has been accepted contingent on you accepting and signing the below company policies:

Confidentiality Agreement

Intellectual Property, Non-disclosure, and Confidentiality Agreement: Upon commencement of your internship with Cybernetik Technologies Pvt. Ltd., you are mandated to execute an Intellectual Property, Non-disclosure, and Confidentiality Agreement. This Agreement shall be effective from the date of your joining and is intended to protect all proprietary and confidential information, including but not limited to documents, literature, and inventions created or acquired during your tenure with the Company. You are prohibited from using such information in any manner that could adversely affect the Company's interests.

Confidentiality of Remuneration

The terms of your remuneration, determined based on your role, skill set, and professional merit, shall be strictly confidential and maintained solely between you and the Company. Any amendments thereto shall also be regarded as confidential. Failing to this you may face the strict disciplinary action or termination of the internship or internship with the organization.

Terms and Conditions of Employment

- **Performance of Duties:** Throughout your internship with Cybernetik Technologies Pvt. Ltd., you shall diligently, sincerely, and to the best of your abilities, perform the duties and responsibilities assigned to you.
- **Confidentiality and Fiduciary Responsibilities:** You are entrusted with the company's properties and business secrets during your training and internship. You are obligated to maintain confidentiality and shall not disclose any such information at any time, during or post the completion of your training.
- **Adherence to Company Policies:** You shall comply with all existing rules and regulations of Cybernetik Technologies Pvt. Ltd.

Termination of Internship

- **Grounds for Termination:** Cybernetik Technologies Pvt. Ltd. reserves the right to terminate your internship without notice or pay, in cases of gross misconduct, policy violations, wilful neglect of duties, breach of trust, or discrepancies in the information provided in your internship application. Disclosure of client name, information about the projects, sharing design or process documents through any communication medium will result in immediate termination and responsible person will be liable for the legal action.
- **Procedure upon Termination:** In the event of termination, by either party, Cybernetik Technologies Pvt. Ltd. may relieve you from your duties while continuing to provide your stipend and benefits for the notice period. During this period, the Company may require you not to attend work and prohibit you from engaging in any alternate internship.
- **Post-Termination Obligations:** Termination of your internship shall not affect any provision of this agreement intended to survive termination and shall not waive the Company's rights to action for any breach, default, or misconduct by you.

Protection of Company Interests

- **Handling of Confidential Information:** While employed and post-internship, you must not remove, copy, or disclose any confidential documents or records, except in the ordinary course of your duties, that pertain to the company's secrets or policies.
- **Non-Disclosure Obligations:** You are prohibited from disclosing any business, financial, or confidential information about the company or its clients, except you have received approval from the management or senior authorities.

Intellectual Property and Inventions

Ownership of Intellectual Property:

Any intellectual property created, invented, or discovered by you in the course of your employment shall be the exclusive property of Cybernetik Technologies Pvt. Ltd. You hereby assign all such rights to the Company and agree to assist in securing and enforcing these rights.

No Consideration for Inventions: You acknowledge that no additional consideration shall be provided by the Company for any inventions, discoveries, or intellectual property created during your employment.

Non-Solicitation

1. **Non-Solicitation of Clients:** For a period of one year, post-tenure with Cybernetik Technologies Pvt. Ltd., you agree not to solicit business from any clients or customers of Cybernetik Technologies Pvt. Ltd., or engage in any business activities that are competitive with the Company.
2. **Employment with Clients:** For a period of one year, post-tenure with Cybernetik Technologies Pvt., you shall not engage in any employment or business activities with the Company's clients or customers that compete with Cybernetik Technologies Pvt. Ltd.
3. **Non-Solicitation of Employees:** During and for one year after your internship with Cybernetik Technologies Pvt. Ltd., you shall not solicit or induce any employee of the Company to terminate their employment or engage in any actions contrary to the Company's interests.

Liquidated Damages

In the event of a breach of any of the aforementioned clauses, Cybernetik Technologies Pvt. Ltd. reserves the right to initiate legal action and seek the higher of the liquidated damages.

For Cybernetik

Shailesh Banaeet

Chief Human Resource Officer

Date: May 13th, 2024

To,
Ms Arundhati Joshi
Shukrawar Peth,
Pune 411 002

Dear Arundhati,

This has reference to your application for the position of Trainee – Program Design and Development in BJS and the discussions with you during the interview. BJS is pleased to extend an offer as follows:

- | | | | |
|----|-----------------|---|--|
| 1. | Position | : | Trainee – Program Design and Development |
| 2. | Department | : | Program Design and Development |
| 3. | Training Period | : | May 23, 2024 – August 22, 2024 |
| 4. | Stipend | : | 20,000/- Per Month |
| 5. | Reporting to | : | Program Manager |
| 6. | Location | : | Pune |

Please note:

- Post successful completion of evaluation process & once confirmed you would be moved On-roll with an annual CTC of INR 3,00,000.
- The offer has been made based on information and documents provided by you.
- You will be on probation for six months once you are moved On-roll. Confirmation will be subject to a performance review of the last six months' evaluation.
- You will be required to travel as required from time to time.
- Benefits and allowances will be as per applicable HR policy.

You are requested to get all your testimonials and carry a photocopy of them along with one passport size photographs. The appointment letter shall be issued accordingly.

With best wishes,

Dananjai
Komal Jain
MD

List of mandatory testimonials to be submitted at the time of joining:

- | | |
|---------------------------------------|--|
| • Aadhar Card Copy | • Identity Proof (e.g. Passport, etc) |
| • Address Proof (e.g. Passport, etc.) | • Graduation & Post Graduation (if applicable) |
| • Bank Account details | • Experience Certificate/s (if applicable) |
| • PAN Card Copy | • Last Salary Slip (if applicable) |

Karve Institute of Social Services Karvenagar, Pune - 411052.	
Inward No.:	388
Name:	Director MM
Date:	10/5/24
Time:	

Register No:- E-0009738(PUN)

Darpan Id : MH / 2024 / 0410984

8010157900/9975957759

foundationaaan@gmail.com

AAAN
FOUNDATION

14

Date: - 10/08/2024

Sachin kachhava

City: - Pune, Maharashtra.

Dear Sachin,

We are happy to offer you employment for the position of Social Worker at AAAN Foundation. Your exceptional skills, experience, and enthusiasm for Business strategies were evident throughout the interview process, and you will be a valuable addition to our team.

Here are the details of our offer:

Position: Social Worker

Start Date: 10/08/2024

Salary: 10,000/- per Month

Schedule: 10 AM to 6 PM

Location: 'Pratham', Office No.103, S.B.Patil Road, Ravet, Pune-412101.

Your responsibilities will include developing and implementing strategic Business plans, conducting market research, and collaborating with cross-functional teams to drive business objectives.

In addition to your day-to-day responsibilities, you'll have the opportunity to lead a talented team, innovate new strategies, and contribute to the growth and success of our company.

Please review this offer letter carefully. If you have any questions or need further clarification, feel free to contact Kunda Wankhede at 8010157900 or foundationaaan@gmail.com.

If you accept this offer, please sign and return a copy of this letter. We are excited about the prospect of you joining our team and are confident that your expertise will greatly benefit AAAN Foundation.

Sincerely,
Kunda Wankhede
President founder/Trustee
AAAN Foundation

Sincerely,
PM.Nirmal
Treasurer president/founder
AAAN Foundation



Ek Kadam Aur Foundation for Education and Health ¹⁵

A nonprofit, charitable (80-G) organization under Companies Act 2013

FLAT 17C, TOWER D, VICEROY PARK, THAKUR VILLAGE, KANDIVALI (EAST), 400101

www.ekkadamaur.org

To

Mr Amarnath Kale
Hingane Home Colony,
Karve Nagar,
Pune- 411052

Dear Mr. Kale,

We are pleased to offer you an opportunity as Field Coordinator, Arunodaya (Sunrise) for Blind Program at Indian Rupees (INR) 20,000/- per month starting on 18 September, 2024.

Position: Field Coordinator, Arunodaya (Sunrise) for Blind Program

Location: Pune, Maharashtra

Tasks & Responsibilities:

The roles and responsibilities will involve, but not restricted to, the following:

- Training the mentors directly in contact with the children
- Developing and expanding on the missions of the program, especially education of the left behind blind children in India who are not introduced to formal education
- Supervising the mentors of the program
- Teaching Braille, Orientation and Mobility, Daily Living Skills, Cane training to the children and the mentors
- Supervising and reporting to the field coordinator the progress of the children
- Regular visits to the project site to interact with the mentors, parents and the children of the program to ensure compliance
- Motivating and guiding the children

TERMS & CONDITIONS:

This letter contains broad terms and conditions of service governing this appointment which are subject to change. We expect you to keep your compensation details confidential.

NATURE OF CONTRACTUAL RELATIONSHIP

This contract is made on the clear understanding that you are committed to Ek Kadam Aur on full time basis and that you will not undertake any other part time/full-time work whether paid or unpaid without the consent of the company. This relationship is of continuous nature and does not entail additional compensation for overtime.



Ek Kadam Aur Foundation for Education and Health

A nonprofit, charitable (80-G) organization under Companies Act 2013

FLAT 17C, TOWER D, VICEROY PARK, THAKUR VILLAGE, KANDIVALI (EAST), 400101

www.ekkadamaur.org

You will be on a **probation period for 3 months** and your performance will be re-evaluated after that to be considered for the permanent role.

TRAVEL

Your work-related travel expense will be reimbursed on actual basis on submission of expense report and bills.

METHODS

If you conceive any new or advanced method of improving process/formulae/systems in relation to the operation of the community such developments will be fully shared with the company and appropriately copyrighted and/or published in peer-reviewed journal.

CODE OF CONDUCT

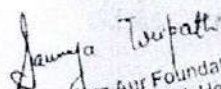
EK Kadam Aur has a code of conduct, confidentiality and non-compete agreements, primarily to address working standards and business interests. You will be requested to sign your acceptance and would adhere to these norms once you join the company.

TERMINATION

Either party may terminate the appointment by giving the other party one month's notice in writing. This means that the company may terminate your services with immediate effect by paying only current month's compensation, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company. Your % effort can be reduced from 100% meaning your status could be changed from full time to part-time on as needed basis.

Welcome to Ek Kadam Aur!

Sincerely,


Ek Kadam Aur Foundation
for Education and Health
Director / Auth. Signatory

Saumya Tripathi
Director, Program Development and Expansion
Ek Kadam Aur Foundation for Education and Health



Ek Kadam Aur Foundation for Education and Health

A nonprofit, charitable (80-C) organization under Companies Act 2013

FLAT 17C, TOWER D, VICEROY PARK, THAKUR VILLAGE, KANDIVALI (EAST), 400101

www.ekkadamaur.org

Contractual Agreement Acceptance

I, Amarnath Kale, agree to accept the job with Ek Kadam Aur Foundation for Education and Health on the terms and conditions mentioned in this letter.

Name

Date

Signature

Place

Telephone Number:

Attachment:

1. Certificate of the highest Degree
2. RCI Certificate (if applicable)
3. Proof of date of birth: Transcript of High School or Higher Secondary School (India) or Drivers's Licence or Passport
4. Copy of Aadhaar Card
5. Complete bank form for monthly payments (attached with the email)

2024 16



TAPASYA

+91-9456593160

www.tapasya.xyz

info@tapasya.xy

Dated: 28th June, 2024

Dear Ms. Payal Kamble,

Current & Permanent Address: Latur, Maharashtra.

Congratulations!

We are pleased to inform you that you have been selected as **Project Coordinator** for **Project Sakhi** at Tapasya Pune. We are grateful for your interest in supporting families to develop resilience against poverty. We strongly believe that you have the self-belief, intrinsic motivation and skill set to execute Tapasya's vision to success.

You will be placed in Pune and your date of joining will be **1st July, 2024**. You shall be paid a total remuneration as per **Salary Annexure** and travel allowance will be reimbursed as per Tapasya policy if needed from 1st July, 2024.

The following are the norms that we work with to build a strong, collaborative and transparent working culture.

1. Appointment

- 1.1. While accepting the role, you are making a full-time commitment with Tapasya for 15 months from **1st Jul 2024 to 30th September, 2025**. (After 30th September 2025, the contract will be renewed subject to performance and completion of tasks)
- 1.2. Your location will be Pune
- 1.3. Your first 3 months of job will be considered as **probation period**.

2. Compensation and Benefits

- 2.1. Your compensation will be disbursed on a monthly basis
- 2.2. You will be reimbursed on any office travel expenses incurred on behalf of Tapasya subject to the Expense reimbursement policy
- 2.3. In case we are unable to forge a strong partnership amongst ourselves, Tapasya will hold the authority to nullify your employment contract on one or more of the following events:
 - a. If any declaration and/or information furnished by you proves to be false, Tapasya will be terminating the contract without notice in such an event
 - b. If your reference check towards prior employment/education does not match with the documentation that you have submitted. Tapasya will be terminating the contract without notice in such an event
 - c. If you fail to comply with any provisions of your contract, Tapasya will be terminating with 1 weeks' notice.
 - d. In case of underperformance on set goals discussed between you and your manager, Tapasya will be terminating with 1 months' notice during Probation period and with one month's notice/compensation in lieu of one month's notice post probation. During these months, the employee will be put through a Performance Improvement Plan.

3. Your responsibilities include:

- a. Overall data management, data verification & feedback to the team around data entry. You will be responsible for sharing data as & when required for monthly/quarterly/annual report, donor reporting etc.
- b. Building relationship with Govt. and civil society people for networking to ensure policy implementation work.
- c. Conducting training and capacity building of team members/ASHA/ANM/NGO workers.
- d. Creating awareness through media and all other media.

Date: 10-07-2024

OFFER LETTER

Community Health Associate at Muktaa Charitable Foundation

To,
Bhagyashree Karankar
Hingane Home Colony,
Karve Nager, Pune

Dear, Bhagyashree

After carefully reviewing your application and rigorous interviews, we are pleased to offer you the position of **Community Health Associate at Muktaa Charitable Foundation (MCF)**. Congratulations on making it this far. We are confident that your networking, partnership, coordination and project support abilities would be a valuable addition to our work in the social sector. The details of this offer are as follows:

Work Schedule

You are expected to report to your position from **11th July 2024**

This is a full-time position requiring 8 hours per day. Your regular weekly schedule will be **Monday to Saturday from 10 AM to 6 PM.**

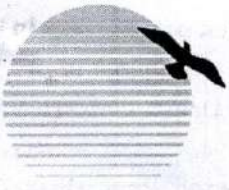
Scope of Work

As our Community Health Associate, you can look forward to an exciting and challenging career at MCF. You will play a crucial role in enhancing the reach, effectiveness and sustainability of the physical and mental health projects of Muktaa by establishing and maintaining collaborative partnerships with various sectors and stakeholders.

You will work closely with primary healthcare providers, schools and colleges, community partner networks, non-governmental organizations, police, and other relevant stakeholders to promote holistic and comprehensive mental health care. You will facilitate knowledge exchange, coordinate joint initiatives and ensure the integration of culturally sensitive and evidence-based approaches. You will also contribute to advocacy efforts,

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune



Your compensation during the Training and Probation Period will be ₹20,000 per month. Once your Training and Probation Period is over, your compensation once you are Confirmed Into Service will be ₹22,000/- per month.

All of these amounts are subject to the deductions made for all required withholdings. Travel and Sultry Expenses are for official work

The breakup of salary details is as defined in **Annexure A**.

At MCF, we have a policy of **Merit Increases** depending on performance on the job. **After one year after Confirmation In Service, your salary will be revised, based on your performance during the one year.**

Performance Review

MCF employees must schedule regular meetings for performance assessment with your points of contact. Both sides can provide feedback and identify any issues. If there are problems, they must be best addressed once identified, to give the best shot for correction and to prevent them from growing into a larger issue.

Investment in Candidature

As an MCF employee, the training and work we involve you in takes on a greater significance than just your work at MCF but also shape your growth as an experienced, well-known and skilled professional in the social sector. It is acknowledged by both parties that the job of Community Health Associate requires considerable skill. MCF will provide you with significant and intensive training from experts in order that you may perform this job well. It is also recognized that after receiving this training your standing as a social service professional in the relevant field will significantly rise.

Post the training, MCF would like to see employees stay with MCF for at least 2 years as this leads to stability, good quality of service and opportunities for promotions for the candidate. Untimely separation of employees also leads to a loss of investment in training and to disruption of the services. As this project continues to grow, we would like to give you the opportunity to grow with us.

Future Scope for Place of Posting

Your posting at present is at Pune Office in the aforementioned timeslots. For outreach and training, you will be travelling to places in and around Pune. As this project continues to grow, we would like to give you the opportunity to grow with us. You may need to travel or transfer to offices /subsidiaries/associate offices, in any town or city in India or abroad, if required. Considering the various factors that come into play in such cases, this will be based on mutual agreement and with adequate notice to prepare for the same.

Notice Period

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune

Secrecy and Confidentiality

As a Community Health Associate within our organisation, you will have access to privileged information and handle sensitive matters. You are obligated to ensure that any information, whether pertaining to clients, employees, partners, or other important aspects of our organisation, remains strictly confidential. This commitment extends beyond your tenure with us and continues indefinitely.

When discussing matters, employee concerns or sensitive matters within the organisation, you should limit these discussions to instances related to training, supervision, or organisational improvement. In such discussions, it is crucial that you refrain from sharing any identifying information. **You will not give anyone by word of mouth, writing, facsimile, electronic devices and media or otherwise, any particulars or details, which you acquire during the course of your employment of our working systems, technical know-how, security arrangements, administrative and or organisation matters of our and our clients whether confidential, secret or otherwise, either during your employment with the company or afterwards.**

Breach of confidentiality is a serious violation that may have legal, ethical, and organisational repercussions. Any breach of this confidentiality notice will be addressed in accordance with our organisation's policies and applicable laws.

If you encounter situations where confidentiality may be compromised or if you have concerns related to the handling of sensitive information, it is your obligation to promptly report such matters to your supervisor or the relevant authorities within the organisation.

The terms and conditions of your service contract as stipulated heretofore or intimated to you hereafter, are strictly confidential and you are not to divulge these terms to any employee of the company/person connected with the company.

Conclusion

You will be an ambassador for MCF in your interactions with other organisations, with employees as well as with society at large. We expect you to maintain high levels of commitment, personal integrity and uprightness in your work and private life in keeping with this responsibility.

We advise you to read this letter carefully. If the terms and conditions are acceptable to you please sign the duplicate copy as a token of you have understood and accepted the same. This offer is valid till **31st July 2024.**

At the time of Joining you need to submit documents as in ANNEXURE – B

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune

ANNEXURE-A

SALARY BREAKUP

Name: Ms. Bhagyashree Karankar
Designation: Community Health Associate

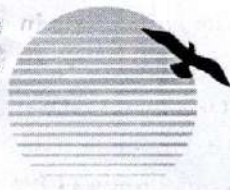
Below is the break-up of your annual compensation. Actual amount is subject to all applicable taxes, including taxes levied on the remuneration, benefits/perquisites payable to you provided by the Company.

Please note, during the 6 month Probation Period you will receive a compensation of Rs. 20,000/month will be given.

Table I: Salary Offer Sheet Break-up

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune



ANNEXURE – B

Documents

Please find enclosed details of Documentation as required at the time of joining the organisation.

1. Photocopies of all educational certificates (X, XII, Graduation and Post Graduation).
2. Photocopies of all Technical certifications.
3. Photocopies of all relieving orders (experience letters) from past employers.
4. Form 16 (TDS deduction Certificate and Last Salary slip if working anywhere.) or a self declaration in case you are currently unemployed.
5. Copy of Resume.
6. Photocopies of PAN Card.
7. Photocopies of passport (If available)
8. Passport size photographs and #1 Stamp size photograph.
9. Address Proof. [Address proof of permanent address i.e., Electricity bill, Ration Driving licence, Passport copy.].
10. Photo ID proof. [Driving licence or passport copy or PAN Card Copy, Election Card]
11. Two references with Name, postal address, Email, telephone number
12. Copy of Aadhar Card
13. Vaccination certificate

Dr. Prakash Mahajan, President,
Muktaa Charitable Foundation

Dr. Rupa Agarwal, Secretary
Muktaa Charitable Foundation

Ms. Bhagyashree Karankar

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune

the knowledge, resources and support necessary to promote healthy behaviours, decision-making skills, and resilience.

Key Responsibilities:

Holistic and Comprehensive Care:

- Foster connections and share experiences with diverse stakeholders, including health professionals, policymakers, community organisations, and individuals with lived experiences.
- Facilitate the co-creation of stakeholder-led Information, Education, and Communication (IEC) materials about reaching out for health support.
- Contribute to the development and implementation of integrated health interventions.

Culturally-Sensitive Approaches:

- Facilitate two-way knowledge transfers with sectors and stakeholders to integrate culturally sensitive and evidence-based approaches into health services.
- Support the development of tailored awareness campaigns, sensitisation programs, and capacity-building initiatives to strengthen health support in primary care settings.

Advocacy and Resource Mobilisation:

- Amplify the collective voice of health advocates and organisations in advocating for policy development, improved services, and increased funding.
- Assist in resource mobilisation efforts by pooling together human, research, and financial resources to maximise impact and reach underserved populations.
- Contribute to the development of grant proposals, project reports, and other documentation related to partnerships and networking initiatives.

Monitoring and Evaluation:

- Monitor and evaluate the impact of outreach activities, collect feedback from stakeholders, and propose strategies for continuous improvement.
- Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of projects.
- Maintain accurate records of outreach activities, contacts, and community feedback for reporting purposes.
- Prepare timely and accurate reports on project activities, outcomes, and financials for internal and external stakeholders.

Project Coordination:

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune

September 04, 2024

Saloni Sanjay Kharat
39, Aundh Road
Chandramani Sangh
Ambedkar Nagar
Khadki
Pin: 411020

Sub: Offer Letter

Dear Saloni,

We are pleased to offer you employment as a "School Coordinator – Social Work", with Anusyabai Namdeo Waghere English Medium School, located at Pimpri, Pune in the Academic Year 2024-25. Your date of joining is September 20, 2024.

You will receive a total salary of Rs. 32,741/- per month. Your work timings will be 9 am to 5.00 pm, Monday to Friday and for alternate working Saturdays. **Please note that you are expected to report in school by 8.45 am.**

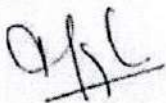
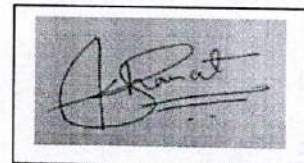
You will be on probation for a period of 6 calendar months from the date of commencement of your employment. Thereafter, you will be confirmed as a permanent employee of Akanksha, subject to performance.

You are entitled to 26 days of paid leave for the academic year which will be prorated based on your date of joining. During the probation period you will not be entitled to avail paid leave. In case you need to avail leave during the probation period the leave will be adjusted against the 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

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

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

To,
Sejal Kote,
Pune

11th July 2024.

Appointment Letter

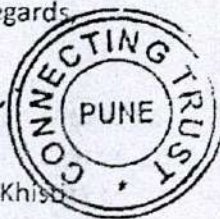
Dear Sejal,

We are happy to appoint you as a full-time Facilitator with effect from 11th July, 2024. Your designation will be "Facilitator, Students engagement project (SEP)". Your job description is enclosed with this letter. By signing this letter, you confirm that you enter in the contract for 1 year and will be following roles and responsibilities assigned to you.

Your remuneration will be Rs.25,000/- per month. You are expected to follow HR policy of the organization and follow transparent accounting practices, adhere to the principles of Connecting Trust and work with good team spirit. In case you want to terminate the contract, you will serve a notice period of one month before your last working day.

We look forward to a fruitful association with you.

Warm Regards



Sukhada Khise

CEO

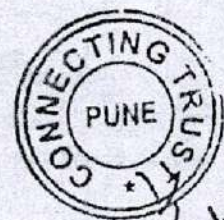
Connecting Trust, Pune

Job responsibilities

Facilitator, Students' engagement project:

As a Facilitator, Students' engagement project (SEP), your role includes but not limited to the following responsibilities:

1. Support in strategizing planning and executing plan for reaching out to prospective stakeholders across all student community.
2. Support in selection / screening of campus ambassadors and their selection
3. Support in arranging / conducting trainings / workshops for the campus ambassadors
4. Support in planning and executing engagement activities such as competitions, quiz, street plays, campaigns and walks etc that are about mental health and suicide prevention, for the students
5. Support in mobilization for volunteer training
6. Coordinate with interns and engage them in the project
7. Generate and maintain documents like volunteers' details, data captured from various activities, monthly/ quarterly/ annual reports, statistical data for monitoring & evaluation and any other document as per requirement of an hour.
8. Analyse data collected and come up with strategy and action plan to tackle challenges if any
9. Actively contribute in maintaining healthy work culture by following work ethics and professionalism
10. Be ready and open to take up any other responsibility towards achieving organizational goals.



Varroc Engineering Limited

Regd. & Corp. Office

L-4, MIDC, Industrial Area
Waluj, Aurangabad 431 136
Maharashtra, India

Tel + 91 240 6653700
Fax + 91 240 2564540

email: varroc.info@varroc.com
www.varroc.com
CIN : U28920MH1988PLC047335



Date: 20/05/2024

Internship Offer Letter**Dear Smaran Kulkarni,**

With reference to your Internship/Training Opportunities with Varroc Engineering Pvt. Ltd. From **03.06.2024 to 02.09.2024**, we are pleased to provide you with the Internship extension opportunity to work with us as an **Intern in Corp-HR at Varroc Engineering Ltd. Viman Nagar Office** on the terms & Conditions outlined below.

- Your internship period will commence from **03.06.2024**, which unless extended through a written communication will automatically close on the working hours of **02.09.2024**.
- You will be assigned projects. The internship will be unpaid internship.
- While at Varroc, you shall make your own arrangements for accommodation.
- While in Internship period with the Company, you shall not engage directly or indirectly in any trade or business or undertake any other employment with or without any commercial gain. Breach of this condition shall lead to immediate termination of your internship by the Company without any notice or compensation.
- You shall not have any right to use, in any manner whatsoever, any IPR, in part or in full (i.e. copyright / trade name / label mark /trademark etc.) belonging to the Company, whether registered or not. At the time of termination of Internship offer, you shall return all materials as well as information in respect of intellectual property rights of the Company and shall not use it further for other company or for your personal purpose.
- You will deliver all such data and information to the Company upon the Company's request and, in any event, upon termination of Internship offer, and will be fully responsible for the care and protection thereof until such delivery.
- 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.

Varroc Engineering Limited

Regd. & Corp. Office

L-4, MIDC, Industrial Area
Waluj, Aurangabad 431 136
Maharashtra, India

Tel + 91 240 6653700
Fax + 91 240 2564540

email: varroc.info@varroc.com
www.varroc.com
CIN : U28920MH1988PLC047335



- Any technical process or item developed or discovered either by you or jointly with others, while going through Internship at the company, shall be and remain the sole property of the Company. You shall sign all consents that may be required in that connection.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses or infringement of the third party's Intellectual Property Right, arising as a result of the usage of any design or application, including software programs and applications.
- You shall not use company resources for other commercial activities or for personal gain.
- The Company prides itself as a Company with highest order of ethical conduct in dealing with customers, dealers, vendors, suppliers, subcontractors, staff or the like by whatever name called. As part of your association with the Company it is important that you fully understand this philosophy and the policies governing it.
- You are requested to sign the NDA set of documents at the time of joining.
- The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behavior including however not limiting to verbal abuse, sexual harassment, gender discrimination, misuse of Company property, theft, cheating or any such act of any individual or body of individuals.

Yours faithfully,
For Varroc Group

Kavita Kulkarni
Chief Human Resource Officer

Smaran Kulkarni



12th September 2024

Mr. Ajay Kurhade

Dear Ajay,

We are glad to inform you that you have been offered internship as an CSR Intern starting from **12th September 2024 to 31st March 2025** with CSR department at Tata AutoComp Systems Limited.

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

You will be paid a consolidated stipend of **Rs. 20,000/-** per month (Twenty Thousand only) during the period that you work on the project as stated above

Please note that during your internship:

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

TATA AUTOCOMP SYSTEMS LIMITED

CIN: U14100PN1995PLC158999

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



- The company will have no liability for compensation whatsoever for any injury / accident arising out of or during the project.
- Any income tax and other applicable taxes shall be borne by you and the Company shall not be held responsible for any such statutory or other payments, other than for tax withholding at source as required by the pertinent Income Tax Rules.

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

Sincerely,

For – TATA AutoComp Systems Ltd

Deepak Joshi
Vice President – Group Human Resources

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

Signature and name: Ajay Devram Kurhale

Date 12/9/2024

TATA AUTOCOMP SYSTEMS LIMITED

CIN: U74100PN1005PL158000

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

JISL/HRD/2024/09

Date : 02/09/2024

To,

Mr. Mahale Kamlesh Rajendra
19B, Kailaspati Nagar
Dudhane Shivar
Nandurbar - 425 412

Sub: Selection.

Dear Mr. Kamlesh,

This is with reference to your application for a position in our organization and subsequent interview you had with us. We are pleased to inform you that you have been selected on probation. The details of Salary & employment shall be as discussed with you. We request you to keep and treat all your compensation related matters as confidential. Please do not discuss your compensation related matters with others. Disclosure of the same will be treated as breach of trust.

You are advised to join us on **09th September 2024**. The detailed letter of appointment shall be issued to you on completion of the Orientation Program. Before joining, you will have to undergo a medical checkup by the medical officer prescribed by the company and your employment with us would be subject to be found medically fit during the medical examination.

The company reserves the right to conduct background investigations and / or reference checks on all of its potential associates. Your "Selection", therefore, is contingent upon a clearance of such a background investigation and / or reference check if any.

We are enclosing herewith two Comfort letters. Kindly bring the same with you duly filled while joining, from the references you have mentioned in your application form. In addition, you are advised to bring all the testimonials / certificates / latest salary proof / recent passport size photograph / residential proof / driving license copy / relieving letter from your present employer, at the time of joining.

You are advised to report the undersigned at our Head Office at Jalgaon (MS) for joining.

Wish you a hearty welcome and wish you best luck in your new assignment.

Thanking you,

For **JAIN IRRIGATION SYSTEMS LTD.,**



(V.M.BHAT)
SR. VICE PRESIDENT – HRD



Date: June 13, 2024

This contract is made on **June 13, 2024** between **Sambhav Foundation (Sambhav)** Charitable Trust having its office at No 128, 2nd main, 2nd cross, Nagarabhavi Main road, Canara bank Colony, Bangalore - 560072 and **Satish Rajabhau Maske** (S/O: Rajabhau Maske, mu.dighol deshamukh, Bhokaramba, Latur, Bhokrama, Maharashtra, 413527).

It is agreed that **SAMBHAV FOUNDATION** will hire your services as **Mobilizer at Pune**.

A. Assignment details

Your role will be defined time to time and you will report to your Manager.

B. Terms of the contract

- The contract shall begin on **June 17, 2024** and shall terminate on **November 30, 2024**.
- As agreed you need to fulfill the terms of the contract and will play the role which will be defined from time to time.
- The Payment will be made within 5 days on raising an invoice with a status update on the work completed as per given assignment and approved by your senior of **SAMBHAV FOUNDATION** as spelt out in the contract.
- The above scope of work is indicative. Any changes to the scope of work will be communicated and the same has to be delivered within the contract duration.

C. Proprietary Information Agreement

You will be contracted by **SAMBHAV FOUNDATION** in a capacity in which **SAMBHAV FOUNDATION** will or may receive confidential information, which is of value to **SAMBHAV FOUNDATION**. Therefore, agree to abide by the following terms and conditions

This contract creates a relationship of confidence and trust between you and **SAMBHAV FOUNDATION** with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

i. Proprietary Information includes without limitation:

- Training content, **SAMBHAV FOUNDATION**'s database, marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of **SAMBHAV FOUNDATION**.
- Any information or material not described above which relates to **SAMBHAV FOUNDATION** inventions. "Know-how", purchasing, accounting, merchandising, or licensing. Any information of the type described above which **SAMBHAV FOUNDATION** has a legal obligation to treat as confidential, or which **SAMBHAV FOUNDATION** treats as proprietary or designates as confidential, whether or not owned or developed by **SAMBHAV FOUNDATION**.

ii. At all times, both during and after your contract with **SAMBHAV FOUNDATION**, You will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other **SAMBHAV FOUNDATION** employees or authorized third parties as may be necessary in the ordinary course of performing your duties for **SAMBHAV FOUNDATION** or otherwise as directed by **SAMBHAV FOUNDATION**.



- iii. You agree that you have not brought any proprietary information of a former employer to **SAMBHAV FOUNDATION** and that you will not use any proprietary information of a former employer in the performance of your work with **SAMBHAV FOUNDATION** unless you have written authorization from your former employer.
- iv. You will promptly disclose to **SAMBHAV FOUNDATION** all ideas, processes, inventions, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by **SAMBHAV FOUNDATION**, conceived by you alone or with others during the term of your contract, whether or not conceived during regular business hours.
- v. All such Inventions shall be the sole and exclusive property of **SAMBHAV FOUNDATION**. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any Inventions to **SAMBHAV FOUNDATION**; and (b) all documents required to obtain a patent, register a copyright, or enforce **SAMBHAV FOUNDATION** rights in such Inventions. These obligations shall continue beyond the termination of employment with respect to Inventions you conceive or make during the period of your contract.
- vi. You will not during the contract with **SAMBHAV FOUNDATION** carry on either alone or in partnership or be directly or indirectly employed or concerned in any business undertaking other than that of **SAMBHAV FOUNDATION**, except as a shareholder in a public quoted company unless you have obtained the previous written consent of **SAMBHAV FOUNDATION**. Further, you will not accept gifts, entertainment or other favors from persons or bodies with which **SAMBHAV FOUNDATION** has business dealings unless you have obtained the previous written consent of **SAMBHAV FOUNDATION**.
- vii. You shall upon termination of your contract with **SAMBHAV FOUNDATION** and upon **SAMBHAV FOUNDATION** request reaffirm. You recognition of the importance of maintaining the confidentiality of **SAMBHAV FOUNDATION** Proprietary Information and reaffirms all of the obligations set forth in this Agreement.
- viii. You shall upon termination of your contract with **SAMBHAV FOUNDATION** return all property belonging to **SAMBHAV FOUNDATION**, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile.

D. Arbitration

All disputes and differences of any nature arising out of this agreement, whether during its term or after expiry thereof or prior termination shall be resolved amicably in the first instance. If the disputes remain unresolved then the same shall be referred to the Sole Arbitrator appointed by **SAMBHAV FOUNDATION**. The arbitration shall be held under Arbitration & Conciliation Act 1996 and statutory modification there to the appointment of sole arbitrator shall be binding upon the parties concerned. The decision of sole arbitrator shall be final on every matter arising hereunder. In spite of the fact that the sole arbitrator may be known to **SAMBHAV FOUNDATION**, the parties hereby agrees to their appointment as the Arbitrator without any reservation. It is further agreed that the fact the sole arbitrator may have occasion to deal with any matter related to this agreement either before or after its execution or have expressed opinion in similar matter earlier, shall not disqualify him from acting as Arbitrator. The arbitrator shall be eligible to decide legal matters also. The venue of arbitration shall be Bangalore only.



E. Jurisdiction

Subject to above arbitration clause, the jurisdiction in the matter shall be subject to the courts of Bangalore only.

F. Miscellaneous

1. Having a mutual understanding of the aims and values of both parties, each organization will endeavor to undertake no action, which could be to the detriment of any party in terms of professional integrity, high ethical standards and industry reputation.
2. Independent Contractor: - **SAMBHAV FOUNDATION** and **You** are independent entities. Nothing in this Agreement will be construed as creating an employer-employee relationship, partnership or joint venture, as a guarantee of future employment or projects, as a limitation upon Parties' sole discretion to terminate this Agreement at any time without cause, or as creating an exclusive relationship or minimum commitment.
3. The details for the efficacious implementation of this contract shall be jointly worked between the **SAMBHAV FOUNDATION** and by **You** to mutually acceptable terms within the parameters of the policies, rules and regulations of the **SAMBHAV FOUNDATION**.
4. The parties to this contract undertake to treat as **CONFIDENTIAL AND PRIVILEGED** information of the other organization, which is so classified in advance. The terms of confidentiality and mode of disclosure shall be as per mutually acceptable terms.

G. Termination

Termination of contract by either party shall be 15 days' notice. However, notwithstanding the notice of the intent to terminate the contract, all rights, obligations and corresponding duties and subsisting therein shall be respected and mandated till the finalization and accomplishment thereof.

- If **SAMBHAV FOUNDATION** finds that your actions are not fulfilling this contract at any time constitutes a serious breach of **SAMBHAV FOUNDATION** standards of behaviour, **SAMBHAV FOUNDATION** may end this contract and terminate the contract immediately with a written notice stating the breach committed.
- The contract can be renewed on mutually agreed terms during the contract period otherwise the contract will end on **November 30, 2024**.

Yours Sincerely,
for Sambhav Foundation

Accepted

Gayathri

Gayathri Shanker
Head - People & Culture

Satish Rajabhau Maske



APPENDIX

Compensation & Benefits:

1. All entitlements given below are applicable after you have joined Sambhav Foundation. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. These entitlements shall cease upon the termination of your employment with Sambhav Foundation. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with your local HR team for details.
3. **SAMBHAV FOUNDATION** will pay a sum of INR 15,000/- PM. These amounts are inclusive of taxes. TDS will be deducted as per statutory norms.
4. **Insurance Coverage**
 - Medical Group Insurance - Rs. 50,000/- per annum (Self).
 - Personal Accidental Insurance - Rs.5.0 Lakh per annum coverage.

Yours Sincerely,
for Sambhav Foundation

Accepted

Gayathri

Gayathri Shanker
Head - People & Culture

Satish Rajabhau Maske



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



H-2019-0663
Since Sep 24 2019

24

DMH/HR/2024/32984

Date 12-Sep-2024

To,
MR. SHARUKH KISHAN MITKAR,
AKVI,
AMBAJOGAI ROAD,
LATUR - 413512.

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 CHARIT** or 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 **12-Sep-2024** to **28-Feb-2025**. 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.
	GROSS SALARY	-	18200	

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

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

S. K. Mitkar



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 ~~==~~ 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 / ~~184~~ / ~~==~~ 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.

S. K. Mittal



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



11-2019-0663
Since Sep 24, 2019

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.

S. G. Mithkar



Deenanath 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



H-2019-0063
Since Sep 24 2019

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 **12-Sep-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. K. Mithale



Reliable HR Solution

Regd. Office : B-23, Ground Floor,
Jai Ganesh Vision, Akurdi, Pune - 411 035
Call : 020 - 46781404-05, 7373524524
Email : rhstaffing24@gmail.com

DATE: 12.06.2024

Mr. GANESH UTTAM MUNDKAR
Mukhed, Nanded - 431715

Employee No: RHS2106

Sub - Appointment Letter

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

1. Your contract will commence from 12th Jun 2024 and expires on 11th Jun 2025 during which you will render services to our client Voss Automotive India Pvt Ltd at their premises subject to the terms and conditions of the engagement letter executed by you on and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules regulations
2. You hereby agree to be liable for the following terms and conditions:
 - You will perform the services in a professional manner, at the client's location until the completion of the term of the work assignment.
 - During the term of the work assignment, render services exclusively to the client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - You will not engage in any conduct which is detrimental to the client or Reliable HR Solutions
 - Not receive any payments of any nature directly or indirectly from the client unless agreed to by Reliable HR Solutions
 - Neither directly nor indirectly offers you for employment with the client or its affiliates during the period of the work assignment without prior permission of Reliable HR Solutions
 - Extend all cooperation to the client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the appointment letter so as to effectively undertake the work
 - Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the client
 - Comply with the safety, health and other rules and regulations of Reliable HR Solutions and the Reliable HR Solutions client that you have been made aware of.
 - During the course of your contract, you can be transferred to a location within the territory of India as and when required by Reliable HR Solutions for executing the services provided herein.
3. Should you be selected to perform the work assignment, the nature of your relationship with Reliable HR Solutions will be that of a contract of service for a fixed period. By executing this letter of engagement neither do we offer you employment with Reliable HR Solutions nor do you become an employee of Reliable HR Solutions. Upon expiry or termination or termination of the work assignment, your employment with Reliable HR Solutions shall stand terminated forthwith.
4. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Reliable HR Solutions shall promptly settle all your dues after making the applicable deduction.
5. Except for expiry of a work assignment due to completion / expiry of the same The Reliable HR Solutions may terminate your services by giving you 90 days' notice or salary in lieu of notice. Provided, however that no notice or salary in lieu of notice will be required to given in case your services are terminated for any misconduct. In case you desire to leave the Reliable HR Solutions, it will be necessary to give 90 days' notice or salary in lieu thereof to the Reliable HR Solutions.



6. You agree to defend, indemnify and hold Reliable HR Solutions or the client harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you
7. Any dispute between you any Reliable HR Solutions shall be referred to a sole arbitrator appointed by Reliable HR Solutions. The arbitration shall be conducted in English language, in accordance with the Arbitration and conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India
8. Details of your salary breakup will be as per annexure attached herein. You hereby Authorize Reliable HR Solutions to make all salary payments required to be made to you by Reliable HR Solutions including all reimbursements either by way of cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 7th of the following month.
10. You will be entitled to an employer's contribution of Provident Fund to the extent of 12% of your basic salary and application ESI contribution. You will also be covered under medical and accident insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the, PF, Gratuity nomination forms together with any other documents as required under the applicable labour legislations, Reliable HR Solutions shall not incur any liability with regards to any claim under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with Reliable HR Solutions may be subject to such other additional terms and conditions as may be communicated to you from time to time writing by Reliable HR Solutions and you hereby agree to have read and clearly understood the terms of employment.
12. We at Reliable HR Solutions would like to create an environment and culture committed to cooperation, Quality and responsiveness that permeated every activity. As a new entrant we would like you to add value to this process. Please return the copy of the offer letter enclosed after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy of ROPS Team, Pune, Reliable HR Solutions address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at Reliable HR Solutions with the acceptance of your first salary from Reliable HR Solutions will be conclusive proof of your acceptance in accordance of terms and conditions.
13. Reliable HR Solutions neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, officer representative of Reliable HR Solutions kindly bring the same to immediate notice of your superiors or reports the same to Reliable HR Solutions through email which is provided to you.
14. You are entitled to get Paid Holidays as per the rules and regulation of Client end.

ENDORSEMENT

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

For Reliable HR Solutions

KKhude

(Authorized Signatory)

Name: Kishori Khude



Acceptance and Agreed

Signature and Date

Name: GANESH U MUNDKAR



Reliable HR Solutions

Salary structure

Name : Ganesh Mundkar		
Site Address : Voss Automotive India Pvt Ltd		
Designation : HR Assistant		
Agreed date of Joining		12.06.2024
Notice period		90 days
Ticket No :-		
Sr. No.	ITEMS	
		Monthly
1	Basic	7,000
2	DA	7,500
2	House Rent allowance	1,225
3	Conveyance	910
4	Statutory bonus	1,208
5	Leave Encashment	709
6	Executive Allowance	-
(A)	Monthly Salary	18,552
Statutory Benefits		
1	PF -	1,950
2	ESI- 3.25% of A	573
(B)	Sub-Total	2,523
(C)	CTC PM (A+B)	21,075
(D)	CTC PA	252,899



Ref: GTTF/2024/MV

Date: 18th Oct 2024

Letter on Contractual Assignment – Consultant

Ms. Mutha Vaishnavi

Sanjaykumar,

Email: - muthavaishnavi@gmail.com

Mobile: 9325893200

Dear Vaishnavi,

- GTT Foundation is pleased to hereby assign you the work of **“Consultant - Mentor.”**
- 1. Your assignment is on contract basis and is from the date of your reporting i.e. **15th Oct 2024** for a period of **06 months**. Any change or extension of the period of assignment would be communicated by a separate letter.
- 2. Your place of working would basically be at **Pune**. However, you may be assigned to other places, with the entitlements of travel and accommodation as per company's policies, updated from time-to-time, as applicable.
- 3. During your assignment you shall be paid Professional assignment fees of **INR 20,000/- (Twenty Thousand rupees only)** per month. The fees would be subject to standard taxes & deductions as applicable.
- 4. During your period of contractual assignment, you will be working subject to the following conditions:
 - a. You will be required to be at the Office of GTT Foundation during its Office Hours to enable you to discharge your professional obligations in a meaningful manner.
 - b. You shall observe standard professional functioning as per ethos of this organization.
 - c. You shall have acceptable behavior as per norms of the Company as far as Dress Code is concerned.
- 5. Please note that you have been engaged on contractual assignment and as such you are not an employee of the Company and it shall be the discretion of the management to permit or not to permit to you any facilities or amenities while carrying out the assignment. However, the same shall not be considered, nor can you claim employment by virtue of the same.



6. You shall be provided with the specific tasks and deliverables expected, and your performance would be subject to review by your reporting structures.
7. Your contract shall be terminable within **07 days to 01 months'** notice or in lieu of one-month contract fee as per the management's discretion. You will be eligible to serve **07 days to 01 months'** notice period in case you decide to discontinue with the services of **GTT Foundation**. Your Professional contract is renewable solely at the discretion of **GTT Foundation** and the same, in no way, is guaranteed.
8. You shall be personally responsible for every asset either under your utilization or under your responsibility.
9. You are also entitled for reimbursement of any expenses incurred for official purpose, the entitlement of which is subject to prior approval, as per norms of the company.
10. You may please note that all contents of this letter are unique and confidential. Any clarification regarding this assignment letter may be progressed through proper channel through Reporting Manager / Function Head / HR.
11. Both parties undertake to each other to keep confidential all information (written or oral) concerning the business and affairs of the other, which has been obtained or received during the course(s) of performance hereunder, save that which is inconsequential or obvious; Already in its possession other than as a result of a breach of this clause; or in the hands of the public other than as a result of a breach of this clause.
12. In the event of any of the parties becoming legally compelled to disclose any confidential information, such party shall give sufficient notice to the other party so as to enable the other party to seek a timely protective order or any other appropriate relief. If such an order or other relief cannot be obtained, the party being required to make such a disclosure shall make the disclosure of the Confidential Information only to the extent that is legally required of it and no further.
13. All disputes and differences, whatsoever arising out of these presents or any part thereof and whether as to the construction thereof or otherwise shall be referred to the courts at Pune, which shall be the courts having jurisdiction to entertain and try the same.
14. During the contract period of GTT Foundation, the consultants in all cadres for a period of one year following termination of the contract, must not be associated with any of our vendors, customers or potential customers either directly or indirectly or as consultants or as employees of the competitors.

Whereas, GTT Foundation shall include all customers and clients who are direct clients or clients of GTT Foundation's customers with whom GTT Foundation has been contracted or with whom GTT Foundation is in negotiation.



In addition, this above clause includes all customers with whom GTT Foundation has approached for business upto 2 years from the date of resignation/separation of Consultant.

15. For a period of 1 year following the termination of contractual assignment, GTT Foundation employees shall not solicit business, offer services, or conduct any business with Company's customers, either directly or indirectly or through a third party. Subject to this clause if breached, GTT Foundation may approach to any applicable Judicial authority for legal/civil consequences.
16. Please sign on the acceptance form below and return the duplicate copy of this letter in token of your acceptance of all the Terms and Conditions therein. You are required to initial on all pages in token of your acceptance and as your endorsement.

For GTT Foundation,

A handwritten signature in black ink, appearing to be 'Radhakrishnan Dass', with a long horizontal stroke extending to the right.



Radhakrishnan Dass
Head- HR

21

EMPIRE HUMAN RESOURCE SERVICES

OFFICE NO 89, DAULFIN CAPITAL , TELCO ROAD,
BHOSARI PUNE 411026

Offer Letter

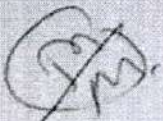
Date : 10 /08/2024

Dear Pranay Rajendra Navale
A/P.Bhandardara,Post- Shendi,
Tal- Akole, Dist- Ahamad Nagar,
Maharashtra.

With reference to your application and Subsequent interview you had with us, we are pleased to offer you for the post of **HR Associate**.

We look forward to welcoming you as a new employee at Empire Human Resource Services.

Yours Sincerely,



Authorized Signatory
EMPIRE HUMAN RESOURCE SERVICES

ज्ञान प्रबोधिनी

५१० सदाशिव पेठ पुणे ३०

शैक्षणिक उपक्रम संशोधिका

करार पत्र

ज्ञान प्रबोधिनी - शैक्षणिक उपक्रम संशोधिका व श्रीमती ऐश्वर्या अशोक पवार, राहणार बडगाव शेरी, पुणे (PAN - DBAPP3695A) यांच्यामध्ये दि. ३१ जुलै २०२४ रोजी करार झाला. त्यातील सर्व बाबी मान्य असल्याबद्दल उभयपक्षांनी साक्षीदारा समक्ष खाली सहा केलेल्या आहेत.

१. संस्थेकडे नमूद केलेले प्रकल्प समन्वयक - विकासमित्र प्रकल्प वेल्हे व पांनशेत या पदासाठीचे काम दिनांक ०१/०८/२०२४ ते दिनांक ३१/१०/२०२५ पर्यंतच्या कालावधीत समाधानकारकपणे पूर्ण करून देण्याचे श्रीमती ऐश्वर्या अशोक पवार यांनी मान्य केले आहे. कामाचे तपशील -

- नियमितपणे शाळांमध्ये तासिका घेणे.
 - प्रकल्पाशी निगडित सर्व कार्यालयीन कामे करणे.
 - प्रकल्पासाठी लागणारे शैक्षणिक साहित्य तयार करणे व खरेदी करणे.
 - प्रकल्पासाठी अन्य नैमित्तिक, प्रासंगिक कामे करणे.
 - प्रज्ञा विकास कार्यक्रमाच्या संयोजनात काम करणे.
 - विभागाद्वारा आयोजित शिबिरे, कार्यशाळा यामध्ये निर्धारित केलेले काम करणे.
 - प्रकल्प प्रमुख / विभाग प्रमुख यांच्या सूचनेनुसार अन्य कामे करणे.
२. वरील काम पूर्ण करण्यासाठी संस्थेने रु. १७,५००/- दर महिना असा मोबदला द्यावयाचा असूनही रक्कम कामाच्या पूर्णतेनुसार योग्यत्या हप्त्यांमध्ये देण्यात येईल. हा मोबदला देताना प्रचलित कायदानुसार योग्य ती रक्कम कापून घेऊन मगच उर्वरित रक्कम दिली जाईल.
३. संस्थेच्या साधनसामग्रीचा उचित वापर करण्यास हरकत नाही; मात्र संस्थेच्या कार्यास बाधक अशी कोणतीही कृती करणे तसेच पूर्वानुमती शिवाय संस्थेच्या कामकाजासंबंधी कोणतेही लिखाण करणे अगर प्रसिद्ध करणे यास मनाई राहील.
४. करारबद्ध व्यक्तीने आपले आधार कार्ड व पॅन कार्ड यांची स्व-साक्षात्कृत प्रत संस्थेला द्यावयाची आहे. तसेच प्रोफेशन टॅक्स भरल्याचा पुरावा संस्थेला मागणीनुसार द्यावा लागेल.
५. करारबद्ध व्यक्तीने स्वतःचा आरोग्य विमा उतरवून त्याची एक प्रत संस्थेकडे जमा करावयाची आहे.
६. काम समाधानकारक केले नाही अगर अपुरे केले तर मोबदल्यात कपात करण्याचा अधिकार संस्थेस राहील.
७. संस्थेच्या नियमानुसार रजेचे नियम लागू होतील.
८. उभयपक्षांना सदरचे करारपत्र एक महिन्याच्या पूर्व सूचनेने रद्द करता येईल. सदर्याने असे न केल्यास त्या महिन्याचे मानधनात कपात केली जाईल.

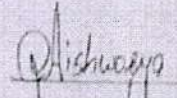
स्वाक्षरी



श्री अमर उदय परांजपे

ज्ञान प्रबोधिनी, शैक्षणिक उपक्रम संशोधिके करिता

स्वाक्षरी

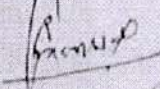


श्रीमती ऐश्वर्या अशोक पवार

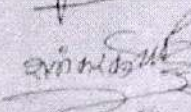
31/03/24

• साक्षीदारांची नावे आणि स्वाक्षरी -

१. श्री. प्रकाश रणनवरे



२. श्री. शुभंकर केळकर



ज्ञान प्रबोधिनी

५१० सदरशिव पेठ पुणे ३०

शैक्षणिक उपक्रम संशोधिका

करार पत्र

ज्ञान प्रबोधिनी - शैक्षणिक उपक्रम संशोधिका व श्रीमती ऐश्वर्या अशोक पवार, राहणार बडगाव शेरी, पुणे (PAN - DBAPP3695A) यांच्यामध्ये दि. ३१ जुलै २०२४ रोजी करार झाला. त्यातील सर्व बाबी मान्य असल्याबद्दल उभयपक्षांनी साक्षीदारा समक्ष खाली सहा केलेल्या आहेत.

१. संस्थेकडे नमूद केलेले प्रकल्प समन्वयक - विकासमित्र प्रकल्प येथे व घानशेत या पदव्यासाठीचे काम दिनांक ०१/०८/२०२४ ते दिनांक ३१/१०/२०२५ पर्यंतच्या कालावधीत समाधानकारकपणे पूर्ण करून देण्याचे श्रीमती ऐश्वर्या अशोक पवार यांनी मान्य केले आहे. कामाचे तपशील -

- नियमितपणे शाळांमध्ये तासिका घेणे.
- प्रकल्पाशी निगडित सर्व कार्यालयीन कामे करणे.
- प्रकल्पासाठी लागणारे शैक्षणिक साहित्य तयार करणे व खरेदी करणे.
- प्रकल्पासाठी अन्य नैमित्तिक, प्रासंगिक कामे करणे.
- प्रजा विकास कार्यक्रमाच्या संयोजनात काम करणे.
- विभागाद्वारा आयोजित शिबिरे, कार्यशाळा यांमध्ये निर्धारित केलेले काम करणे.
- प्रकल्प प्रमुख / विभाग प्रमुख यांच्या सूचनेनुसार अन्य कामे करणे.

२. वरील काम पूर्ण करण्यासाठी संस्थेने रु. १७,५००/- दर महिना असा मोबदला घ्यावयाचा असूनही रकम कामाच्या पूर्णतेनुसार योग्यत्या हप्त्यांमध्ये देण्यात येईल. हा मोबदला देताना प्रचलित कायदानुसार योग्य ती रकम कापून पेन्शन मगच उर्वरित रकम दिली जाईल.

३. संस्थेच्या साधनसामग्रीचा उचित वापर करण्यास हरकत नाही; मात्र संस्थेच्या कार्यास बाधक अशी कोणतीही कृती करणे तसेच पूर्वाभिमती शिवाय संस्थेच्या कामकाजासंबंधी कोणतेही लिखाण करणे अगर प्रसिद्ध करणे यास मनाई राहील.

४. करारबद्ध व्यक्तीने आपले आधार कार्ड व पॅन कार्ड यांची स्व-साक्षीकृत प्रत संस्थेला घ्यावयाची आहे. तसेच प्रोफेशन टॅक्स भरल्याचा पुरावा संस्थेला मागणीनुसार घावा लागेल.

५. करारबद्ध व्यक्तीने स्वतःचा आरोग्य विमा उतरवून त्याची एक प्रत संस्थेकडे जमा करावयाची आहे.

६. काम समाधानकारक केले नाही अगर अपुरे केले तर मोबदल्यात कपात करण्याचा अधिकार संस्थेस राहील.

७. संस्थेच्या नियमानुसार रजेचे नियम लागू होतील.

८. उभयपक्षांना सदरचे करारपत्र एक महिन्याच्या पूर्व सूचनेने रद्द करता येईल. सदस्याने असे न केल्यास त्या महिन्याचे मानधनात कपात केली जाईल.

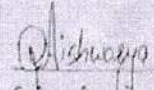
स्वाक्षरी



श्री अमर उदय पराजपे

ज्ञान प्रबोधिनी, शैक्षणिक उपक्रम संशोधिके करिता

स्वाक्षरी

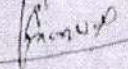


श्रीमती ऐश्वर्या अशोक पवार

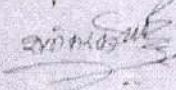
31/03/24

• साक्षीदारांची नावे आणि स्वाक्षरी -

१. श्री. प्रकाश रणनवरे



२. श्री. शुभकर केळकर



**wd: Offer from United Way of Delhi**

message

Ketaki Pawar <ketakipawar27@gmail.com>
o: pketaki159@gmail.com

Wed, Jul 10, 2024 at 11:54 A

----- Forwarded message -----
From: **Preeti** <hr@unitedwaydelhi.org>
Date: Tue, 9 Jul 2024 at 17:07
Subject: Offer from United Way of Delhi
To: Ketaki Pawar <ketakipawar27@gmail.com>
Cc: Pratik Suman <pratik S@unitedwaydelhi.org>, Bhavleen <bhavleen@unitedwaydelhi.org>

Dear Ketaki,

Greetings from **United Way Delhi!!**

Reference your application and subsequent interview with us, it gives us immense pleasure to inform you that your candidature has been considered for the position of **Field Mobiliser** for our **Neev - Enhancing the Foundation Learning Post COVID-19** Program.

Your annual **package (cost to the company)** would be **INR 300,000/- including PF**. In addition, you will also get medical insurance benefits and mobile expenses as per the policy of the organization, and gratuity will be applicable as per the rules of the government. Further, if you undertake travel on behalf of the organization, you would be paid at actuals on the production of appropriate bills as per the travel policy of the organization.

Reporting: You would be reporting directly to the Senior Coordinator - Program.

Your date of joining will be 1st August 2024. Please confirm your acceptance of the offer and report for work on 1st August 2024 to facilitate appropriate arrangements. And we wanted to request you to please share the following documents as soon as possible.

Further, please handover the following on the day of your joining to the HR department:

1. Experience Letter
2. Two Passport size photographs
3. Copy of Cancelled Cheque for NEFT
4. Copy of your highest degree.
5. Internship Letter
6. Aadhar Card & Pan Card

A formal agreement would be issued after you join us formally.

Looking forward to confirmation of joining from you to facilitate appropriate arrangements.

With Regards,
Preeti Bhargav
HR Coordinator

Contact: 9988855465



29 May, 2024

LETTER OF INTENT

Dear Pooja R,

We take pleasure in informing you that you have been selected for the position of Executive Trainee during the selection process at TATA AUTOCOMP.

This offer is subject to your successful completion of the course.

During the course of your training you may be assigned to Tata AutoComp Systems Ltd or one of its group entities / offices.

During the period of your training your annual compensation inclusive of all benefits will be Rs. 4,50,049 /-

A detailed appointment letter including all terms and conditions and CTC break up will be issued to you on the day of joining.

Your appointment is conditional upon your acceptance of the compensation offered, terms and conditions of employment, being medically fit and on understanding that all the details given by you are correct and complete.

I welcome you on behalf of the company and look forward to a mutually beneficial professional relationship.

With best wishes,

Sincerely,

For – TATA AutoComp Systems Ltd

Deepak Joshi
Vice President – Group Human Resources

Karve Institute of Social Services	
Karver - pr. Pune - 411052.	
Inward No.:	776
Name:	Director / P.P.
Date:	24.19.24
Time:	

Received Accepted
Signature

TATA AUTOCOMP SYSTEMS LIMITED

CIN: U34100PN1995PLC158999

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



30 May 2024

Ms. Pooja R

Dear Pooja,

We are glad to inform you that you have been selected as an Intern starting from **05 June 2024 to 19 August 2024**, at Tata AutoComp Systems Limited.

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

You will be paid a consolidated stipend of **Rs. 10,000/-** per month (Ten thousand only) during the period that you work on the project as stated above

Please note that during your internship:

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

TATA AUTOCOMP SYSTEMS LIMITED

CIN: U34100PN1995PLC158999

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

Tel: 91 20 66085000 Fax: 91 20 6608 5034 email: taco@tacogroup.com website: www.tacogroup.com



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

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

Sincerely,

For – TATA AutoComp Systems Ltd

Deepak Joshi

Vice President – Group Human Resources

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

Signature and name: _____ Date _____

TATA AUTOCOMP SYSTEMS LIMITED

CIN: U34100PN1995PLC158999

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

Tel: 91 20 66085000 Fax: 91 20 6608 5034 email: taco@tacogroup.com website: www.tacogroup.com



Ref: GTTF/2024/AR

Date: 09th Oct 2024

Letter on Contractual Assignment – Consultant

Mr. Amol Ashok Ranaware,

Email: - amolranaware1122@gmail.com

Mobile: 7776016930

Dear Amol,

- GTT Foundation is pleased to hereby assign you the work of “**Consultant - Talent Acquisition Specialist.**”
 1. Your assignment is on contract basis and is from the date of your reporting i.e. **8th Oct 2024** for a period of **06 months**. Any change or extension of the period of assignment would be communicated by a separate letter.
 2. Your place of working would basically be at **Pune**. However, you may be assigned to other places, with the entitlements of travel and accommodation as per company's policies, updated from time-to-time, as applicable.
 3. During your assignment you shall be paid Professional assignment fees of **INR 22,000/- (Twenty Two Thousand rupees only)** per month. The fees would be subject to standard taxes & deductions as applicable.
 4. During your period of contractual assignment, you will be working subject to the following conditions:
 - a. You will be required to be at the Office of GTT Foundation during its Office Hours to enable you to discharge your professional obligations in a meaningful manner.
 - b. You shall observe standard professional functioning as per ethos of this organization.
 - c. You shall have acceptable behavior as per norms of the Company as far as Dress Code is concerned.
 5. Please note that you have been engaged on contractual assignment and as such you are not an employee of the Company and it shall be the discretion of the management to permit or not to permit to you any facilities or amenities while carrying out the assignment. However, the same shall not be considered, nor can you claim employment by virtue of the same.

6. You shall be provided with the specific tasks and deliverables expected, and your performance would be subject to review by your reporting structures.
7. Your contract shall be terminable within **07 days to 01 months'** notice or in lieu of one-month contract fee as per the management's discretion. You will be eligible to serve **07 days to 01 months'** notice period in case you decide to discontinue with the services of **GTT Foundation**. Your Professional contract is renewable solely at the discretion of **GTT Foundation** and the same, in no way, is guaranteed.
8. You shall be personally responsible for every asset either under your utilization or under your responsibility.
9. You are also entitled for reimbursement of any expenses incurred for official purpose, the entitlement of which is subject to prior approval, as per norms of the company.
10. You may please note that all contents of this letter are unique and confidential. Any clarification regarding this assignment letter may be progressed through proper channel through Reporting Manager / Function Head / HR.
11. Both parties undertake to each other to keep confidential all information (written or oral) concerning the business and affairs of the other, which has been obtained or received during the course(s) of performance hereunder, save that which is inconsequential or obvious; Already in its possession other than as a result of a breach of this clause; or in the hands of the public other than as a result of a breach of this clause.
12. In the event of any of the parties becoming legally compelled to disclose any confidential information, such party shall give sufficient notice to the other party so as to enable the other party to seek a timely protective order or any other appropriate relief. If such an order or other relief cannot be obtained, the party being required to make such a disclosure shall make the disclosure of the Confidential Information only to the extent that is legally required of it and no further.
13. All disputes and differences, whatsoever arising out of these presents or any part thereof and whether as to the construction thereof or otherwise shall be referred to the courts at Pune, which shall be the courts having jurisdiction to entertain and try the same.
14. During the contract period of GTT Foundation, the consultants in all cadres for a period of one year following termination of the contract, must not be associated with any of our vendors, customers or potential customers either directly or indirectly or as consultants or as employees of the competitors.

Whereas, GTT Foundation shall include all customers and clients who are direct clients or clients of GTT Foundation's customers with whom GTT Foundation has been contracted or with whom GTT Foundation is in negotiation.



In addition, this above clause includes all customers with whom GTT Foundation has approached for business upto 2 years from the date of resignation/separation of Consultant.

15. For a period of 1 year following the termination of contractual assignment, GTT Foundation employees shall not solicit business, offer services, or conduct any business with Company's customers, either directly or indirectly or through a third party. Subject to this clause if breached, GTT Foundation may approach to any applicable Judicial authority for legal/civil consequences.
16. Please sign on the acceptance form below and return the duplicate copy of this letter in token of your acceptance of all the Terms and Conditions therein. You are required to initial on all pages in token of your acceptance and as your endorsement.

For GTT Foundation,

A handwritten signature in black ink, appearing to read 'Patgaonkar', with three dots below it.



Pallavi Patgaonkar
Chief Executive Officer.



Reference: Persistent/Recruitment/643651/1.3

Confidential

18-Jun-2024

Ms Anju Routiya
Shiv Shakti Nagar, Pardi, Nagpur.

Dear Anju,

Subject: Your Appointment as Associate - Persistent Foundation

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Associate - Persistent Foundation** at grade **1.3** with Persistent Systems (Company).

Persistent follows a career structure consisting of attributes such as Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **People Functions**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

We would appreciate your joining at the earliest but in any case not later than **20-Jun-2024** as mutually agreed.

The terms and conditions of this offer for employment are:

Salary

Your Annual Cost To Company will be **INR 3,50,000**. A detailed break up of your salary is given in Annexure-A.

Statutory Bonus / Ex-Gratia Payment

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-Gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-Gratia' will be eventually considered towards 'Ex-Gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-Gratia' in retrospect.

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CIN - L72300PN1990PLCO56696 | Fax - +91 (20) 6703 0009 | e-mail - info@persistent.com | Website - www.persistent.com

Additional Terms –

1. Acceptance of Offer

- Please send us your acceptance of the offer on or before **19-Jun-2024**.
- Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- You are expected to join the Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, Company will not be liable for any consequences arising out of your previous employment. You shall indemnify and hold the Company harmless against any costs, losses and expenses that the Company may be required to pay as a result of not producing a valid letter unconditionally reliving you from the previous job.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, at any stage of recruitment process or in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including revocation of the offer or termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location

At the time of joining you will be posted at **Nagpur** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be determined by the Company and driven as per the then prevailing Performance and Health Management Policy of the Company.

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4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining. Joining Bonus shall be recovered as stipulated in 'Joining Bonus' clause above.

6. Notice Period

If you voluntarily resign from the services of the Company, you will be required to give ninety days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. Similarly, the Company may terminate your employment by giving you ninety days' notice or 'Basic Salary' in lieu of notice period.

The Company may, at its discretion, relieve you prior to the aforesaid notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is as stated in Annexure – B . Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of your sixty years of age. For this purpose, the date of your birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or

employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. You will be governed by the working hours policy of the Company. Based on the business need, you may be required to work in shifts, in extended working hours or on call. The same may be modified from time to time to keep it in line with the prevailing local statutory provisions.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date.

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For availing this, you need to send an email request to **Shrutika_Paonikar** at **shrutika_paonikar@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Sandeep Parate**(sandeep_parate@persistent.com, Ph.No.- 020-66965038) on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Persistent Systems Limited

Gargi-Maitreyi Plot No. 8 & 9, IT Park, MIDC, Parsodi, Nagpur, Maharashtra, India 440022.

Please find the details of the documents/information required at the time of joining, in Annexure C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,

For Persistent Systems Limited

Yogesh Patgaonkar
Chief People Officer

Annexure to and forming part of this letter:

1. Salary Breakup Sheet (Annexure A)
2. List of Company Benefits (Annexure – B)
3. Documents Required on the day of joining (Annexure C)

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.

Also, I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.

I will join the Company on **20-Jun-2024**.

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Date:

Signature:

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SALARY BREAK-UP SHEET (Annexure – A)

Date: 18-Jun-2024
Name: Anju Routiya

Grade: 1.3

Location: Nagpur
Designation: Associate - Persistent Foundation

I	Monthly Components	% of basic salary	Amount (INR)
1.	Basic Salary		9,200
2.	House Rent Allowance	50%	4,600
3.	Company contribution to E.P.F./Special Pay I #	12%	1,783
4.	Superannuation fund/Special Pay II	15%	1,380
5.	National Pension Scheme/Special Pay III	10%	920
6.	Leave Travel Assistance	10%	920
7.	Statutory Bonus/Ex-Gratia	20%	1,840
8.	Miscellaneous Allowance		4,739
Total to be paid monthly (M)			25,382
Total for the year [M * 12] [A]			3,04,584
II	Annual Component		
1.	Provision for your gratuity	[B] 4.0%	4,416
Annual Gross Salary [A + B]			3,09,000
III	Major Benefits [Average cost per person p.a.]		
	Insurance* and Food**	[C]	41,000
Cost To Company (CTC) [A + B + C]			3,50,000

Annexure - B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy

- Leaves
 - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
 - Maternity Leave (ML) - As statutory requirement
 - Paternity Leave (PAL) - 5 Days
 - Child Adoption Leave (CAL) - 10 Days
 - Long leave
 - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up
- Voluntary Top-up Insurances
- Persistent Employee Benefit Trust

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**

- Lunch, Snacks

*** Insurance Policy**

- Group Term Life Insurance and Critical Illness (Self only)
- Personal Accident (Self only)
- Mediclaim Hospitalization (Self, Spouse, 2 children and Parents)

"Food and Insurance" is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is INR 5 Lakhs per year with parent sum insured restricted to INR 2.5 Lakhs per year. Employees can cover Spouse & 2 Children (Legitimate or legally adopted) up to the age of 25 and two dependent parents (Age less than 75 years). Female employees can cover either their dependent parents or in-laws under the current policy. Specially Abled & LGBTQ dependents will be covered in the policy.

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Annexure – C Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries

You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.

Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents

You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License
4. Aadhaar Card

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt

5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

UC/OL/USF/2024-25
July 11, 2024



Ms Mangal Bhivaji Sakpal
Shahu Colony,
Lane No 3b, Karve Nagar,
Maharashtra-411052

Sub: Offer Letter

Dear Mangal,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **"Assistant Programme Coordinator"** in **USF Programme** of Udayan Care.

In your role, you will be responsible for **"Coordination, Documentation and Report Writing"**.

Your current posting will be at our Udayan Care **Pune Chapter**. However if needed, you will also be required to work anywhere in India. You are requested to join us positively by **15 July, 2024**.

A detailed Appointment Letter will be issued to you on the day of your joining. You are requested to submit the following documents for our records.

List of documents

1. Copies of your all academic records
2. Experience Certificate and Pay Slip from your last employer
3. Salary Certificate from your last employer
4. Proof of residential address
5. Two passport size photographs
6. Bank Account Details
7. Copy of Aadhaar Card
8. Copy of PAN Card

Looking forward to your confirmation at the earliest.

Yours Truly
For Udayan Care

(Anjali H. Hegde)
For **Executive Director**

ANNEXURE

CHILD PROTECTION AND SAFEGUARDING

Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware and sign to comply strictly with the Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care. Udayan Care gives the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation or its threat for all children, young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.

17th July 2024

Aishwarya Sanjay Salvi

47/66, Near HDFC Bank,

Sant Tukaram Nagar, Lane No.2, New Sangavi,

Pune - 411027.

Dear Aishwarya,

This has reference to your application for the requirement at **P. N. Gadgil Jewellers co.Ltd.**, Pune and subsequent interviews you had with our client, for the position of **Talent Acquisition Specialist** in our client side to be based at PNG Vishwa, Survey No. 359, Narayan Peth, Laxmi Road, Pune. Maharashtra 411030

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your initial compensation package is **per month 22,000 (Twenty-Two thousand only) inclusive of the applicable taxes.**

Please note that this offer letter is a confidential document between Pinnacle Management Consultant and you and is covered under the legally binding, Pinnacle non-disclosure agreement. You are not allowed to show/disclose/discuss the details with anyone for any purpose whatsoever.

You are required to submit copies of the following on the day of joining:

1. Latest Passport size photograph(3 copies, white background)
2. Birth date proof (Birth Certificate / School Leaving Certificate)
3. Address proof (Passport / Aadhar Card)
4. Copies of all Educational Qualification Certificates
5. Copy of Permanent Account Number(PAN)
6. Relieving letter and Experience Certificate from your present and past employers.
7. Last drawn Salary Slips / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall be required to sign Non-disclosure Agreement, Non-Competition Agreement and Non-Solicitation Agreement at the time of joining our client company.

You shall join the services at the client Company on Thursday, 18th July 2024.

Kindly reply back confirms your acceptance at the earliest.



Management Consultants

Our detailed consultant agreement containing terms and conditions will be share with you soon. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This offer is subject to, joining on or before the date specified above, positive reference checks and background verification including verification of your educational certificates, salary certificates, address verification, employment history etc

We look forward to a mutually rewarding association. Yours faithfully,
For Pinnacle Management Consultants.

Sachin Vaijapurkar

Founder

Encl: As above

Accepted _____ (Signature)

ज्ञान प्रबोधिनी
५१० सदाशिव पेठ, पुणे ३०.
करार पत्र

ज्ञान प्रबोधिनी-शैक्षणिक उपक्रम संशोधक व श्रीमती शामल ससाणे राहणार कर्वेनगर, पुणे (PAN NYIPS0541B) यांच्यामध्ये दि. ३१ जुलै २०२४ रोजी करार झाला. त्यातील सर्व बाबी मान्य असल्याबद्दल उभयपक्षांनी साक्षीदारा समक्ष खाली सहा केलेल्या आहेत.

१. संस्थेकडे नमूद केलेले सहाय्यक शिक्षिका- व प्रकल्प समन्वयक प्रज्ञा विकास प्रकल्प या पदासाठीचे काम दिनांक १/०८/२०२४ ते दिनांक ३१/१०/२०२४ पर्यंतच्या कालावधीत समाधानकारकपणे पूर्ण करून देण्याचे श्रीमती शामल ससाणे यांनी मान्य केले आहे. कामाचे तपशील -

i. प्रज्ञा विकास प्रकल्पांतर्गत जनता वसाहत पुणे येथील केंद्रासाठी तासिकांचे नियोजन करणे प्रत्यक्ष तासिका घेणे

ii. प्रज्ञा विकास प्रकल्पासाठी लागणारे शैक्षणिक साहित्य तयार करणे.

iii. प्रज्ञा विकास प्रकल्पांतर्गत संबंधित भेटी, संपर्क आणि केंद्र व्यवस्थापन करणे.

iv. विभागाद्वारा आयोजित शिबिरे, कार्यशाळा यामध्ये निर्धारित केलेले काम करणे. इ

v. विकासमित्र प्रकल्पात नियोजन प्रमाणे तासिका घेणे

vi. विभाग प्रमुख, प्रकल्प प्रमुख यांच्या सूचने प्रमाणे कामे करणे

२. वरील काम पूर्ण करण्यासाठी संस्थेने रु. १७५००/- दर महिना असा मोबदला द्यावयाचा असूनही रक्कम कामाच्या पूर्णतेनुसार योग्य त्या हप्त्यांमध्ये देण्यात येईल. हा मोबदला देताना प्रचलित कायदानुसार योग्य ती रक्कम कापून घेऊन मगच उर्वरित रक्कम दिली जाईल.

३. संस्थेच्या साधनसामग्रीचा उचित वापर करण्यास हरकत नाही; मात्र संस्थेच्या कार्यास बाधक अशी कोणतीही कृती करणे तसेच पूर्वांनुमती शिवाय संस्थेच्या कामकाजासंबंधी कोणतेही लिखाण करणे अगर प्रसिद्ध करणे कस यास मनाई राहील.

४. करार बद्ध व्यक्तीने आपले आधार कार्ड व पॅन कार्ड यांची स्व-साक्षात्कृत प्रत संस्थेला द्यावयाची, तसेच प्रोफेशन टॅक्स भरल्याचा पुरावा संस्थेला मागणी नुसार द्यावा लागेल.

५. करार बद्ध व्यक्तीने स्वतःचा आरोग्य विमा उतरवून त्याची एक प्रत संस्थेकडे जमा करायची आहे.

६. काम समाधानकारक केले नाही अगर अपुरे केले तर मोबदल्यात कपात करण्याचा अधिकार संस्थेला राहील.

७. संस्थेच्या नियमा प्रमाणे रजेचे नियम लागू होतील.

८. उभयपक्षांना सदरचे करारपत्र एक महिन्याच्या पूर्वसूचनेने रद्द करता येईल, सदस्याने असे न केल्यास त्या महिन्याचे मानधनात कपात केली जाईल.

स्वाक्षरी

श्री अमर उदय परांजपे

ज्ञान प्रबोधिनी, शैक्षणिक उपक्रम संशोधक करिता

१. श्री प्रकाश रणनवरे



श्रीमती शामल ससाणे

स्वाक्षरी

31.7.2024

श्रीमती शामल ससाणे

२. श्री शुभंकर केळकर

श्रीमती शामल ससाणे

ज्ञान प्रबोधिनी
५१० सदाशिव पेठ, पुणे ३०.
करार पत्र

ज्ञान प्रबोधिनी-शैक्षणिक उपक्रम संशोधक व श्रीमती शामल ससाणे राहणार कर्वेनगर, पुणे (PAN NYIPS0541B) यांच्यामध्ये दि. ३१ जुलै २०२४ रोजी करार झाला. त्यातील सर्व बाबी मान्य असल्याबद्दल उभयपक्षांनी साक्षीदारा समक्ष खाली सद्दा केल्या आहेत.

१. संस्थेकडे नमूद केलेले सहाय्यक शिक्षिका- व प्रकल्प समन्वयक प्रज्ञा विकास प्रकल्प या पदासाठीचे काम दिनांक १/०८/२०२४ ते दिनांक ३१/१०/२०२४ पर्यंतच्या कालावधीत समाधानकारकपणे पूर्ण करून देण्याचे श्रीमती शामल ससाणे यांनी मान्य केले आहे. कामाचे तपशील -

i. प्रज्ञा विकास प्रकल्पांतर्गत जनता वसाहत पुणे येथील केंद्रासाठी तासिकांचे नियोजन करणे प्रत्यक्ष तासिका घेणे

ii. प्रज्ञा विकास प्रकल्पासाठी लागणारे शैक्षणिक साहित्य तयार करणे.

iii. प्रज्ञा विकास प्रकल्पांतर्गत संबंधित भेटी, संपर्क आणि केंद्र व्यवस्थापन करणे.

iv. विभागाद्वारा आयोजित शिबिरे, कार्यशाळा यामध्ये निर्धारित केलेले काम करणे. इ

v. विकासनिष्ठ प्रकल्पात नियोजन प्रमाणे तासिका घेणे

vi. विभाग प्रमुख, प्रकल्प प्रमुख यांच्या सूचने प्रमाणे कामे करणे

२. वरील काम पूर्ण करण्यासाठी संस्थेने रु. १७५००/- दर महिना असा मोबदला द्यावयाचा असूनही रक्कम कामाच्या पूर्णतेनुसार योग्य त्या हप्त्यांमध्ये देण्यात येईल. हा मोबदला देताना प्रचलित कायदानुसार योग्य ती रक्कम कापून घेऊन मागच उर्वरित रक्कम दिली जाईल.

३. संस्थेच्या साधनसामग्रीचा उचित वापर करण्यास हरकत नाही; मात्र संस्थेच्या कार्यास बाधक अशी कोणतीही कृती करणे तसेच पूर्वानुमती शिवाय संस्थेच्या कामकाजासंबंधी कोणतेही लिखाण करणे अगर प्रसिद्ध करणे वस यास मनाई राहील.

४. करार बद्ध व्यक्तीने आपले आधार कार्ड व पॅन कार्ड यांची स्व-साक्षात्कृत प्रत संस्थेला द्यावयाची, तसेच प्रोफेशन टॅक्स भरल्याचा पुरावा संस्थेला मागणी नुसार द्यावा लागेल.

५. करार बद्ध व्यक्तीने स्वतः चा आरोग्य विमा उतरवून त्याची एक प्रत संस्थेकडे जमा करावयाची आहे.

६. काम समाधानकारक केले नाही अगर अपुरे केले तर मोबदल्यात कपात करण्याचा अधिकार संस्थेला राहील.

७. संस्थेच्या नियमा प्रमाणे रजेचे नियम लागू होतील.

८. उभयपक्षांना सदरचे करारपत्र एक महिन्याच्या पूर्वसूचनेने रद्द करता येईल, सदस्याने असे न केल्यास त्या महिन्याचे मानधनात कपात केली जाईल.

स्वाक्षरी



श्री अमर उदय परांजपे

ज्ञान प्रबोधिनी, शैक्षणिक उपक्रम संशोधक करिता

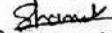


१. श्री प्रकाश रणनवरे



स्वाक्षरी

31.7.2024



श्रीमती शामल ससाणे

२. श्री शुभंकर केळकर





Mukesh Subbannavar

MCF Community Health Associate

The Community Health Associate will play a crucial role in enhancing the reach, effectiveness, and sustainability of the physical and mental health projects of Muktaa by establishing and maintaining collaborative partnerships with various sectors and stakeholders. They will work closely with primary healthcare providers, schools and colleges, community partner networks, non-governmental organisations, police, and other relevant stakeholders to promote holistic and comprehensive physical and mental health care. The Community Health Associate will facilitate knowledge exchange, coordinate joint initiatives, and ensure the integration of culturally sensitive and evidence-based approaches. They will also contribute to advocacy efforts, resource mobilisation, and capacity-building initiatives to address the complex needs of individuals and improve physical and mental health support within the community.

Contract Type: Full time, in-person

Location: Karvenagar, Pune

Hours: Mon-Sat, 10-6 pm (On session days, timings might slightly vary depending on school timings)

Practical requirements: Strong Ownership, Entrepreneurship, Persistence. Ability to travel around the city for outreach responsibilities on own vehicle.

Reports to: Project Coordinator (Shala Sexual and Reproductive Health Project) – Dr Rupa Agarwal

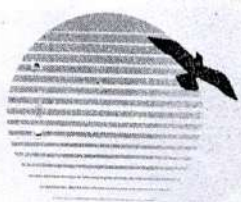
Additional Support: Project Coordinator (Mental Health Project) – Shreya Subbannavar

Job Brief

A BIT ABOUT US:

As a pioneering non-profit organisation, Muktaa Charitable Foundation has been at the forefront of social welfare initiatives since 2005. With a strong focus on issues such as HIV/AIDS, addiction, sexual health awareness, gender sensitisation, and life skill education, MCF has made a significant impact on the lives of individuals and

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers



communities. Our commitment to social welfare has earned us recognition and support, including 80G and CSR status, as well as an FCRA license in the process of being renewed.

We're an ambitious, close-knit team. We don't do mediocre – we're unashamedly here to support our clients to achieve outcomes that transform their lives. Most of us can't do it alone – we need an amazing team around us to learn from and share with. At Muktaa, we celebrate our successes and also our efforts, journeys and the friendships we make along the way.

A BRIEF ABOUT THE PROJECTS:

As the MCF Community Health Associates, you will be working across various projects with varying levels of involvement to promote the overall physical and mental health of service users through a focus on information empowerment on sexual and reproductive health, substance use, gender and mental health. Your primary responsibility will be to deliver the best possible services to the targeted communities, ensuring the long-term viability and success of our health-focused projects, namely:

- **Shala Sexual and Reproductive Health Project** goes beyond textbooks to empower adolescents with essential life skills like analytical thinking, creative thinking, decision-making, sexual health and interpersonal relationship management that prepare them to navigate any situation they may encounter, particularly those associated with high-risk behaviour.
- **Muktaa Mental Health Project** MCF has recently launched a free mental health helpline that provides trauma-informed, culturally responsive, and empathetic care to Indian populations. We provide free, safe, anonymous and non-judgmental mental health support for people going through mental or emotional distress – over the phone. Anyone can feel free to talk to us about their emotions and feelings, how to manage them more effectively and prevent them from overwhelming you.
- **Sakav Gender Project** is geared towards creating a world where all individuals, regardless of their gender, can thrive and enjoy equal rights and opportunities by raising awareness on and addressing gender-related issues through multifaceted information on sexual health, nutrition, addiction, laws, career choices, and power dynamics
- **We-care Substance Misuse Project:** The prevalence of new drugs, increasing numbers of affected individuals, evolving reasons for substance abuse, and the ease of access have created a tsunami-like wave that demands our immediate

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers



attention. Our goal is to provide the knowledge, resources and support necessary to promote healthy behaviours, decision-making skills, and resilience.

Key Responsibilities:

Holistic and Comprehensive Care:

- Foster connections and share experiences with diverse stakeholders, including health professionals, policymakers, community organisations, and individuals with lived experiences.
- Facilitate the co-creation of stakeholder-led Information, Education, and Communication (IEC) materials about reaching out for health support.
- Contribute to the development and implementation of integrated health interventions.

Culturally-Sensitive Approaches:

- Facilitate two-way knowledge transfers with sectors and stakeholders to integrate culturally sensitive and evidence-based approaches into health services.
- Support the development of tailored awareness campaigns, sensitisation programs, and capacity-building initiatives to strengthen health support in primary care settings.

Advocacy and Resource Mobilisation:

- Amplify the collective voice of health advocates and organisations in advocating for policy development, improved services, and increased funding.
- Assist in resource mobilisation efforts by pooling together human, research, and financial resources to maximise impact and reach underserved populations.
- Contribute to the development of grant proposals, project reports, and other documentation related to partnerships and networking initiatives.

Monitoring and Evaluation:

- Monitor and evaluate the impact of outreach activities, collect feedback from stakeholders, and propose strategies for continuous improvement.
- Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of projects.

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

- Maintain accurate records of outreach activities, contacts, and community feedback for reporting purposes.
- Prepare timely and accurate reports on project activities, outcomes, and financials for internal and external stakeholders.

Project Coordination:

- Coordinate and manage planning, implementation, monitoring, and evaluation aspects of health-focused projects such as the Shala Lifeskill Project, Mental Health Project, Sakav Gender Project, and We-care Substance Misuse Project.
- Conduct group discussions, needs assessments, and identify community physical and mental health concerns. Gather insights to inform the development of tailored health interventions.
- Develop and implement strategic plans and objectives for health projects based on assessment findings. Adapt project strategies to meet the evolving needs of the community.
- Engage with communities, youth, teachers, and parents to identify issues affecting them and determine how their needs can be met through project initiatives. Ensure that their voices are integral to project planning and execution.
- Build and maintain strong relationships with project partners, community organisations, government agencies, schools, and other relevant stakeholders.
- Coordinate training programs and capacity-building initiatives for project staff, volunteers, and community members.

Monitoring and Evaluation:

- Monitor and evaluate the impact of outreach activities, collect feedback from stakeholders, and propose strategies for continuous improvement.
- Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of projects.
- Maintain accurate records of outreach activities, contacts, and community feedback for reporting purposes.
- Prepare timely and accurate reports on project activities, outcomes, and financials for internal and external stakeholders.

Qualifications and Skills:

- Master's degree in psychology, social work, public health, or a related field.

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers



- Strong connections and familiarity with local culture, traditions, and community dynamics.
- Experience in networking, partnership development, or community engagement, preferably in the NGO sector for a minimum of 2 years.
- Fluent in English, Hindi, and Marathi.
- Excellent communication, interpersonal, and leadership skills.
- Ability to travel around the city for outreach responsibilities with a valid driver's license and own vehicle.
- Proficiency in using technology for communication and record-keeping (e.g., MS Office, Google Drive, virtual communication platforms).
- Experience in resource mobilization, grant writing, and partnership development is highly valued.
- Demonstrated persistence, flexibility, and resourcefulness in the face of obstacles and shifting priorities.
- Confidence in public speaking and knowledge of cultural sensitivity and ability to integrate culturally-sensitive approaches into mental health programs.



muktaa
Charitable Foundation
Beyond Barriers

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0000-0000-0000
contactus@mcf.org.in
www.mcf.org.in
MCF c/o Dr Rupa Agarwal
SD 49+50, Himali Society,
Erandwane, Pune 411004

Date: 05.06.2024

Dear
Sanyogita Shekatkar

After a lot of deliberation and 2 rounds of assessments of many candidates, it gives me the utmost pleasure to invite you to offer you the position of Community Health Associate at Muktaa Charitable Foundation.

Your joining date will be on 03rd June 2024 (Monday) and you will be on probation for six months from the date of your joining. Your compensation will be as follows:

During Probation: Rs. 20,000/-

On Confirmation: Rs. 22,000/-

Welcome to this ambitious and close-knit team. We don't do mediocre - we're unashamedly here to support our service users to achieve outcomes that transform their lives. Most of us can't do it alone - we need an amazing team around us to learn from and share with. At Muktaa, we celebrate our successes and also our efforts, journeys and the friendships we make along the way. And we hope that with you onboard, we can add to this list.

As agreed, this email will serve as a formal confirmation of your onboarding.

Other formalities regarding your documentation etc **will be taken care of in the first two weeks after you report to the office on 3rd June 2024.** The Job Description detailing your job responsibilities are attached below for your reference.

So you've gone through the interview process and you're finally here at Muktaa. Congratulations, and welcome. Can you tell that we can't wait for your first day?

But we also know that starting something new is big and takes some getting used to. That's why before you join us on 3rd June we wanted to queue you in on a few things that might be helpful for navigating your first day.

When: Your first day starts at 10 AM on **3rd June 2024, Monday.**

Where to go: Muktaa Charitable Foundation

Flat No. 2, Harikishor Apartment,
Plot No. 3 A,B, Shri Gourang Co-op Housing Society,
Karvenagar, Pune 411052

HIV/AIDS/TB Helpline, Mental Health Helpline, Lifeskill Education, Preventative De-Addiction, Gender Sensitisation, Capacity-Building in Healthcare Providers

80G No: Pn/CIT-I/80G/76/2012.13/1966 | Reg. No: Maha 1215/2010 Pune

BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION)

38

(An Autonomous Body Under Ministry of Education, Department of Higher Education, Government of India)

2nd Floor, Administrative Building, ATI Campus, V.N Purav Marg, Sion, Mumbai - 400022

Phone No: +91-22-24055635 / 24053682

Fax No: Email:

Website: <https://nats.education.gov.in/>

APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

Name

**ROHIT RAMLING
SWAMI**

Gender

M

Date of Birth

02 JUN 2000

Age

24

Unauth
Access

Father / Mother Name

RAMLING

Enrollment Number

AMHLA5119941

Caste

OTHERS

PWD

N

Address for
Communication

**WADWAL NAGNATH S.O,
AT POST WADWAL
NAGNATH DIST LATUR
STATE MAHARASHTRA
PIN 413529, LATUR
MAHARASHTRA, 413529**

Mobile Number

9405590078

Email Address

rohitwami@megaskills.in

Contract Id

CMHPUP1727061

EDUCATIONAL QUALIFICATION

Name of the Institution /
College / University

**SWAMI RAMANAND
TEERTH MARATHWADA
UNIVERSITY, NANDED**

Univ. Regn. Number /
DOTE / DTE Regn.
Number / +2 Regn

KC3417

Month & Year of passing

6, 2022

Educational Qualification

**BACHELOR OF - SOCIAL
WORK**

TRAINING DETAILS

The apprentice would be undergoing training under section 22 (1)

NAME AND ADDRESS OF THE EMPLOYER

PIAGGIO VEHICLES
PRIVATE LIMITED -
WMHPUP000043

Baramati MIDC S.O -
PUNE

MAHARASHTRA - 413133

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.

IP address of Establishment submitting this request: 182.70.50.168:59650 IP address of student accepting this request: 122.170.237.114:51915

TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)
2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.
3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment
ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and

- iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor
 - iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer
 - (v) The contract of apprentice can be terminated without compensation payable by the apprentice
 - (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)
 - (vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend
 - (vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser
- (ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser
- (iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down
- (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.
- (ii) The stipend of a particular month shall be paid on or before the 10th of the following month
7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference

Note: This is a computer generated report. No signature is required

Print

Date: - 01/08/2024

To,
Ms. Tejashri Tajane

Sub: Letter of Appointment

The management is pleased to inform, that you have been Appointed on the post of "HR Assistant" for Malegaon Location. Your CTC will be Rs. 2,64,615/- p.a w.e.f 01st August 2024.

- The rules and regulation of company, which are presently in force or which may be framed from time to time shall be acceptable by you.
- You shall be on probation for a period of 6 months from the date of joining.
- You will be required to work in any Dept., place or company under the control of management as & when directed by the management.
- You shall not disclose any information concerning the affairs or working of the company, the disclose of which is likely to be prejudicial to the company during the period of service with us.
- In case of termination or resignation of the job, one-month prior notice on either side is essential.
- While leaving the employment in any way, you will hand over the proper charge of documents etc. in your possession to the person specified by the management. You will leave the job only after handling over your charge to your successor to the satisfaction of company on either side.

12. You shall strictly follow the norms set by the company. Failure to adhere to these norms shall lead to necessary disciplinary action being taken against you. These norms are essential for the smooth running of the organization.
13. You shall hereby agree to discharge the duties entrusted to you faithfully, honestly, obediently besides attending them regularly & punctually.
14. If any question of interpretation of any terms/conditions of your appointment/employment arises, the company decision shall be final and binding on you.
15. You shall be governed by the rules and regulations of this company and the statutory provisions, if any, that are applicable from time to time to the employees in your category for the effective and smooth working of the organization.
16. Recovery of loans & advances at the time of your retirement or quitting the services or termination or death, if there is any advance or loan balance in your account in that case the said advance or loan shall be adjusted from your legal dues i.e. Gratuity, leave encashment, bonus or earned salary etc.

If the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter as token of acceptance.

For Empire Spices & Foods Ltd.

Authorized Signatory



Corporate Office: 30, Empire House, 5th Crossing, Govind Nagar, Nashik (MH) - 422 009

+91 253 2472006 contact@esfl.co.in www.esfl.co.in | CIN: U15100MH1994PLC080772

BEL/HRD/2024

Date: 9th September 2024Offer Letter**Ms. Nutan Yadav**Satara Parisar, Beed by pass,
Aurangabad

Dear Ms. Nutan,

This is with reference to your application & subsequent interviews you had with us, we are pleased to offer you the position of "Management Trainee- IR and Admin" with Belrise Industries Limited based at Corporate Office, Pune as per the terms and conditions discussed with you. The details your compensation in contained in the annexure attached herewith.

You are requested to join the duties on or before **11th September 2024**. If you fail to join duty on the said date, this offer letter shall be treated as cancelled, unless the extension of said date for joining duty is granted by us in writing.

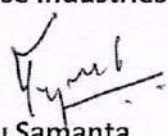
Kindly note the detailed appointment letter will be issued to you on joining. Please confirm your date of joining at the earliest. At the time of joining, please bring one copy of following documents. Your appointment confirmation is subject to submission of following documents during joining.

1. PAN card and Aadhar card.
2. Educational qualification certificates.
3. Appointment, Relieving & Experience certificates of all previous companies.
4. Passport size photographs in 4 no.
5. Relieving & Experience letter from your immediate employer.
6. Bank Account – Cancelled Cheque.
7. UAN Card.

This offer letter is conditional to the satisfactory completion of background checks and document verification. Please note failure to clear any one of the above checks will lead to immediate withdrawal of this offer letter.

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

Thanking You,

For Belrise Industries Limited
Lalitendu Samanta
Head Group HR

Sign of Employee

Date: 9th September 2024

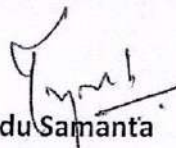
Annexure I		
Compensation Details		
Name:	Ms. Nutan Yadav	
Designation & Position:	"Management Trainee- IR and Admin"	
Location:	Corporate Office-1199	
A) Monthly Components	Per Month(Rs.)	Per Annum(Rs.)
Basic Salary	15,000	1,80,000
House Rent Allowance	750	9,000
Variable Pay	2,500	30,000
Proficiency Allowance	2,978	35,736
Sub Total (A)	21,228	2,54,736
(B) Employer Contribution		
Provident Fund	1,800	21,600
Gratuity	722	8,664
Employer's Contribution Total (B)	2,522	30,264
(C) Annual Payouts		
Bonus	1,250	15,000
Annual Payouts (C)	1,250	15,000
Total (A+B+C) i.e. Annual CTC	25,000	3,00,000

*Salary is subject to Income Tax Act.

Note: Criteria for Monthly Variable Pay Amount

- A Grade - 100% of Variable Pay Amount.
- B Grade - 90% of Variable Pay Amount.
- C Grade - 70 % of Variable Pay Amount.
- D Grade - 0 % of Variable Pay Amount.

For Belrise Industries Limited


Lalitendu Samanta
Head Group HR

Sign of Employee