

18/1/2019

**PROVISIONAL OFFER OF EMPLOYMENT FOR FIXED TERM**

**Dear Mr. Sarang Kulkarni,**

We welcome you to join our organization on the following terms and conditions.

- Your employment will be valid from **21/01/2019 to 30/06/2019** and will end on expiry of the said period, unless it is specifically extended in writing.
- During the above-mentioned period, you will be working for **Eaton Technologies Private Limited Pune** as **“Associate Analyst -IT”** to do work pertaining to / incidental to the client’s business, at any of their locations within India.
- Your **CTC** would be **INR 4,21920 Lac per annum** (Salary annexure is enclosed)
- We reserve the right to cancel this offer in case you fail to join by **21/01/2019** or any information furnished by you is found to be false.
- The contract shall be terminated by either party by giving **30 days’ notice** in writing or salary in lieu of notice to other.

Please bring along with you the following documents (Photocopies) at the time of joining:

- ✓ **ID and Address Proof (Three sets of ID & Address Proof photocopies, along with original documents for verification)**
- ✓ **PAN card is Mandatory(Original for verification)**
- ✓ **Educational Qualification Documents (Including 10th & 12th Certificates, Graduation & Post Graduation)**
- ✓ **4 recent passport size photographs**
- ✓ **Relieving & Experience letter from the last company worked for and proof of last salary drawn.**
- ✓ **Your active Bank Account Details(Pass book/Bank Statement/Cancelled Cheque)**
- ✓ **Resume / CV.**

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. An appointment letter would be issued to you on your accepting the provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional letter. A detailed appointment letter would be sent to you once you fulfill our employment conditions and join duty.

Wishing you the very best.



**Suraj Ghadage**

Client Name	EATON		
Designation	Associate Analyst -IT		
Name	Sarang Kulkarni		
DOJ	21/01/2019		
Entity Name	ETPL EITC		
Reporting Manager	Sandeep Mohata		
CTC Breakup			
	Content	Monthly	Annual
	BASIC	13000	156000
	HRA	5200	62400
	Deputation Allowance	10000	120000
	Other Allowance	3825	45900
<b>GROSS</b>		<b>32025</b>	<b>384300</b>
Benefits	PF Employers contribution @ 12%	1560	18720
	ESIC employer	0	0
	Insurance	75	900
	Food Coupon Amount	1500	18000
<b>CTC</b>		<b>35160</b>	<b>421920</b>
Deduction	Professional Tax	200	2400
	PF Employee contribution @12%	1560	18720
	ESIC employee	0	0
	Other deduction	0	0
<b>Projected Net Take Home</b>		<b>30265</b>	<b>363180</b>

## APPOINTMENT LETTER

20th April, 2021  
Dattatray Ambar Ijagaj  
Mumbai  
CI9920

Dear Dattatray,

With reference to your application and subsequent interviews you had with us, we have pleasure in offering you employment with us from **20th April, 2021** on the legally binding terms and conditions between you and the Company as are contained below in this appointment letter. You have also entered into a Non-Disclosure Agreement of even date (“**NDA**”) with the Company for protection of confidentiality of all the information furnished by the Company to you for executing various projects of which you are a part during your tenure with the Company and such NDA.

### 1. DESIGNATION / REPORTING RELATIONSHIP / GRADE

You will be designated as **Senior Consultant**  
You will be reporting to the **Assistant Vice President - Delivery**  
Your Grade will be **M2**  
Such reporting line may be altered or added as deemed appropriate by the Company.

### 2. LOCATION

**Mumbai.** However, the Company reserves the right to transfer you to any of its location in India, and further, reserves the right to transfer, assign, or depute your services to any of its group Companies at any location.

### 3. MEDICAL FITNESS AND VERIFICATION OF PARTICULARS

Your Appointment is subject to:

- a) Verification of particulars mentioned in your application and your original qualification certificates. In case those particulars are found unsatisfactory or false, your service is liable to be terminated without any reason or notice thereof at any time.
- b) You being declared medically fit at the time of joining, as per your declaration in the Personal Information Form.
- c) Your services may be terminated if you are found medically unfit, during any time of your employment.

### 4. AGE OF RETIREMENT

You are liable for retirement upon reaching the age of 58 years. Age of retirement is 58 years.

### 5. SALARY

From the Date of Joining, you will be paid a monthly salary as mentioned in Annexure - 1. The information relating to your pay and other perquisites etc. will be a matter of confidence between you and the Company and shall not be divulged to anyone.

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## Clover Infotech Private Limited

## 6. PROBATION

You will be on probation for a period of six (6) months from the Date Of Joining. At the end of the probationary period, based on the feedback received on your Confirmation Appraisal Review, your services shall be confirmed or extended to such period that the Company deems fit. Until you are informed in writing that you are confirmed, your services shall continue to remain on probation.

## 7. NOTICE PERIOD

7.1 If you wish to resign from your employment with the Company, you shall serve a notice to the Company of at least two (2) months or such longer period as may be stated in the HR Policy Manual. Further, you shall handover all things provided to you by the Company on account of your employment with the Company which may include but is not restricted to materials, documents, laptop computers, mobile phones, passwords and codes and handover all job/role related responsibilities to such person(s) nominated by the Company and do all such things as are more particularly set out in Paragraph 8.4. For the avoidance of any doubt, the period of employment shall include such notice period to be served by you as contemplated under this Paragraph 7.

## 8. TERMINATION

8.1 Upon the occurrence of the following events either during probation or after confirmation, the Company may, unilaterally and forthwith, terminate your employment under this Appointment Letter provided that the Company shall pay all your legal dues as are due and accrued to you on the date of such termination:

- (i) dereliction or gross negligence in the performance of duties by you; or
- (ii) material or continued breach by you of any of the terms of this Appointment Letter; or
- (iii) material or continued breach by you of any of the policies of the Company for the time being in force and as may be amended from time to time; or
- (iv) failure to comply with the directions given to you by persons so authorized; or
- (v) any conduct which in the opinion of the Company is prejudicial to the interest of the Company or to the interests of its clients; or
- (vi) any acts or omissions on your part which are unethical, fraudulent, unlawful and/ or corrupt; or
- (vii) misuse or misappropriation by you of the Company's property and/ or any of its subsidiaries and/ or affiliates and/or group companies and/or clients; or
- (viii) you being convicted for any offence involving moral turpitude, or for any material offence which is likely, in the Company's reasonable view, to cause embarrassment and disrepute to the Company.

8.2 During the probation or after confirmation, your failure to report to work for a consecutive period of five (5) working days or more (other than days when you are on authorized leave or absent with prior intimation), shall amount to being absent without intimation. If you continue to be absent, the company has a right to initiate disciplinary action amounting to but not limited to termination of your services. In such event of you being terminated from the Company, the Company shall have the right to recover from

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### Clover Infotech Private Limited

you such amount as is equivalent to two (2) months (or such longer period as maybe stated in the HR Policy Manual in force at the time) salary as may be drawn by you at the time of such deemed termination.

8.3 The Company shall have the right to terminate your employment at any time:

8.3.1 by giving you prior written notice of two (2) months or such longer period as maybe stated in the HR Policy Manual (“**Company Notice Period**”) declaring its intention of terminating the employment under this Agreement or by paying salary in lieu of the Company Notice Period.

8.4 Upon the termination of your employment with the Company, howsoever arising, you shall:

- (i) forthwith handover, deliver to the Company, any equipment or material including correspondence, lists of clients, documents, disks or computer programs or any other printed or reproduced material made or compiled by or delivered to you during your appointment or which may have come in your possession as a result of the implementation of this Appointment Letter and concerning the business, finances or affairs of the Company, its subsidiary and associated companies and partnerships and the clients of the same;
- (ii) not retain any copies or extracts of the documents, whether in digital, printed, electronic or in any other form, containing any data, confidential information, any information and/or documents, reports pertaining to the services rendered by you nor shall you make use thereafter of any confidential information, knowledge or process or technical information acquired by you while rendering your services to the Company; and
- (iii) comply with the obligations set out by the Company which includes handover of job/role related responsibilities to such person(s) nominated by the Company on your behalf and deliver all the Company’s properties in your possession, custody or under your control, including without prejudice to the generality of the foregoing all documents, data, programs, charts, drawings, specifications, notes, correspondence, working paper files, assignment related commitments and other documents of whatever nature whether in hard and/or soft form and objects, articles, properties provided by the Company and/or its clients to you.

## 9 RULES AND REGULATIONS

You will be governed and agree to be bound by the Company's Rules and Regulations, which are in force and as may be amended from time to time and such new policies as are issued from time to time. You will be informed electronically of such amendment to the existing policies or issuance of new policies.

## 10 BAR ON DOUBLE EMPLOYMENT

During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company. Further, you shall not, during your employment with the Company, either personally or through an agent, or otherwise, in any other manner, directly or indirectly enter the employment of, consult for, be engaged by, or render any services to any Competing Business. For the purpose of the provisions of this Appointment Letter, Competing Business shall mean, with respect to you, to start, participate, promote, undertake, partner, operate, acquire/hold a stake in, or be associated with and/or concerned in any way, whether directly and/ or indirectly,

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### Clover Infotech Private Limited

in a business, firm, company or person in India which competes with the business and/ or provides services similar to those being provided by the Company.

## 11. NON-SOLICITATION

- 11.1 You further agree and undertake that, except as otherwise agreed in writing by the Company, you shall not, during your employment with the Company and 2 (two) years thereafter, either personally or through an agent, or otherwise, in any other manner, directly or indirectly:
- (i) solicit or induce any existing or prospective (i.e. any person or organization with whom the Company and/ or any of its subsidiaries and/ or affiliates and/or group companies is in advanced stages of exploring a professional relationship) client or customer or strategic partner of the Company to terminate its business relationship with the Company; or
  - (ii) abet/aid the solicitation or inducement by a Competing Business of any employee/associate currently employed/engaged by the Company hereof; or
  - (iii) solicit employment of, induce, aid, abet or advise or otherwise interfere with the relationship of the Company and/ or any of its subsidiaries and/ or affiliates and/or group companies with any other associate or employee of, or any person or organization providing services to or through the Company and/ or any of its subsidiaries and/ or affiliates and/or group companies to terminate his/their contract or relationship with the Company or to breach his / their terms of employment/ engagement with the Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or
  - (iv) take any action that might divert from the Company and/ or any of its subsidiaries and/ or affiliates and/or group companies, any opportunity that would be within the scope of any of the Company's or such subsidiaries' and/ or affiliates' present or future Business; or
- 11.2 It is expressly clarified that you shall be deemed to be connected with the Competing Business in any of following situations:
- (i) you carry such Competing Business as principal or agent; or
  - (ii) you are a partner, director, employee, secondee, consultant or agent in, of or to any person who carries on the Competing Business; or
  - (iii) you or any of your relatives has any financial interest (as shareholder or otherwise) in any person who carries on the Competing Business; or
  - (iv) you are a partner, director, employee, secondee, consultant or agent in, of or to any person who has a direct or indirect financial interest (as shareholder or otherwise) in any person who carries on the Competing Business.
- 11.3 You acknowledge and agree that the limitations as to time and the limitations of the character or nature placed in this Paragraph 11 are reasonable and fair.
- 11.4 You acknowledge that any violation of the terms of this Paragraph 10 would result in irreparable and irreversible damages to the Company, which could not be adequately

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### Clover Infotech Private Limited

11.5 compensated by monetary award alone. In the event of any violation by you of the terms of this Paragraph 10 and in addition to all other remedies available at law and at equity, the Company shall be entitled as a matter of right to apply to a court of competent jurisdiction for relief, restraining order, initiating criminal proceedings, injunction, decree or other remedy as may be appropriate to ensure your compliance with the terms of this Paragraph 10.

## 12 INTELLECTUAL PROPERTY RIGHTS

### 12.1 Title

The ownership in all the Company's Intellectual Property Rights provided by the Company to you and/or made available from the Company during the course of your employment with the Company and/or Intellectual Property Rights including software, applications, modifications and/or improvements to existing software, processes, inventions developed and/or generated by you during performance of your services shall solely and legally vest and shall always solely and legally be vested in the Company and you undertake that you shall also perform all acts, including execution of any documents and assistance in legal proceedings that are necessary to establish or defend the ownership and/or rights of the Company in the Intellectual Property Rights in any country.

Further, you acknowledge that you do not have, and shall not acquire by virtue of your employment with the Company, any rights, title and interest in and to Intellectual Property Rights and confidential information vested in the Company. You agree to do nothing by act and/or omission, which would impair and/ or adversely affect the Company's rights, ownership and title in its Intellectual Property Rights.

For the purpose of this Paragraph 12, "**Intellectual Property Rights**" shall mean all rights and interests, vested and/or arising out of any industrial and/or intellectual property, whether protected at common law and/or under statute, which includes (without limitation) any rights and interests in inventions, patents, copyrights, designs, trademarks, service marks, trade-names, know-how, business names, logos, processes, developments, licenses, trade secrets, goodwill, patterns, drawings, computer software, technical information, research data, concepts, methods, procedures, designs and any other knowledge of any nature whatsoever throughout the world, and including all applications made for the aforesaid, rights to apply in future and any amendments/modifications, renewals thereto and all other intellectual property rights whether available at this time and/or in future to the Company including any intellectual property rights created and/or generated during the term of the appointment.

### 12.2 Disclosure

Any Intellectual Property Rights conceived and/or made and/or created by you, individually or jointly, whether in writing, digital, printed, electronic and/or in any other form developed as a result of the employment relationship between the Company and you, whether during the term of your employment or thereafter, shall be promptly and fully disclosed by you to the Company and shall at all times be the sole and exclusive property of the Company. It is expressly provided that you shall execute and deliver any further documents in respect of any Intellectual Property Rights as may be requested by the Company from time to time.

### 12.3 Assignment

Without prejudice to the provision of Paragraph 12.1, you hereby unequivocally and irrevocably assign to the Company (throughout India and in all other parts of the world), in perpetuity total, absolute, unfettered and

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## Clover Infotech Private Limited

unrestricted title and rights in the Intellectual Property Rights which may be provided, processed, treated, worked on by you in respect of the services which shall be provided by you to the Company and hereby undertakes that it shall also perform all acts, including execution of any documents that may be required by the Company to file, register such Intellectual Property Rights in the Company's name and provide assistance in legal proceedings that are necessary to establish and/or defend the ownership and/or rights of the Company in the Intellectual Property Rights in any country. This assignment shall survive the termination or cancellation of your employment regardless of the method or manner in which it was terminated or cancelled.

#### 12.4 No Violation of Intellectual Property Rights

You represent and warrant that you have not violated the Intellectual Property Rights of any person/company/firm and undertake and covenant that you shall not violate the intellectual property rights of any person including that of the Company.

### 13 NOTICES

All notices, requests, representations and other communications hereunder shall be made by you in writing to the Company and all notices, requests and other communications by the Company to you shall be deemed to have been duly given if they are delivered personally to the Employee by facsimile transmission or mail (first class postage prepaid) or by electronic mail at the following addresses or facsimile numbers:

If to the Company:

Attention: **HR Department, Clover Infotech Pvt Ltd**

Address: 2nd Floor, Dhana Singh Processors Building, Vazir Glass Lane, J B Nagar, Andheri (E). Mumbai – 59. India.

Tele No: 022-29261650

Fax No: 022-29262110

Along with a copy by email to: [legal@cloverinfotech.com](mailto:legal@cloverinfotech.com)

If to you:

Attention: Mr. / Ms. Dattatray Ambar Ijagai

Address: Dahisar gaon ta: kalyan dist : thane - 400612

Contact No: 9137189158

Email: [Please provide a working personal email id]  
dattaijagai07@gmail.com

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Any change in your address of the Company shall be notified to the other Party in the same manner mentioned hereinabove.

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### Clover Infotech Private Limited



## 14 INDEMNITY

You irrevocably, unconditionally and absolutely agree to indemnify defend and hold harmless the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents, promptly upon demand at any time and from time to time, against any loss, claims, damages (whether direct, indirect, general or special), costs (including reasonable attorney fees), actions, proceedings, etc., caused to or made against or suffered by the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents directly or indirectly by reason of or in connection with any breach of any covenants or undertakings contained herein or on the occurrence of any of the events set out in Paragraph 8.1 of this

Appointment Letter. You are aware that any breach of the provisions of this Appointment Letter by you may expose the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents to claims, actions, and proceedings by a third party to whom the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents may have an obligation of confidentiality and you confirm that the indemnity contained herein shall extend also to any claims, actions, and proceedings by a third party and any costs, charges, expenses and damages caused to or suffered by the Company, its subsidiaries, its affiliates, group companies, business partner and their respective directors, officers, employees, representatives and agents on account thereof, whether or not you were aware of such obligation of the Company to such collaborator or third party.

## 15 GOVERNING LAW AND DISPUTE RESOLUTION

15.1 This Appointment Letter shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce the provisions of this Appointment Letter and subject to Paragraph 15.2, the courts of Mumbai shall have exclusive jurisdiction to resolve any dispute arising out of or in connection with this Appointment Letter.

15.2 Any dispute arising out of this Appointment Letter shall be referred to binding arbitration. Such arbitration shall be conducted by a sole arbitrator who shall be a former Judge of the Bombay High Court to be appointed by the Chairman of the Company. The arbitration proceedings shall be conducted in English language and shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The seat and place of arbitration shall be Mumbai.

## 16 MISCELLANEOUS

16.1 Entire Understanding

This Appointment Letter shall be read along with and be supplemental to the terms of the HR Policy Manual and the Company's code of conduct, as amended from time to time. To the extent of any inconsistency between this Appointment Letter and the HR Policy Manual and the Company's code of conduct, the provisions of this Appointment Letter shall prevail in respect of the subject matter of this Appointment Letter.

Save as aforesaid and except as otherwise agreed among the Parties in writing, this Appointment Letter and the NDA constitutes the entire agreement of the Parties in respect of the subject matter hereof and thereof and shall supersede any previous understanding or agreement on such subject matter.

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### Clover Infotech Private Limited

## 16.2 Amendment

This Appointment Letter shall not be amended except by a signed agreement in writing between the Parties.

## 16.3 Non-Waiver

No failure on the part of the Company to exercise, and no delay in exercising any rights hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right preclude any other or future exercise thereof or the exercise of any other right.

## 16.4 Assignment

Since your employment with the Company shall involve your personal skills and capabilities, you shall not assign or transfer any of your rights and obligations under this Appointment Letter. The Company shall have a right to assign this Appointment Letter and you shall take all such actions or sign all such documents as may be requested by the Company.

## 16.5 Severability

Each and every obligation under this Appointment Letter shall be treated as a separate obligation and shall be severally enforceable as such and in the event of any obligation or obligations being or becoming unenforceable in whole or in part. To the extent that any provision or provisions of this Appointment Letter are unenforceable, they shall be deemed to be deleted from this Appointment Letter, and any such deletion shall not affect the enforceability of the remainder of this Appointment Letter not so deleted, provided the fundamental terms of the Appointment Letter are not altered.

## 16.6 Survival

Cancellation, expiration or earlier termination of this Appointment Letter shall not relieve the Parties of obligations that by their nature should survive such cancellation, expiration or termination including Bar on Double Employment (Paragraph 10), Non- Solicitation (Paragraph 11), Intellectual Property Rights (Paragraph 12), Notices (Paragraph 13), Indemnity (Paragraph 14), Governing Law and Dispute Resolution (Paragraph 15), Survival (Paragraph 16.6).

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance, indicating your Date of Joining.

For Clover Infotech Pvt. Ltd.

Elizabeth Paul  
Senior Vice President – Human Resources

Acknowledged and accepted  
Dattatray Ambar Ijagaj

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### Clover Infotech Private Limited

### Infrastructure Support

**Name:** Dattatray Ambar Ijagaj  
**Designation:** Senior Consultant  
**Grade:** M2

#### Organizational KRA – Revenue

##### L2 Infra Support KRA/KPI

KRA	KRA description	Weightage	KPI/Metric	Description
Ticket Handling and SLA achievement	1. Ensure tickets are logged and resolved as per priority 2. Ticket priority needs to be checked while assigning/resolving tickets 3. Resolve the tickets within TAT 4. Maintain and update KEDB to enhance resolution efficiency	25%	1. Tickets logged and Resolved- Up to date activity tracker incase ticketing tool is not available 2. SLA Report- a. SLA Achieved b. Unsatisfactory resolutions/ No of tickets reopen c. No. of SOPs created/modified d. Issues which impacted business	1. Call dump for Tickets logged and Resolved 2. SLA Report 3. Prioritize the critical request, based on discussion with leads/managers
Technical Competency	1. Perform analysis on recurring issues and provide solution 2. Execute the changes flawlessly 3. Deep diving into technical issues and quicker solution	25%	1. No of Problem Cases Resolved 2. No. of Changes Implemented 3. Count of Downtime /Manual error	1. RCA for P1/Major incidents 2. Maintain change implementation tracker
Timely Reporting, Proactive alerts and Escalations	1. Status updates to client and Clover Infotech Leads for identified frequencies 2. Handle issues/queries effectively and raise proactive alerts to leads 3. Escalation to respective stakeholders before the ticket is breached	20%	1. Weekly/Daily status report 2. Attending all review meetings and providing status update in a concise manner 3. No of timely escalations for avoiding major issues	1. Generate and publish status reports 2. Monitor the escalation , requests against the performance
Process and Audit Compliance	1. Participate for customer audits and provide required support. 2. Timely submission of timesheets - get it approved from customer and share with PMO team before 2nd of the month 3. Adhere to handover process , shift processes 4. Adherence to Information Security and BCP/DR activities as identified by customer and Clover Infotech IT Team 5. Adherence to internal and customer processes identified for the project	20%	1. On-time submission of Timesheet 2. No of incidents due to non-adherence to processes	1. Tracking the timesheet 2. monitor the closure of incidents
Contribution towards improving CM (Cost Margin)	1. Focus on the CM improvement by making non billable resource billable and upgrading team members for higher roles	10%	1. No. of resources identified for billing opportunities 2. No of resources upgraded to higher level	Improving CM and resource fulfillment

### Clover Infotech Private Limited

**Behavioral KRA**

KRA	Behavioral KRA description	Applicability
Professional Behavior Punctuality and office decorum	1.Maintaining office punctuality & decorum 2.Maintaining daily attendance, approval on all leave applied ,using Adrenaline/Iconnect/Client portals.	All Roles
Teamwork	1.Working towards team goals / challenges 2. Willingness to take up additional responsibilities 3. Takes initiative for improving collaboration between and across teams 4. Makes customers and colleagues comfortable in interactions despite differences in values / competency. 5. Capability to create a team - oriented environment to reduce dependencies 6.Acknowledge others' skill, experience, creativity, and contributions 7. Notify team members of changes or problems in a timely manner. 8.Listen to team members' feedback and resolve any issues or conflicts 9.Plan and organize team building activities	All Roles
Result Orientation	1. Accurate & Error Free performance 2. Open to feedback on performance 3.Maintain the required process orientation for quality results 4.Communicates deadlines and engagement goals to team members 5. Provides quality customer service, including interacting with customers, answering customer enquiries, and effectively handling customer complaints	All Roles
Training and Communication	1. Upgrading self to the latest technologies 2.Attending nominated internal technical & soft skills trainings & planned certifications 3.Grooming self to next level of role 4.Impart training based on project/team needs	All Roles
Leadership	1. Leads, Develops, Motivates team through regular feedback to track progress 2. Recognizes and rewards exceptional performance within the team 3. Helps team members grow professionally through coaching and mentoring 4. Displays respect and strives to maintain the dignity of others 5.Grooming team members for next level of responsibilities and succession planning 6.Critical thinking and problem-solving skills 7.Develop strategy/plan for helping team to reach its goal 8.Manage the flow of day-to-day operations 9.Identify team members' strengths, weaknesses and motivations	Lead Roles

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**Clover Infotech Private Limited**

**L2 Infra Support Activities:**

Area	List of Activities
Incident Management	Acknowledge receipt of incidents logged by end users
	Identify, classify & prioritize the incident
	Incident investigation, diagnosis and analysis basis existing Knowledge Database (KDB) , closure of escalated incidents from L1
	Monitoring and closure of incidents escalated from L1 support teams
	Incident resolution
	End-user periodic updates and communication of resolution
	Incident closure
	Permanent closure of recurring incidents
Request Management	Acknowledge receipt of Requests logged by end users
	Manage the SLAs of REQ tickets as applicable in the service
	Prioritize the critical request, based on discussion with leads/managers
	Close REQ with appropriate resolution comments, within applicable SLA.
	Liaise with relevant teams for dependent tasks to resolve ticket
Problem Management	Acknowledge receipt of technical problems logged by L1 team
	Proactive problem detection and logging
	Classify & prioritize the problem
	Maintain configuration and support documents
	Problem investigation, diagnosis and analysis
	Escalation of problems to L3 support teams/SDM/Client Stakeholder
	Monitoring and follow-up on problems escalated to L3//SDM/Client Stakeholder
	Identify Performance bottlenecks
Release Management	Release deployment
	Communication of Release closure/rollback to L1 Process team
Change Management	Verify the change ticket for all necessary approvals, ensure due diligence before implementation
	Ensure all aspects of change such as, implementation plan, rollback plan, Implementation Schedule, Downtime etc.
	Implement the change in requested environment (UAT/PROD/DR)
	Update the change ticket/email with complete implementation logs
	Ensure necessary communication done to stakeholders on status of change
Process Compliance	Adhere to Clover set policies like HR policy, Security policy, password policy, attendance tracking etc
	Adhere to customer policy and processes without any deviation
	Filling up the timesheets, getting approved from the customer and sharing it with PMO team
Any additional activity as identified by Reporting Manager or assigned by client	

Wishing you all the best and looking forward to a mutually rewarding relationship.

For Clover Infotech Pvt. Ltd.

Elizabeth Paul  
 Senior Vice President – Human Resources

Acknowledged and accepted  
 Dattatray Ambar Ijagaj

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**Clover Infotech Private Limited**

**ANNEXURE – I**
**Name - Dattatray Ambar Ijagaj**
**Designation -Senior Consultant**
**Grade : M1**

Details	Salary Structure	
	PM	PA
Basic	15,925	191,100
House Rent Allowance	7,963	95,550
Education Allowance	200	2,400
Food Allowance	1,100	13,200
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
City Compensatory Allowance	3,920	47,038
<b>Total Gross</b>	<b>31,957</b>	<b>383,488</b>
Gratuity	766	9,188
Medical Insurance	412	4,944
Personal Accident Insurance	65	780
Provident Fund (Company's Contribution)	1,800	21,600
<b>Total Cost To Company</b>	<b>35,000</b>	<b>420,000</b>

**Notes**

Clover Infotech has the right to restructure components differently, as per prevailing policy.

You will not be entitled to all the components as India salary if you are deputed abroad.

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


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**Clover Infotech Private Limited**

Ref: ICPL/EMP/CONF/2016/1941

Date:- 12-Aug-2021

Employee Name:- Sarita Phalle

Employee Code:- 3520

**Dear Sarita Phalle**

We are pleased to inform you that you have successfully completed your probation period of 90 days. We hereby confirm your employment as **Associate Software Engineer** with the company as on 11-Aug-2021. The terms and conditions as stipulated in your employment letter remain unchanged.

Looking forward to your long and rewarding association with **Infostretch Corporation(India) Pvt. Ltd.**

For,  
Infostretch Corporation(India) Pvt. Ltd.

Yatendra Vijay  
Director - Human Resources

This is a system generated letter and hence no signature is required

To  
Shripad Ganarkar,

Date: 30-11-2019

## OFFER LETTER

We are pleased to offer you the position of “**Web Developer**” in Skovian Ventures at Pune, on the following terms and conditions.

Your pay package is **Rs 1,80,000/-** per annum (Cost to Company) with the structure.

Earnings (Rs. per month)		Statutory Components (Rs. per month)	
Basic + DA	8,250	Profession Tax	200
House Rent Allowance	4,500	PF	990
Bonus	1,250	EPF	1,073
Performance Variable	1,001	ESIC	113
<b>Gross Monthly Wages</b>	<b>15,000</b>	ESIC Employer	488
		<b>Total Monthly Deductions</b>	<b>2,864</b>
		<b>Total Monthly Wages Paid</b>	<b>12,136</b>

\*\*You have the provision to receive a performance-related variable compensation. There is no provision for guaranteed variable compensation and totally depends on your individual performance and the performance of the company.

Income Tax will be deducted as applicable. PF & Bonus - As per statutory requirement/company's practice from time to time. If you are already a member of the Employees' Provident Fund Scheme and Employees' Family Pension Scheme, please furnish details of the same at the time of joining.

Consolidated salary and all allowances will be paid on a pro rata basis linked to your attendance, which includes leave availed by you within the limit of entitlement. For unauthorized absence from work or leaves availed in excess of your leave eligibility, consolidated salary and allowances are not payable.

Your salary details have to be treated as personal and confidential and should not be shared / disclosed to anyone.

**Your probation period will last for 6 months.** Permanent position will be offered based on performance after the said time. No Privilege Leave will be approved during your probation period. Any leaves taken in the Probation period will be considered 'Leave without Pay'.

Contract can be terminated with one month's notice or payment of gross salary in lieu thereof. In the event of your resignation, the Management is entitled to insist on your serving full 2 months and not to accept salary that you may offer to pay in lieu of the notice period, based on the exigencies of work at the discretion of the management.

The employment will cease and come to an end only after the management issues the resignation - acceptance letter to you. In the event of your leaving the Company without a relieving order, you shall forfeit your salary and other dues including bonus or exgratia etc.



The Company will not be liable to pay notice pay in case the appointment is terminated on grounds of

(i) Breach of confidentiality (ii) Gross Negligence (iii) Violation of law or willful non-compliance of law (iv) Misconduct (v) Violation of Skovian Ventures Rules and Regulations. Also, if at the time of appointment any information provided is false or that relevant information has been concealed, then the Company is at liberty to terminate your services.

You will abide by all the Rules and Regulations / Standing Orders / code of conduct of the Company made applicable from time to time to employees of your category.

You shall not engage yourself in any outside work over and above your legitimate work in the Company, on duty days, on holidays and when you are on leave.

Your services are transferable from any place/post/department to another, either existing or would come into existence in our organization, if required, at the discretion of the management

You shall at all times maintain utmost secrecy of all know-how and information relating to the Company's products and business and all matters connected directly or indirectly thereto. You shall not give anyone orally or otherwise any information, which you acquire during the course of your employment about our process, technical know - how, security arrangements, administrative or organizational matters whether confidential, secret or otherwise either during the employment with us or up to a minimum of three years after leaving our company.

This letter is subject of medical fitness in the pre employment medical examination, satisfactory verification of all original certificates in proof of your date of birth, educational qualifications (from SSC onwards), mark sheets, experience, relieving order from your present employer and proof of last drawn salary, and verification of antecedents. Therefore, please bring with you all the original certificates / mark sheets for verification at the time of joining duty.

Please also produce photo copy (duly attested) of all your certificates / mark sheets and four passport size and two stamp size color photos for our records. You are also requested to produce Form 16 or Annual Income Statement from your present employer for the purpose of income tax deductions.

Please return to us copy of this letter duly signed by you, as a token of acceptance of the terms and conditions of this offer and also advise the earliest date by which you will be joining us. You will be required to join duty in our Organization on **02.12.2019**, failing which this letter will be treated as cancelled.

With Best Wishes,

Nishat Kondvikar  
Partner  
Skovian Ventures

Accepted

Name:

Date:

Signature:



Date: 14<sup>th</sup> January, 2021

**Mr. Aakash Hajari**  
Pune, Maharashtra.

## Letter of Offer

Dear Aakash,

We are pleased to inform that you have been selected for employment with us as **Angular Developer (Grade C1)** under technical Career Track. Your total emoluments are **Rs.12,000/-** per Month, are described in Annexure A.

You may also be assigned and / or deputed to any other subsidiary / affiliated companies / divisions / location whenever the company may deem fit.

You will be on probation for a period of three months from the date of commencement of your service, which is liable for extension at the sole discretion of the Company. On successful completion of the probation period, your services will be confirmed in writing.

Either party can terminate this employment agreement by providing a notice period of 90 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

This offer is subject to your satisfactory completion of background verification. Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo medical examination if and when considered necessary.

You are requested to confirm the receipt and acceptance of your offer in writing, within 3 Business days from the date of issue, failing which the offer extended to you, stands cancelled. You are hereby requested to report for duties in our Pune office on or before **January 4<sup>th</sup>, 2021**.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take the opportunity to welcome you into Global AI solutions family, and look forward to a very fruitful association with you.



Yours sincerely  
**For Global AI Solutions,**  
**Yashaswi Batki**  
**HR Executive**

I accept the offer on the stipulated terms and conditions and shall join Global AI Solutions on

\_\_\_\_\_ Date and signature \_\_\_\_\_

**Name** : Aakash Hajari  
**Designation** : Angular Developer  
**Grade** : C1  
**Career Track** : Technical

Commencement Date

Your employment will commence on **January 4<sup>th</sup>, 2021** here.

#### Location

You will be based at Mahesh Plaza, 1st floor, Sr no 134, Near Lodha hospital, Mumbai-Bangalore bypass, Warje, Pune-411058, India but may be required to work at such other locations within Country as reasonably determined by the needs of the business.

#### Position

**Angular Developer** - Reporting to **Shanmukhanand Barsagadey**

The roles and responsibilities of this position will be described separately after your offer acceptance.

#### Probationary Period

A three-month Probationary Period will apply to this role. During this time, you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, upon (one week's notice in writing), or by payment in lieu of notice.

#### Hours of Work

Global AI solutions general hours of business are between **11.00 AM – 8.00 PM (Monday-Friday)**. It is expected that you will work an average of **(45)** hours per week during general business hours.

From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties. Overtime payments or time in lieu will be calculated in accordance with the Management decision.

	<i>Rs Per Month</i>	<i>Rs Per Annum</i>
Basic Pay	3,600	43,200
House Rent Allowance	2,040	24,480
Special Allowance	3,120	37,440
Meal Allowance	540	6,480
Bonus	1,440	17,280
Co's Contribution to Provident Fund		
Tier City Allowance	360	4,320
<i>Reimbursements and Other Benefits</i>	-	-
Leave Travel Assistance	240	2,880
Medical Allowance	300	3,600
Transport Allowance	360	4,320
Variable Pay	-	-
<b>Total Fixed Compensation</b>	<b>12,000</b>	<b>1,44,000</b>
<b>Annual Cost to Company (CTC)</b>	<b>1,44,000</b>	

**Notes:**

- All Payments are subject to appropriate taxation.
- The salary structure is liable for modification from time to time.

**Payment**

Your salary will be paid monthly.

**Salary Review**

Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.

**Leave Entitlements**

**Annual Leave**

You are entitled to **10 days'** annual leave per year of service; Leave is accrued in accordance with the Fair labor Law and should be taken within one year of falling due, on occasions negotiated with your manager.

**Termination**

A notice of 3 months is required during the first year of your employment with the company to terminate this contract. In subsequent years, either party may terminate the contract with a notice period of 2 months. Notice period is considered to start from the point the termination letter is received by the manager.

The company may terminate your employment at any time without notice if:

- You are guilty of serious misconduct or
- You are in material breach of a provision of this contract, including confidentiality undertakings.

Following the termination of your employment, you will be required to return all company property.

### Privacy

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### Company Policy

Global AI Solutions has in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

### Confidentiality of Information

During your employment, you may become aware of information relating to the business of Global AI solutions including but not limited to client lists, trade secrets, and client details and pricing structures. Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of Global AI Solutions. You shall not, either during or after your employment, without the prior consent of the Global AI solutions, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

### Jurisdiction

This contract is made in the State of Maharashtra.

### Welcome and Acceptance

Mr. Aakash Hajari, we would like to take this opportunity to welcome you to Global AI Solutions and wish you a long and rewarding career with us.



**Yours sincerely,**  
**Yashaswi Batki**  
**HR Executive**  
**Global AI Solutions**  
**Contact : 9284518553**  
**Web Site : [www.gais.co.in](http://www.gais.co.in)**

**I, accept the terms and conditions of this contract.**

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

Dated : \_\_\_\_\_

A copy is provided for your records.



Cygnus e-Solutions Private Limited

**Date: - 25<sup>th</sup> January 2021**

### **Your Internship with Cygnus e-Solutions Private Limited**

This document, **dated 25<sup>th</sup> January 2021** day of **Monday** in the **year 2021**, is made between **Cygnus e-Solutions Private Limited** and **Nikhil Sathe**. This document constitutes a mutual arrangement between the Intern and the organization.

WHEREAS the Organization desires to hire the Intern for performing certain role/ services for the organization, and the Intern desires to render such services, both have agreed to work together as the terms mentioned below.

### **Internship**

The Intern agrees that he or she will faithfully and to the best of their ability to carry out the duties and responsibilities communicated to them by the Employer. The Intern shall comply with all company policies and code of conduct, rules and procedures at all times.

If and when necessary management reserves the right to move your Internship from one organization to the other with in group companies as per process client requirement.

### **Position**

As a **LI Editor**, it is the duty of the Intern to perform all essential job functions and duties as mentioned in the KRA. From time to time, the Employer may also add other duties within the reasonable scope of the Internship's work.

### **Compensation**

As compensation for the services provided, the Intern shall be paid as per agreed terms and will be subject to **Rs. 20,000 (Monthly Salary) Gross PM / Annual-Rs. 2,40,000 (Annual Salary) performance review.**

All payments shall be subject to mandatory Internship deductions such as Taxes, Insurance any other deductions as shall be intimated to the Intern from time to time.

### **Benefits**

The Intern has the right to participate in any benefits program offered by the management from time to time.

16 paid leaves are allowed to Interns in one calendar year January to December after having completed their probation period.

Only 2 paid leaves will be allowed in one calendar month. In Case if more paid leaves are allowed in a month, Management approval is required.

Access to these benefits will only be possible after the probationary period has passed.

Company's objective is to better overall performance through recognition of individual's Contribution, bringing in accountability for individuals, promote teamwork, team values and Co-operation and bring in focus on company success as a whole. Excellent performance hence needs to be recognized and appropriately rewarded.

Simultaneously for non-performers are as for improvement shall have to be identified and necessary corrective action initiated.

We prefer Intern stays with our organization for at least minimum 1 year from date of joining and is eligible for increment only after completion of one year from date of joining and basis of performance review.

### **Probationary Period**

It is understood that the minimum first six months and until confirmation letter given by management the Intern would be on probation period. During the probation period, the Intern is not eligible for annual leave. In probation period, the Employer also exercises the right to terminate Internship at any time without advanced notice.

### **Termination/Resignation**

It is the intention of both the Intern and the Employer to form a long-term professional relationship for growth and mutual benefit of both. However, this relationship may be terminated by the employer either immediately or after accepting notice period request served by Intern in case there is any misconduct or any action by the Intern which the management may feel has or could cause financial/ reputational loss to the company.

Decision regarding terminations will be taken after review is done by Internal Audit Committee formed by the appended authority.

Notice Period for Team Leader, Team Manager or Interns on Managerial level is 3 months. For Tele caller & Tracer will be one month. And other back-end Intern's one-month notice period is mandatory.

**If any Intern is not ready to serve notice period, then they have to pay one-month salary .**

If any Intern is on leave for more than 3 days without intimation to their team leader and HR, then that Intern shall be deemed to be absconding and necessary action as per policy of the

company shall be taken which could also lead to penalty as such action could lead to financial loss to the company.



If any Intern leaves the organization without serving notice period then in that case Intern would be marked as absconding, and accordingly action shall be taken as per company policy.

In Notice period Intern is not allowed to take any leave or half day.

The Intern agrees to return any asset of the company that may be in his/ her possession at the time.

### **Non-Competition and Confidentiality**

As an Intern, you will have access to confidential information that is the property of the Organization.

- You are not permitted to disclose any information regarding the organization or its clients outside of the Company.
- You must not note down any data of client or organization and take it outside the office premises.
- No Interns are allowed to use/ sit on any other Intern's system without prior permission from the IT department.
- IT Team has **full** rights to check data and do other necessary security checks in any system of the organization as and when deemed necessary.
- Any data you are assigned to work upon is deemed property of the client and organization and any misuse of such data could lead to immediate termination and legal action as deemed necessary by the Management.
- Pen drive, hard disk, CD, Headphones not allowed within the office premises. If you are carrying such device it has to be deposited with the security before entering the premises.
- If any team leader/ caller/ tracer wants to log in, in someone else system should take prior permission from IT dept.
- Shut down of system is mandatory after completion of office hours.
- Insubordination or refusal to comply with the organization rules and regulations, unless such rules are injurious to the Intern's safety and health shall be dealt with serious implications.
- No intentional falsification of personnel records.
- No Consuming alcoholic beverages while on duty, consumption of illegal drugs. (Tobacco)
- You must not attend for work under the influence of drugs or alcohol.
- You must not perform duties while under the influence of drugs or alcohol.
- Must not indulge in abusive, threatening or coercive treatment of fellow Intern.
- No usage of cell phones inside office premises.
- No usage of office internet and phone for personal use.
- Attire should be as per code of conduct and as per office rules.
- Ensure no damage done to office property and assets. If any damage is found to be done by your negligence management reserves the right to recover the same from your salary / payout .

- Self-hygiene and office hygiene must be maintained in office premises.
- No clicking photos in any section of the office premises or of any assets of organization.
- During your time of Internship with the Organization, you shall not engage in any work for another Employer that is related to or in competition with the Company.
- You will fully disclose to the management/ HR any other Internship relationships that you may have during your tenure with this organization.
- It is further acknowledged that upon termination of your employment, you will not solicit business from any of the Company clients for a period of at least one year either direct or through indirect sources.

### **Entirety**

This document represents the entire relationship between the Intern and the organization and supersedes any previous written or oral arrangement. This document may be modified at any time, provided the written consent of both.

### **Legal Authorization**

The Intern agrees that he or she is fully authorized to work in India and can provide proof of this with legal documentation. This documentation will be obtained by the Company for legal records.

Police verification is mandatory without which the company may terminate your services without any notice period. PVR must be submitted within 15 days of receipt of the offer letter else offer letter stands canceled.

Police verification renewal is necessary on expiry of the certificate.

### **Severability**

It is further agreed that if any portion of this document is found to be void or unenforceable, it shall be struck from the record and the remaining provisions will retain their full force and effect.

### **Insurance Policy**

Please note Mediclaim Insurance of minimum SOK is mandatory and same will be deducted from your salary.

### **Jurisdiction**

This contract shall be governed, interpreted, and construed in accordance with the laws of Pune Maharashtra India.

In witness and agreement whereof, the Employer has executed this contract with due process through the authorization of official company personal and with the consent of the Intern, given here in writing.

**Undertaking:**

This is to further certify that all the information provided by the Intern is correct and true to the best of his/ her knowledge. Intern confirms he/she has no case (criminal or civil) pending against him/her and no such case was filed against him/her. If any information given to the organization by the Intern whether personal or professional is found to be incorrect at any time after due diligence the company reserves the right to terminate the services of the Intern without any notice period and take legal action as may be deemed necessary.

**Compliances mentioned in this document applies to all Cygnus Group of Companies.**

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Signature

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Date

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Company Official Signature

A purple circular stamp with the text "Cygnus Group of Companies" around the perimeter and "D.M.L. LTD." at the bottom. In the center of the stamp is a stylized logo. Overlaid on the stamp is a handwritten signature in black ink that reads "Kauloas".

Date :

Ref No.: 144955/ 2021

September 1, 2021

**Shivani Bhilegaonkar**

Bansill Nagar Row House No 1 Railway Station Road Maharashtra,  
Jalna 431203,  
Maharashtra

**Subject: Employment Letter**

Dear Shivani Bhilegaonkar,

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (GCM Level GCM 1)**. Your total emoluments are **Rs. 340,000/-** per annum, as described in Annexure A.

You will be on training for a period of one year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party can terminate this employment agreement by providing a written notice or payment of basic pay of 90 days, to the other party. The notice period shall be 30 days during training period and 90 days thereafter. This offer is subject to your satisfactory completion background verification. Your retention in the company's employment will be subject to your continued medical fitness. The company reserves the right to ask you to undergo medical examination as and when considered necessary.

You are requested to be available for your virtual onboarding on **September 1, 2021** at 10.00 am and your work location will be **Pune**.

**This offer letter is subject to completion of below mentioned Terms and Conditions: -**

You shall successfully complete and submit the Graduation/Diploma/Post-Graduate certificate from your college/university with a minimum percentage of 60% or higher within 90 days from your date of joining the company, further there should be no standing backlog.

If you fail to successfully complete your exams as mentioned above and/or to submit the above-mentioned documents in timely manner, this offer stands automatically withdrawn without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. By accepting this offer, you agree to abide by all Atos|Syntel policies and procedures as well as the terms and conditions annexed hereto.

**Campus Hire Induction Program**

As you are selected through direct Campus Hire Recruitment, you will undergo Campus Hire Induction Program which is required to train and develop your skills that are essential and suitable for your job role. This program is normally expected to be for a fixed duration as per the business requirement. There would be multiple

*Shivani*

assessments conducted throughout the program at regular intervals and you are required to score the ascertained passing percentage in the assessments. Failure to score the ascertain passing percentage, Atos | Syntel reserves the right to terminate your employment.

Any communication regarding your terms of employment, or compensation must be in writing and signed by an authorized human resource ("HR") representative of Atos|Syntel. You agree that no commitments have been made by the Company that are not expressly contained in this letter. No other communication, document, etc. will be binding or effective unless expressly agreed to in writing and signed by an authorized HR representative of Syntel Pvt. Ltd.

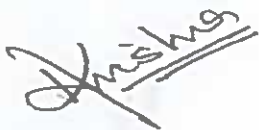
You may be assigned and / or deputed to any other location / subsidiary / affiliated companies / divisions /associates whenever the Company may deem fit. Failure to report to an assignment will be grounds for disciplinary action, including but not limited to termination of employment.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you into Atos|Syntel family and look forward to a very fruitful association with you.

Yours sincerely

**For SYNTEL PRIVATE LTD,**



**Adarsh Krishna  
Deputy General Manager - HR**

Encl: Acceptance Copy & Annexure A, Terms and Condition & Checklist

**I accept the offer on the stipulated terms and conditions and shall join Atos Syntel on**

**1-Sept -2021** date and signature shivani

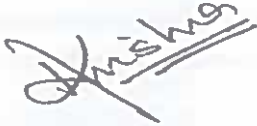
## Annexure A – Salary Distribution

**Name** : Shivani Bhilegaonkar  
**Designation** : Associate Consultant  
**Band-Grade** : GCM1  
**Career Track** : Operations

Pay and Allowance	Rs Per Annum
Basic Pay	140,000
Co's Contribution to Provident Fund	21,600
House Rent Allowance	70,000
Advance Statutory Bonus	30,700
Basket of Allowance	77,700
<b>Annual Cost to Company (CTC)</b>	<b>340,000</b>

**Notes:**

1. The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
2. All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on Statutory regulations.
3. As per Company policy, you will be covered under a company provided Medical Insurance.
4. You can opt for Provident Fund @12% of basic as your contribution and company contribution towards Provident Fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.
5. Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion.



**Adarsh Krishna**  
**Deputy General Manager - HR**



[Print](#)[Print with Annexure](#)[Home](#)

भारत सरकार  
Government of India  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Ministry of Micro, Small and Medium Enterprises

**MSME**  
सूक्ष्म, लघु एवं मध्यम उद्यम  
MICRO, SMALL & MEDIUM ENTERPRISES

## UDYAM REGISTRATION CERTIFICATE



Our small hands to  
make you LARGE

UDYAM REGISTRATION NUMBER	UDYAM-MH-26-0138172				
NAME OF ENTERPRISE	TECHSWARAJ IT SERVICES				
TYPE OF ENTERPRISE *	MICRO				
MAJOR ACTIVITY	SERVICES				
SOCIAL CATEGORY OF ENTREPRENEUR	GENERAL				
NAME OF UNIT(S)	S.No.	Udyog Aadhaar Memorandum	Unit(s) Name		
	1	MH01A0042646	TECHSWARAJ IT SERVICES		
	2		TECHSWARAJ IT SERVICES PUNE		
OFFICIAL ADDRESS OF ENTERPRISE	Flat/Door/Block No.	Flat no.702	Name of Premises/ Building	Royal Serene	
	Village/Town	Mahalunge	Block	556122	
	Road/Street/Lane	Pune-Mumbai Highway	City	Pune	
	State	MAHARASHTRA	District	PUNE , Pin 411045	
	Mobile	9561977076	Email:	amarlokhande1112@gmail.com	
DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE	20/06/2017				
DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS	20/06/2017				
NATIONAL INDUSTRY CLASSIFICATION CODE(S)	SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
	1	58 - Publishing activities	5820 - Software publishing	58202 - Publishing of operating business and other applications	Services
2	62 - Computer programming, consultancy and related activities	6201 - Computer programming activities	62013 - Providing software support and maintenance to the clients	Services	
DATE OF UDYAM REGISTRATION	02/08/2021				

\* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from <https://udyamregistration.gov.in> & Date of printing:- 01/10/2021

For any assistance, you may contact:

1. District Industries  
Centre:

PUNE ( MAHARASHTRA )

**BE A  
CHAMPION**

2. MSME-DI:

MUMBAI ( MAHARASHTRA )

Visit : [www.msme.gov.in](http://www.msme.gov.in) ; [www.dcmsme.gov.in](http://www.dcmsme.gov.in) ; [www.champions.gov.in](http://www.champions.gov.in)



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with the  
Ministry of  
**MSME**





**Greenovative**

[www.greenovative.com](http://www.greenovative.com)



**Aniket Ashtaputre**  
**Associate Software Engineer**

Employee ID: 109

Blood Group: B+ve

Mobile: +91 9405470891

Emergency #: +91 9422873608

**#uncover energy intelligence**

**IDENTITY CARD**

**SOFTMAN Infosolutions (I) Pvt. Ltd.**

**siipl**



**Dhananjay Ganesh Fartare**

**Senior Programmer**

Date of Birth : 02.09.1992

Blood Group : B + VE

Mobile No. : 8007666408

Email ID : dhananjayfartare@gmail.com

  
Authorised Signature



**Jaideep Pimpale**

Blood Group: A+

Emp. ID: 1050

Talentica Software (I) Pvt. Ltd.  
B/7-8, Anmol Pride, Baner, Pune-411045  
Phone: (020) 4075 1111



**MDIndia Health Insurance TPA Pvt. Ltd.**

**CIN : U72900PN2000PTC015558**

**IRDA LICENCE NO. 005**



**Mayur Bhaskar Misal**

**Blood Group: B+**

**Emp Code: 10745**

\_\_\_\_\_ : If found please return to : \_\_\_\_\_

**Head Office: S. No. 46/1, E-Space, A2 Building,  
3rd floor, Pune Nagar Road, Vadgaon Sheri,  
Pune: 411 014, Maharashtra, India.**

**Tel: +91-(020)25300000**

**[www.mdindiaonline.com](http://www.mdindiaonline.com)**



**Nikhil  
Bele**  
Employee ID 165660



B+ve

9139



vi

hi

I'm Sagar



**TATA**

**TATA CONSULTANCY SERVICES**



**VISHAL  
MORE**

Card No 240939  
Associate No 1882605

**Tata Consultancy Services Ltd.**  
TCS House, Raveline Street, Fort  
Mumbai 400001, India



October 01, 2021

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. Amol Gawali, Employee number 366126, is an employee of our Bank since April 19, 2017.

We understand that this letter is issued on specific request of the employee under his personal capacity without any liability for the Bank. Please note that this letter is valid for a period of one month from the date of issue.

Regards,

**Girish Gopan**  
HR Manager  
Human Resources Management Group

ICICI Bank Limited  
HRMG  
ICICI Bank Tower,  
Regional Office Gachibowli  
Serilingampally,  
Hyderabad-500032.

Tel.:040-61063090 Website  
[www.icicibank.com](http://www.icicibank.com)  
CIN:L65190GJ1994PLCO21012

Regd.Office:ICICI Bank Tower,Near  
Chakli Circle, Old Padra Road,Vadodara  
390007,India. Corp.Office:ICICI Bank  
Towers,Bandra-Kurla Complex, Mumbai  
400051,India.



### **Letter of Appointment**

Dear Mrs. Kalyani Hyalji,

1. We are pleased to appoint you as **QA Engineer** in our organization. You will be based at our Pune office. You are required to join not later than **4<sup>th</sup> January 2021** and the offer stands withdrawn thereafter.
2. You will be working on probation for the first 6 months after joining. Your Compensation for the same will be **Rs. 6.00 LPA**. Your income in India will be subject to tax deduction at source in accordance with obligations and rulings set out by the Tax Laws of India and other statutory dues as applicable. Please refer the salary annexure on the last page.
3. At the time of joining, please submit the following documents:
  - Relieving Letter from your previous employer and last drawn pay slip.
  - Photocopy of passport, UAN number, copy of PAN card, recent passport size six photographs, address proof, and mark sheet in support to your educational qualifications.

#### **4. Condition of Employment**

##### **Hours of Work**

You are required to comply with the Company's standard business hours on Monday through Friday. In addition, you may on occasion be required to work additional hours due to compelling work-related exigencies. The Company does not pay any additional salary for the extra hours you may actually work, except as required by applicable law. Working hours and location may change from time to time dependent on work projects and assigned tasks.

#### **5. Probationary Period**

You will initially be employed by the Company for a 6 months' probationary period. During the probationary period, your performance will be evaluated. At the conclusion of that period, the Company will conduct a review with an eye toward continuing your employment under the same terms and conditions or confirming the expiration of your probationary period without further employment or compensation.

#### **6. Duties**

**HEAD OFFICE**  
308, Sacred World, North Block, Jagtap  
Chowk, Wanwarie, Pune 411040,  
Maharashtra, India.

**DEVELOPMENT OFFICE**  
S. No. 46, E-Space Condominium Office No A-2,  
101 A, Nagar Road, Wadgaon Sheri, Pune 411014,  
Maharashtra, India.

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By accepting this offer of employment, you agree to:

- Perform all reasonable responsibilities and tasks that are assigned to you.
- Perform all your responsibilities to the best of your ability with all due care and diligence.
- Devote substantially all of your time and effort during business hours (and such additional time as is necessary) to the performance of your responsibilities and assigned tasks at the Company.
- Permit the Company to monitor and/or record your telephone calls and electronic communications (e.g., email) for quality assurance and training purposes.

#### **7. Leave Entitlements**

Except as otherwise required by applicable law, your leave entitlements are as follows:

- Any leave, you are entitled to can be availed only with prior notice and proper permission. The company reserves the right to deny you leave, in case of failure on your



REF/NTSS/HRD/OL/2019 -20

24<sup>th</sup> October, 2019.

To,  
Swapnil Dixit  
4<sup>th</sup> Floor, Laxmi Men Hostel,  
Near Wadgoan Phata,  
Singhad Road Pune - 411051.

Dear Swapnil,

Congratulations! We are delighted to offer you for the position of “**Digital Marketing Executive**” on the following terms and conditions.

We would appreciate your joining at the earliest but in any case not later than **1<sup>st</sup> November, 2019** at **Notan Software Solutions**.

**I. Compensation:**

- I. Your Annual CTC will be **Rs. 2, 88,000/- p.a.**
- II. [Rupees Two Lakh Eighty Eight Thousand Only]
- III. Your Monthly Gross Salary will be **Rs.24,000/-**  
[Rupees Twenty Four Only.]

**II. Place of Work & Timings:** Your base location will be Pune



01-03-2021

To,  
Swapnil Rajesh Telrandhe  
Pune

### Appointment Letter

Dear **Swapnil**,

We refer to your application and the subsequent discussions that you have had with us and are pleased to offer you an appointment in our organization i.e. **BRAINBEES SOLUTIONS PVT. LTD.** as **Data Analyst** at **Pune** on the following terms and conditions.

#### 1. Date of Appointment

Your date of appointment will be effective from the date you join the services of the Company, which shall be as soon as possible but not later than **01-03-2021**

#### 2. Compensation

In consideration of the full and faithful performance of services required of you by the Company, your compensation will be **RS. 17,00,000.00** per annum which will be payable on the meeting of business objectives by the self and the Company, subject to deduction of tax at source in accordance with applicable laws the breakup of your compensation is given in Annexure A to this letter. The breakdown of the compensation may need to be revised from time to time in keeping with regulatory developments or otherwise, and, the Company will not be liable for any additional tax liability you may face due to such revisions.

#### 3. Review of Compensation

The Company may review your compensation at periodic intervals as deemed appropriate. Changes to your compensation will be discretionary and will depend on relevant factors including the quality and extent of the services provided by you.

#### 4. Transfer

Your services are subject to transfer by the Company in such capacity as the Company may from time to time determine, anywhere in India, to any one of the Company's departments, functions, branches, subsidiaries or associates according to the needs that may arise in the future. Such transfers will not have any effect on your



Bitwise Solutions Pvt. Ltd.  
Bitwise World  
Off International Convention Centre  
Senapati Bapat Road  
Pune - 411 016, India  
+ 91 20 40102000  
bitwiseglobal.com  
CIN: U72200PN1997PTC015155

## **OFFER OF EMPLOYMENT**

**Jul 1, 2021**

**To,**

**Vikram Ramesh Jadhav**

Near Aikya Press, 130/8 Pratap Ganja peth,  
Satara,  
Maharashtra - 415002

**Position offered: Programmer Analyst**

Hi **Vikram**,

Congratulations! We are glad to invite you to be a part of an elite corps; Bitwisers are recognized as one of the industry's most competent technology professionals. Our culture fosters the concept of "team" where Bitwisers collaborate passionately, innovatively and confidently to turn the whys into why not and the how into wow. Our clients choose us time and again, because our commitment goes beyond the immediate. This makes working at Bitwise not just any "job" but a true calling.

Welcome to Bitwise!

**So what's in it for you?**

- Experience a truly dynamic work environment and an opportunity for you to make a difference
- Broaden your horizon, skills and profile working with some of the best minds in the industry
- Take your ideas and passion to the next level with an opportunity to impact markets, technology and the future.



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CIN: U72200PN1997PTC015155

## Compensation Details

Your annual CTC will be ₹ 7,50,000/- (Seven Lakhs Fifty Thousand Only) P.A. TDS will be deducted as applicable.

The breakup of your salary will be as follows:

	Annual in ₹	Monthly in ₹
Basic	375000	31250
HRA	150000	12500
Transport Allowance	75000	6250
Special Allowance	53400	4450
Medical Allowance	75000	6250
Gross	728400	60700
Company contribution to PF	21600	1800
CTC	7,50,000	62500

Your employment will be effective from **Jul 5, 2021**. However, this offer is contingent upon completion of a successful reference & background check.

We look forward to your confirmation of acceptance at the earliest. That's how eager we are for you to join us!

For BITWISE SOLUTIONS PVT. LTD.  
Sincerely,

—

Rupali Veerkar  
VP - HR