



**Indus Biotech**

G1 / B, M.I.D.C., Kupwad Dist. SANGLI.  
Ph.No.: 0233-2302645 Mob. 9373564213

indusbiotech2012@gmail.com

TIN No. 27801113747 V

CST No.: 27801113747 C

Date: 21/03/2021

**Offer Letter**

**Dear Mr. Abhinay Thakur**

Following our recent discussions, we are delighted to offer you the position of Sales Executive with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service. As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions.

**Location: Aurangabad & Jalna**

**Job Responsibilities:**

- Develop dealership network
- Achieved yearly target through dealership network
- Identification of prospects Farmers.
- Arrange farmer meeting
- Monthly sales projection
- Achieved monthly sales target and monthly closing
- Daily reporting
- Payment collection as per companies' terms and condition.

Compensation (Monthly breakup )			
Head	Amount	Deduction	Total Earning
Basic	12500	0	12500
Special Allowance	4500	0	4500
Daily Allowance	3250	0	3250
Professional Tax	0	200	200
Traveling Allowance	6000	0	6000
Total	26250	200	26050



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**Total Earning Including Traveling -26250/-**

CTC will around 3.15 lakh per annum.

Note- Traveling allowance will be fixed of Rs 6000 per month for 2500 km after that we will allow 2.5 Rs/Km, if lodging necessary will allow as a actual (Pre approval compulsory)

Incentives will be given company policy upon achievement of targets. Target will be disclosed and informed after in first week of month.

**Probation:** Probation period shall be of 6 months from Joining. Following the initial probationary period, a progression and performance review will be conducted on a yearly basis to assess performance to date, and to clarify or modify this arrangement, as the need may arise.

**PF and ESI** – After completion of probation period of 6 month company will deduct PF & ESI from your salary.

**Terms and Conditions**

1. You have terminated your employment with your previous employer in compliance with their Terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the company or taking up this position with this Company

Please indicate your acceptance of this offer letter under the terms described above by returning the signed and dated copy of this letter along with self attested photocopies of following documents.

- Adhar card
- PAN card
- Bank Passbook
- Driving licenses
- Two passport size photo

Offer Letter

15<sup>th</sup> November 2019

**Ajinath Bhausahab Phalke**  
Mumbai

Dear **Ajinath**,

This has reference to your application for a suitable post and your subsequent interview with us.

We are pleased to offer you the position of **Engineer-Technical Support** our organization. You shall be on probation for a minimum of six months, after which you shall be confirmed upon satisfactory performance review.

You will be entitled for Annual CTC of **Rs.3,40,000/- (Rupees Three Lakhs Fourty Thousand Only)** per annum. The breakup of this salary is attached herewith.

Apart from the salary you will be entitled for the reimbursement of official mobile expenses, as per company policy.

Please return the duplicate copy of this letter duly signed by you as a token of acceptance of offer. The detailed appointment letter shall be issued to you on submission of relevant documents to the HR Department.

Please share your resignation acceptance mail / intimation with us within 5 working days from date of offer.

This offer is valid subject to positive verification of your employment and credentials.

**For Clover Infotech Pvt Ltd.,**



*for*  
Elizabeth Paul  
Senior Vice President – Human Resources

**Confidential**

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**Clover Infotech Private Limited**

**ANNEXURE – I**

**Name:** Ajinath Bhausahab Phalke  
**Designation:** Engineer - Technical Support  
**Grade:** M1

Details	Salary Structure	
	PM	PA
Basic	11,333	136,000
House Rent Allowance	5,667	68,000
Education Allowance	200	2,400
Food Allowance	2,500	30,000
Conveyance Allowance	1,600	19,200
Leave Travel Allowance	2,000	24,000
Medical Reimbursement	1,250	15,000
City Compensatory Allowance	1,064	12,762
<b>Total Gross</b>	<b>25,614</b>	<b>307,362</b>
Gratuity	545	6,538
Medical Premium	375	4,500
Provident Fund (Company's Contribution)	1,800	21,600
<b>Total Cost To Company</b>	<b>28,333</b>	<b>340,000</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\***

# Home Revise Education Pvt. Ltd.

Register Office : B-1, Shree Ganesh Tower, Behind Gaondevi Bus Depot, Next to Gaondevi Maidan, Naupada, Thane (W). 400 602. Tel. No. : 0222 - 25411515 / 25410303

Corporate Office : 7th Floor, Odyssey IT Park, Road No. 9, Near P. F. Office, Wagle Industrial Estate, Thane (W). 400 604. Tel. No. : 0222 - 5870033 / 44



## OFFER LETTER

Date: 12th July 2021

To,  
Mr. Amit Wankhade

(Aurangabad)

Dear Amit,

I am pleased to offer to you the position of “**Education Counselor**”. This position will report to Branch Manager with an anticipated start date of **25<sup>th</sup> July 2021**. You will have various responsibilities regarding the Company’s activities and businesses, as management of the Company determines from time to time. We are happy to offer you a very exiting role and great earnings while working with our company.

### **01. PLACE OF POSTING:**

This appointment takes effect from your date of joining mentioned above & your reporting posting will be at branch office – **Aurangabad**

### **02. SALARY & ALLOWANCES:**

Your Gross per month salary will be 15000 + Variable. Find salary structure in annexure – I.

Target: 5 times of your salary. (It’s mandatory to achieve your monthly target from your 2<sup>nd</sup> month since your joining date.)

Your first salary of first month will be getting paid after completion of your one month from your date of joining & from second month you will be eligible for 8<sup>th</sup> to 10<sup>th</sup> of every month of salary cycle. You are not allowed to disclose your CTC with your any branch colleagues within Home Revise Education Pvt. Ltd. or outside the company. If we have come to know about this we can terminate you on the spot.

### **03. PROBATION / CONFIRMATION:**

You will be on probation initially for a period of six months w.e.f. the date of joining. Your probation may be extended by the company, at its discretion, based on your performance/conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time without any notice in writing or any payment in lieu thereof by yourself. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

If company is terminating you or asking you to give resignation then you will be not liable for any salary dues for that respective month & if you don’t want to continue & not providing any notice period then also company will not be liable for paying you that respective month salary. From employee in

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probation period 15 days' notice is required & after probation period 1 month notice is required to serve for FNF process. FNF process will take place after 45 working days from your date of last working day.

#### **04. COMPENSATION PROGRESSION:**

Future increase in your compensation and future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and such other relevant factors and the Company's performance. Such increase in no case shall be automatic and/or a matter of right.

You can't withdraw your employer PF contribution if you leave from the company before 6 months. So that contribution will be loss for company & for an employee too. If you will continue same UAN No. with another employer then you can get the benefit of contribution from previous employer too.

#### **05. DUTIES AND RESPONSIBILITIES:**

i) Your duties of the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.

ii) You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remuneratory except with the written permission of the Management in each case. Contravention of this will lead to the termination without any notice or any compensation in lieu of such notice.

iii) You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.

iv) You shall not give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.

v) You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

vi) You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do

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so by the Company, you shall at the Company's expense, take out or apply for Latter's Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

vii) You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

viii) You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction

## 6. Other Terms -

- Daily Reporting At Office
- Sales App Daily Attendance
- Daily DCR Filling
- 40 Demo's Per Month

You will be required to carry out such duties and job functions in which you may be instructed from time to time by the company or the person acting on behalf of company and you may be required to be transferred from one section or department, at the discretion of the company.

We are positive that you will find Home Revise an exciting place to develop and advance your career.

You are requested to submit the following documents on the date of joining

- Proof of age(Birth Certificate / PAN Card)
- Driving License Or Passport Copy( For Identify Proof)
- Proof of educational qualification( SSC,HSC, Highest Degree Certificate)
- Proof of work experience – Service certificate / Appointment letter/ Relieving Letter of previous employer

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Yours Sincerely,



**HR Department**

**Authorized Signatory**

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## **ACKNOWLEDGEMENT & ACCEPTANCE**

I have read & understood the above terms & conditions & hereby signify my acceptance of the same.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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## Annexure – I

Name	Amit Wankhade
Designation	Education Counselor
Salary	Amount (Rs.)
Basic	7,000
HRA	1,000
Travelling Allowance	500
Travel Allowance	1,000
Special Allowance	2,800
Education Allowance	500
Medical Reimbursement	1,250
Net Monthly	14,050
Gross Annual (A)	168,600
5% TDS	750
PT	200
Monthly Benefits	950
Annual Benefits (B)	11,400
Total Cost To Company (A+B) (Per Annum)	180,000

औरंगाबाद जिल्हा आदर्श महिला स्वयंसहाय्यता गटाची सहकारी पतसंस्था म. , औरंगाबाद  
मुख्य कार्यालय - प्लॉट नं. 1 के सेक्टर नवजीवन कॉलनी हडको एन 11 औरंगाबाद  
फोन नं. 8446052555 मो. 9923801465  
नोंदणी क्र. एजीडी/जीएनएन/119/2006 दि. 9/1/2006 .  
Email-info@adhanegroup.com website- www.adhanegroup.com

दिनांक 24.07.2021

मुख्य कार्यालय


जावळ क्र. 833 /20-21

प्रति,  
श्री सोनवणे भरत लक्ष्मण  
प्रशिक्षणार्थी कर्मचारी



विषय : एक महिना विना वेतन प्रशिक्षण वावत .

आपणास कळविण्यात येते की, आपला नोकरी मिळणे वावत अर्ज दिनांक .24.07.2021 रोजी प्राप्त झाला असून दि .24.07.2021 रोजी तोंडी मुलाखत द्वारे आपणास प्रशिक्षणार्थी कर्मचारी म्हणुन शाखा अंधानेर येथे दि .25.07.2021 रोजी करण्यात येत आहे . तरी एक महिना प्रशिक्षण काळात विना वेतन प्रशिक्षण घेण्यात येईल . तरी एक महिना प्रशिक्षणा नंतर आपली लेखी व तोंडी परिक्षा घेतल्यानंतर आपणास कर्मचारी म्हणुन नियुक्त करण्यात येईल . याची नोंद घ्यावी .

  
अध्यक्षा  
औरंगाबाद जिल्हा आदर्श महिला स्वयंसहाय्यता  
गटाची सहकारी पतसंस्था म. औरंगाबाद  
कार्यालय : एन-11 हडको, औरंगाबाद.

Ref: LICHFL/WRO

September 23, 2019

The Area Manager  
LICHFL  
Aurangabad AO

Dear Sir,

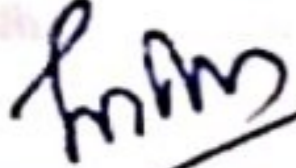
**Re: Recruitment of DMEs**

Competent Authority has approved recruitment of following DMEs for Aurangabad AO.

Mr Dnyaneshwar Deshmukh

Kindly get the code allotted through Back Office.

Yours faithfully,



MANAGER (HR & OS)

**Regional Office :** LIC Housing Finance Ltd., Jeevan Prakash, 4th Floor, Sir P. M. Road, Fort, Mumbai - 400 001.  
Tel. : 2267 1151, 2269 3675

Corporate Identity Number (CIN) - L65922MH1989PLC052257

**Registered Office:** LIC Housing Finance Ltd. Bombay Life Bldg., 2nd flr., 45/47, Veer Nariman Rd, Fort, Mumbai - 400 001.  
Tel: +91 22 2204 9682 /9799 /0006 Fax: +91 22 2204 9682

# Durovalves India Pvt. Ltd.

Regd. & Plant Office :

F-57-58 MIDC Industrial Area,  
Waluj, Aurangabad 431136  
Maharashtra, India

Tel +91 240 2564161 / 6648800  
Tel +91 240 6648821/ 822 / 825  
Fax +91 240 2555956

email: varroc.info@varrocgroup.com  
www.varrocgroup.com  
CIN: U34300MH1997PTC105518



Date: April 16, 2019

To,  
Mr. Manoj Walekar  
Pragati Colony, Kannad  
Aurangabad  
Pin - 431103  
Mobile No. - 9158740844

Dear Manoj,


## SUB: EMPLOYMENT OFFER LETTER

This is with reference to your application and the subsequent interview you had with us. Further to the same, we are pleased to offer you the position of "Sr. Engineer - Maintenance" in O2 grade on the following terms and conditions:

1. Your proposed annual remuneration will be Rs. 380000/- (Rupees Three Lakh Eighty Thousand only). The detailed breakup is attached as Annexure-A.
2. You will be based at **DIPL in Waluj, Aurangabad**.
3. You will be on probation for a period of six months from the date of joining and on satisfactory completion of your probation period, your services will be confirmed through a letter. In case of necessity, the management reserves the right to extend your probation period. During probation, it is at the discretion of the management to terminate your services by giving three months notice or **Basic salary** in lieu thereof, on either side.
4. You are requested to join your duties on or before **May 15, 2019**. Unless extended in writing, this offer for employment shall lapse if you fail to report on duty at the appointed time and place.
5. This Employment Offer is subject to your being found medically fit by a company appointed/recommended medical officer/practitioner.
6. This offer is being made to you based on the information and documents furnished /submitted by you. However, if any discrepancy is found in the information and documents or copies of certificates submitted by you, any time before or after your joining, the company reserves the right to terminate this offer/employment without any notice.
7. A formal appointment letter with detailed terms and conditions of your employment will be issued to you after joining your duties.

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms and conditions within 7 working days through mail/post.

For Varroc Engineering Ltd.,

  
Sudam Jadhav  
BU HR Head - Metallic



# Durovalves India Pvt. Ltd.

Regd. & Plant Office :

F-57-58 MIDC Industrial Area,  
Waluj, Aurangabad 431136  
Maharashtra, India

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Fax +91 240 2555956

email: varroc.info@varroccgroup.com  
www.varroccgroup.com  
CIN: U34300MH1997PTC105518



## ANNEXURE A (Manoj Walekar)

Salary Breakup		
Particulars	Amount	
	Per Month(Rs.)	Per Annum(Rs.)
<b>A) Monthly Benefits</b>		
Basic Salary	11084	133008
House Rent Allowance	5542	66504
Uniform Maintenance Allowance	1108	13296
Transport Allowance	1600	19200
Statutory Bonus	1400	16800
Miscellaneous Allowance	8919	107028
<b>Sub Total A</b>	<b>29653</b>	<b>355836</b>
<b>B) Retirals</b>		
Provident Fund	1331	15972
Gratuity	533	6396
<b>Sub Total B</b>	<b>1864</b>	<b>22368</b>
<b>C) Others</b>		
Uniform Cost(Rs. 150 per month)	150	1800
<b>Total (A+B+C) i.e. CTC</b>	<b>31667</b>	<b>380004</b>

Other facilities under the terms of offer:

- 1) Mediclaim of Rs. 2 lacs per annum is provided for Self & Spouse.

A handwritten signature in blue ink, appearing to be 'MS' or similar initials.

# Durovalves India Pvt. Ltd.

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Waluj, Aurangabad 431136  
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email: varroc.info@varrocgroup.com  
www.varrocgroup.com  
CIN: U34300MH1997PTC105518



## ANNEXURE- B

### Others:

1. Two sets of uniform once a year.
2. Gratuity is payable as Per Gratuity Act, 1972.

### Documents to be submitted on date of joining(kindly get photo copies of the following):

1. Relieving Letter from last employer
2. Last drawn Salary Certificate
3. Qualification Certificates(X<sup>th</sup>, XII<sup>th</sup>, Degree, Diploma)
4. Experience Certificates
5. Date of Birth proof & Photo Identification Proof (Indian Government Recognised) – PAN Card, Driving Licence, Passport , Election Card)
6. 4 Passport Size Photographs
7. Form no 16 of previous employer, if applicable
8. PF-UAN No-(Universal Account number)

(Please bring all the original documents for verification purpose)

For Varroc Engineering Ltd.,

  
Sudam Jadhav  
BU HR Head – Metallic

  
Manoj Walekar



06-Feb-20

**Pooja Balloj**  
Maharashtra**CONTRACT FOR SPECIAL SERVICES**

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank limited & **Pooja Balloj** and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered **Pooja Balloj** has agreed to accept and render services at the Bank's office or at such other location as **Kotak Mahindra Bank Ltd** may inform. In the course of performance of your contract you may be required to oversee the performance of other or others.

1. This contract shall commence from **05-Feb-20** and shall be for a fixed period of **2 Years** commencing from this date. This Contract will terminate on **04-Feb-22**, unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.
2. The details of your remuneration are enumerated in Annexure A, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.
3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.
4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.
5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.
6. This contract is subjected to your providing all documents required by the company. You hereby, represent that on your entering into this contract there are no obligations/actions pending against you which may prejudice your performance of this contract. It is expressly agreed and understood that your contract is liable to be revoked/terminated if it is found at any time during the tenure of your contract that any of the representative information furnished by you to the company at the time of your commencement of contract is found to be incorrect of false.

Page 1

**Kotak Mahindra Bank Ltd.**  
CIN: L65110MH1985PLC038137Kotak Infinity, Building No. 21,  
Zone 4, 2nd Floor, Infinity Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India.T +91 22 66056825  
F +91 22 67259071  
www.kotak.comRegistered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, IndiaHR/2020/ **1393651**

7. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then you shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by and implement "The Corporate Policy manual on confidentiality and code of conduct" as approved by the Company and rules as made applicable from time to time.

9. You shall not at any time during the tenure of this contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by him/her in the course of service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information

10. You are not authorized to and must not at any time:

a) Trade on your own account by pledging the credit of the Company;

b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;

c) Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent of operating the Company's bank account or accounts as empowered by a resolution of the Board of Directors of the Company

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Information Security Policy.

Page 2

**Kotak Mahindra Bank Ltd.**  
CIN: L65110MH1985PLC038137

Kotak Infinity, Building No. 21,  
Zone 4, 2nd Floor, Infinity Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India

HR/2020/ **1393652**



14. You shall not without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Company.

15. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

16. Subject to the right of the Company to terminate this employment in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 Month's prior notice to the other.

17. If any term or provision of this contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

19. This contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and supersedes all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This contract may be amended by a subsequent written agreement between you and the Company.

20. The contract will terminate by afflux of time on **04-Feb-22**. However, the Company will retain the option of extending the contract if it so desires on such terms as the Company deems fit.

21. On completion of your contract, you will hand over the charge to your immediate superior.

22. If you are suspended for any misconduct reported against you at any time pending inquiry and orders in your matter, you will not be entitled to any compensation during the period of such suspension.

Page 3

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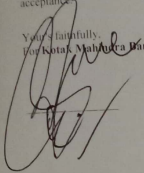
HR/2020/

**1393653**

23. At the end of the contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Yours faithfully,  
For Kotak Mahindra Bank Ltd



The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

\_\_\_\_\_  
**Pooja Balloj**

**Kotak Mahindra Bank Ltd.**  
CIN: L65110MH1985PLC038137

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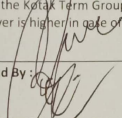
Registered Office  
27-BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India

HR/2020/

**1393654**



Annexure A

Name	Pooja Balloj	
Role	SALES EXECUTIVE	
With effect from	05 February 2020	
Grade	D0	
State - Location	Maharashtra	
Total Annual CTC Offered (INR)	1,84,900	
<b>Components</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	9,204.00	1,10,448.00
House Rent Allowance	4,333.00	51,998.00
Bonus	767.00	9,200.00
Professional Allowance	-	-
<b>Gross CTC</b>	<b>14,304.00</b>	<b>1,71,646.00</b>
Contribution to Provident Fund		13,254.00
<b>Total CTC</b>	<b>15,408.00</b>	<b>1,84,900.00</b>
*Company contribution towards PF is 12%		
*Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death.		
Prepared By :		
Date :		

Kotak Mahindra Bank Ltd.  
CIN: L65110MH1985PLC038137

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Bandra (E), Mumbai 400051,  
Maharashtra, India

HR/2019/

**1382950**

May 03, 2021

**Pradip Ramnath Fatangade**  
**Aurangabad**

Dear Pradip,

**Offer Letter**

We refer to the application made by you for a position at ICICI Home Finance Company Ltd. ( hereinafter referred to as "ICICI HFC" and/ or the "Company" ) and subsequent discussions you had with us. We, ICICI Home Finance Company Ltd are pleased to make you an offer for the position as **Sales Manager** in the Distribution department w.e.f **June 07, 2021 at Aurangabad .**

You will be reporting to **Anup Dharmadhikari**.

The other terms and conditions of your offer are as follows:

1. Your salary and allowances will be as mentioned in the enclosed **Annexure "A"**.
2. ICICI HFC shall have the right to transfer you to any of its existing offices or branches in India or to any future offices /or branches in India or abroad or to any of ICICI Group companies in India and abroad (now existing or to be established in future).
3. You will be on probation for a period for four (4) Months from your date of joining. Your employment will be confirmed upon satisfactory completion of your probation period or such extended period if any.
4. In case you decide to leave ICICI HFC's services your notice period will be as follows:
  - a. During probation period, you will be required to give thirty (30) days' notice.
  - b. Post confirmation, you will be required to give sixty (60) days' notice.
5. The Company shall have the right to terminate your offer forthwith for the reason as enumerated below, including but not limited to:-
  - a. For any act of dishonesty or other misconduct or for being held guilty or prosecuted by a competent court or statutory authority for any offense involving moral turpitude or civil or criminal cases instituted against you.
  - b. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offense involving moral turpitude.
  - c. Any false, misleading and/or incorrect information furnished by you.
6. If the terms and conditions of offer enumerated in this letter are acceptable to you, please confirm your acceptance by returning a copy of this letter, duly signed by you, within three (3) days of receipt.

Yours sincerely,



**Ashish Kakkar**

**Chief Human Resources Officer**

Accepted, I will join on or before .....

Name of Applicant: Pradip Ramnath Fatangade

Signature:

Date:

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 17 Jan 2020

Dear Pramod Sahebrao Kale,

**SUBJECT: OFFER CUM EMPLOYMENT LETTER**

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("Company") on the following terms:

**1. DESIGNATION & BAND**

You will be designated as "**Executive - Credit Operations**" at **E01 Band**.

**2. PERIOD OF EMPLOYMENT**

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence on **24 Jan 2020** and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

**3. HOURS AND PLACE OF WORK**

- 3.1. You shall be based in our **Kada** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

**4. SALARY**

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

**Bajaj Finance Limited**

## 5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

## 6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

## 7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

### Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014, Maharashtra, India  
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Fax: +91 20 30405020  
Corporate ID No.:  
L65910MH1987PLC042961

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## 8. COMPANY POLICIES AND PROCEDURE

- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

## 9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

## 10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out

Page 3 of 6

### Bajaj Finance Limited

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your duties and in strict compliance with the Company's media policy.

## **11. INTELLECTUAL PROPERTY**

- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

## **12. CONFIDENTIALITY AND NON-DISCLOSURE**

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

## **13. COMPANY'S IMAGE**

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

### **Bajaj Finance Limited**

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#### 14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation, you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

#### 15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

**For Bajaj Finance Limited,**

**SUBEER BAKSHI**

Issued by : Sify Technologies Limited  
Reason : Digitally signed TDS certificate as per Infor  
Date : 2020.01.21 19:17:46 +05:30

**Subeer Bakshi**  
**Senior Head – Human Resources**

Encl: Annexure

*I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on \_\_\_\_\_.*

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

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

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**Annexure - A**

**Detailed Salary Structure**

**Date** : 17 Jan 2020  
**Name** : Pramod Sahebrao Kale  
**Band** : E01

Particulars	Annually	Monthly
<b>Basic</b>	96,000	8,000
<b>House Rent Allowance</b>	48,000	4,000
<b>Special Allowance</b>	43,392	3,616
<b>Statutory Bonus</b>	28,853	2,404
<b>Contributory Provident Fund</b>	16,727	1,394
<b>ESIC</b>	7,028	586
<b>Fixed Pay</b>	<b>240,000</b>	<b>20,000</b>
<b>Gratuity</b>	4,618	
<b>Indicative Performance Pay#</b>	60,000	
<b>Total Cost to Company</b>	<b>304,618</b>	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

\* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

**Other Benefits:**

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /-** (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /-** (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /-** (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

**Name and Signature, confirming acceptance of the above terms and conditions**

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

**Name** :

**Date** :

**Bajaj Finance Limited**

From: **Metalman Auto** <[info@metalmanauto.com](mailto:info@metalmanauto.com)>  
Date: Sat 10 Oct, 2020, 4:34 PM  
Subject: Offer Letter from Metalman Auto (P) Ltd.  
To: Metalman Auto <[rameshwar.akolkar@gmail.com](mailto:rameshwar.akolkar@gmail.com)>

Dear **RAMESHWAR BHAUSAHEB AKOLKAR**,

Greetings of the Day...!!

Welcome to the MAPL Family...!!

Based on the recent discussion had with you, we are delighted to offer you the position of **Graduate Engineer Trainee** at our plant/office at **B-12, Aurangabad** at Metalman Auto Private Limited (MAPL). Our people are our strengths and we believe in the philosophy of "Let Us Grow Together". We are a progressive organization and are poised to make our presence felt in the Automotive Industry both in India and Abroad. When you join MAPL, you become a part of a dedicated team that works together to provide its Customers with the best products and services.

As part of MAPL, we would expect you to set an example of Diligence, Dedication, High Integrity and Commitment and contribute your best efforts in making MAPL a leading organization. Also, as a part of the MAPL Family, we are committed to provide you with every opportunity to learn and forge a career path for yourself which would help you grow both professionally and personally.

We are happy to welcome you to our Organization on **12-10-2020**. We are attaching herewith the formal **Offer Letter** with detailed terms and conditions of your Employment and would be happy if you would return the signed copy of the offer letter indicating your willingness to join MAPL. We would further require your resignation Acceptance Letter from your current Employer (if working) within 5 working days of your having received this offer letter to take the process of your On boarding at MAPL forward.

As a first step towards the on boarding process, we request you to fill up an online employee information sheet within 5 days of your having received the Offer Letter by clicking on the following link and by using the login details mentioned below. For safety reasons, we request you not to share these credential with anyone. Prior to filling up this form, do ensure that all the documents mentioned below are at hand either in PDF or JPEG format.

- 1) Educational documents from High School and above
- 2) Aadhar Card
- 3) PAN Card or Other Gov. ID Proof
- 4) Photograph (.jpeg format only)
- 5) Signature (.jpeg format only)
- 6) Resignation Acceptance Letter from your current Organization (if applicable)
- 7) Current organization PF, ESIC detail (if applicable)

8) Experience Letter from the previous organization (if applicable)

To complete your joining formalities beforehand it is essential that you fill an online employee information sheet by clicking on the following link:

<http://hr.metalmanauto.com/user-login/emp>

USER ID: [rameshwar.akolkar@gmail.com](mailto:rameshwar.akolkar@gmail.com)

PASSWORD: 1997

In case you require any assistance in filling up the form, do feel free to get in touch with our technical support email [corphr@metalmanauto.com](mailto:corphr@metalmanauto.com) and Number **+91-2406652444, Extn. (518)** during (12:00 to 16:00)

For HR related queries or any further information/clarifications that you may need, Please feel free to get in touch on mentioned below contact details.

We once again look forward to Welcoming you to MAPL and at the opportunity to work with you.

With Warm Regards,

**Corporate HR**

**Metalman Auto Private Limited**

Office: +91 240 665 2444 (extn: 500)

1st Floor, JMK Tower, 44/5, Kapashera Estate, NH 8,  
New Delhi -110037, INDIA.

Email: [corphr@metalmanauto.com](mailto:corphr@metalmanauto.com)

<http://www.metalmanauto.com>

**Note:** *This is a system generated e-mail, please do not reply to it. \*\*\* This message is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. If you have received this message in error, please notify the sender immediately and delete this message from your system \*\*\**

Date: Aug 31, 2021  
Offer No : QS2296756

**SAGAR CHAURANGNATH RATHOD**  
AT POST VALTHAN, TALUKA CHALI GOAN, DIST JALGOAN  
DHULE 424101  
MAHARASHTRA

**FIXED TERM EMPLOYMENT CONTRACT**

Dear **SAGAR CHAURANGNATH RATHOD**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

**DEPUTATION:**

You are deputed to WONDER CEMENT LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from SEP 07, 2021 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

**TENURE:**

The term of your Contract shall be valid from SEP 07, 2021 to AUG 06, 2022.

**COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

**LOCATION:**



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Offer No : QS2296756

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333



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Open the camera on your smart phone and scan.

You are required to work at client's location at DHULE.

**POSITION:**

You are appointed as OFFICER.

**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid AUG 06, 2022 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by



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**<http://www.quesscorp.com> | Toll Free No: 1800-572-3333**



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the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as



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*Offer No : QS2296756*

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above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall



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only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 07 2021 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited**.



**Tej Hans Raj Singh**  
COO Staffing



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I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....



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**Compensation Sheet**

Offer No: **QS2296756**

Associate Name: **SAGAR CHAURANGNATH RATHOD**

Designation: **Officer**

Location: **DHULE**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic	12800	153600
House Rent Allowance	2997	35964
Statutory_bonus	1066	12792
<b>Gross Salary</b>	<b>16863</b>	<b>202356</b>

<b>Employer's Contribution</b>		
Employer_esi	549	6588
Employer Provident Fund	1664	19968
<b>Total Contribution</b>	<b>2213</b>	<b>26556</b>
<b>Cost to Company: (CTC)</b>	<b>19076</b>	<b>228912</b>

<b>Deduction: (Subjected to change)</b>		
Employee Esi	127	1524
Provident Fund	1536	18432
Professional Tax	200	2400
<b>Total Deduction</b>	<b>1863</b>	<b>22356</b>
<b>Net Take Home</b>	<b>15000</b>	<b>180000</b>

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities



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Open the camera on your smart phone and scan.

You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.

Please mention your

- Offer No :QS2296756
- Name :SAGAR CHAURANGNATH RATHOD
- Mobile No

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>



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**DISCLAIMER**

**To whomsoever it may Concern**

I, SAGAR CHAURANGNATH RATHOD , Offer ID QS2296756, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**



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**OFFER OF EMPLOYMENT****23-Aug-2021****Sujit Arun Gaikwad**

At. Sharadpawar colony Kannad Chalisgaon Road Kannad 431103

**Dear Sujit,**

It was a pleasure meeting with you to discuss a career opportunity and we would like to make you an offer of employment with Suryoday Small Finance Bank (“the Bank”). You will be designated as **Executive** in Band **1B - I**, performing the role of **Executive - MHL Operations in Corporate Services** in our organization, based initially at our **Pachora** office, reporting to **Assistant Vice President** or to any other official as decided by the bank from time to time.

Your Initial Fixed Compensation on a Cost-To-Company basis will be **Rs. 19,586** Per Month i.e. **Rs. 2,35,032** Per Annum as per the structure in the attached Annexure A. The Bank currently does not have a separate variable compensation. You will be eligible for the Employee Benefits like Mediclaim, Personal Accident Insurance and Term Life Insurance as per extant policy of the Bank.

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

- **RESUME** – Copy of your updated resume
- **EDUCATION CERTIFICATES** – Certified Copies of all Degrees, Diplomas, Training, Etc
- **COLOUR PHOTOGRAPHS** – SIX Passport Sized **WHITE BACKGROUND ONLY**
- **PROOF OF IDENTITY** – Copy of PAN Card and Aadhar Card **MANDATORY**
- **PROOF OF PERMANENT ADDRESS** –Voter ID, Passport (if available).
- If previously employed:
  - **RELIEVING LETTER** from your last employer
  - **LATEST SALARY SLIP** from your last employer
  - **FORM 16** or **TAXABLE INCOME STATEMENT** duly certified by your last employer
  - **WORK EXPERIENCE CERTIFICATES** from ALL previous employers

The following are additionally required for all field employees:

- **DRIVING LICENSE** - Copy
- **VEHICLE RC BOOK** - Copy
- **DECLARATION** that you are authorised to use the vehicle, if not owned by you.

As a token of your acceptance of our offer, you are requested to sign a copy of this letter indicating your joining date and return the same to us within three days beyond which date this offer stands automatically cancelled unless specifically agreed upon by us.

This offer is being made based on the information furnished by you with regard to your qualifications, experience, references, etc and is subject to background verification checks including but not limited to (a) your existing/previous employers, (b) educational institutions, (c) references, (d) police records, etc and with credit bureaus for credit history. By accepting this offer of employment, you are providing your consent to the Bank to carry out such background verification checks and to obtain your credit history from a credit bureau, directly or through a partner organization authorized by the Bank. In the event of any discrepancy found in the information furnished by you or any negative feedback received from the references provided or from the verifications conducted or from the credit bureau report, the Bank reserves the right to revoke this offer of employment and this offer shall automatically stand cancelled.

**SURYODAY SMALL FINANCE BANK LIMITED****Regd & Corp Office : 1101, Sharda Terraces, Plot 65, Sector 11, CBD Belapur, Navi Mumbai - 400614 Tel: 022-40435800****Email: info@suryodaybank.com | Web: www.suryodaybank.com | CIN: U65923MH2008PLC261472 | GSTIN : 27AAMCS5499J1ZG**

A detailed appointment letter shall be issued to you at the time of your joining, subject to successful background/verification checks and submission of all necessary documents.

You are expected to maintain complete confidentiality about your compensation and disclosure of the same will be considered as a breach of the Bank's policy and will be dealt with accordingly.

We look forward to your joining the Suryoday Family and wish you a long and successful career with us.

Yours Sincerely,



**Dhara Vyas**  
**Chief People Officer**

*Note: This is an auto generated document. Hence no signature is required.*

---

I have read and understood your offer and I confirm my acceptance of the same.

I would like to join your bank on \_\_\_\_\_.

I understand that the bank makes an equal contribution for PF and that the deductions are subject to change as per revision by government/statutory authorities and that while the cost-to-company compensation would remain the same, the take home pay may be impacted due to such revisions by government/statutory authorities.

Further, I CONFIRM THAT:

1. There has NOT been any case of fraud, non-compliance or indiscipline reported against me, in any of my previous employments.
2. There has NOT been any case wherein my services were terminated for any reason, in any of my previous employments.
3. The educational qualifications and the work/professional experience mentioned by me are accurate and the supporting documents/certificates submitted by me are genuine.

I give my consent to Suryoday Small Finance Bank Ltd for carrying out various background verification checks as mentioned above.

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

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

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

**SURYODAY SMALL FINANCE BANK LIMITED**

**Annexure A**

<b>PARTICULARS</b>	<b>AMOUNT (PER MONTH)</b>	<b>AMOUNT (PER ANNUM)</b>
<b>Gross Salary</b>		
Basic	11,965	1,43,580
House Rent Allowance	4,785	57,420
Advance Statutory Bonus	1,400	16,800
<b>Retiral Benefits</b>		
Employer PF Contribution	1,436	17,232
<b>Cost to Company</b>		
CTC Per Month	19,586	2,35,032
Take Home	16,714	2,00,568

Net Take home is calculated after Statutory Deductions as applicable from time to time from Gross Salary.

You will be eligible for the other benefits of the Bank such as personal accident, group Medclaim, group term insurance and gratuity as per the Bank's policy.

**SURYODAY SMALL FINANCE BANK LIMITED**



Deputed at



**UMESH DNYANESHWAR TUPE**

**RIL ASSOCIATE**

**9960098221 | 2000714261@gmail.com**

Quess Corp, 3/3/2 Bellandur Gate, Sarjapur Road  
Bengaluru 560103, Karnataka, India