

# NABIRA MAHAVIDYALAYA, KATOL

Distt. Nagpur (M.S.) Pin - 441 302



Graduation & Post Graduation in Arts, Commerce, Science & Management

Phone : 07112 - 222004 / 222164 Fax : 07112-222004

Email : nmv.college@rediffmail.com Website : www.nabiramahavidyalayakatol.com



Ref. No. :

Date : 26/12/2022

## DECLARATION

This is to declare that the information, reports, true copies and numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

Hence this certificate.

Dr. Punit Raut  
Co-Ordinator  
IQAC, NMV Katol

Dr. S. K. Navin  
Principal  
Nabira Mahavidyalaya,  
Katol





PAY SLIP FOR THE MONTH OF NOVEMBER 2022

EMPLOYEE ID	2002038016	PAN NO	GGLPP2766M
EMPLOYEE NAME	MUNIRKHAN IBRAHIMKHAN PATHAN PATHAN	ESI NO	2303971947
DATE OF JOINING	29/03/2022	FIXED DAYS	30.00
DESIGNATION	TRAINEE	PRESENT DAYS	30.00
DEPUTED AT	CLIENT SITE	BANK NAME	UNION BANK
GENDER	MALE	BANK A/C NO	42810212000
PF NO		INSURANCE NO	
UAN NO	NOT_AVAILABLE	LOCATION	NAGPUR
DESCRIPTION	EARNINGS	DESCRIPTION	DEDUCT
STIPEND ESI	14,473.00	WALLET DEDUCTION	25.00
SALARY_ADVANCE	9,000.00	PROFESSIONAL TAX	200.00
BENEFIT SCHEME	25.00	EMPLOYEE ESI	109.00
GROSS EARNINGS	23,498.00	TOTAL DEDUCTIONS	334.00
TOTAL FIXED SALARY (G-E) : 23,164.00 (TWENTY-THREE THOUSAND ONE HUNDRED AND SIXTY-FOUR)			

TOTAL PAYABLE DAYS :30

ARREAR DAYS :0

ARREAR NO.OF DAYS:

MONTH	NO.OF DAYS
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NOTE: THIS IS A COMPUTER GENERATED DOCUMENT DOES NOT REQUIRE ANY SIGNATURE.

FOR ANY QUERY, PLEASE REACH US @ 1800-572-3333 OR WRITE TO HELP@QUESSCORP.COM

AS PER UNION BUDGET 2020 YOU HAVE AN OPTION TO OPT FOR "NEW TAX REGIME" OR TO CONTINUE WITH "OLD TAX R  
TAX DECLARATION WINDOW WILL BE OPENED IN PORTAL FROM 21ST MARCH 2022 TO 8TH APRIL 2022

NOTE : PLEASE OPT THE TAX RESUMES CAREFULLY AND SUBMIT, ONCE SUBMITTED THERE IS NO OPTION TO CHANGE T  
2022-23 FY

[HTTPS://WWW.INCOMETAXINDIAEFILING.GOV.IN/TAX\\_CALCULATOR/INDEX.HTML?LANG=ENG](https://www.incometaxindiaefiling.gov.in/tax_calculator/index.html?lang=eng)

Date : 01-Nov-2022

Name : KRUNAL SHRIKANT BHELKAR

Address : AT. POST-KACHARI SAHANA TA.KATOL DIST.NAGPUR PIN CODE -441103

Employee Code

: AS572298

Dear Sir /

Madam,

We are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP OFFICER (Grade – E1 )** in the **RETAIL LENDING SBB PORTFOLIO SALES** department on the following terms and conditions:

**1. Commencement / Term:**

You are required to join our organization on or before **04-Nov-22** . Your place of work shall presently be at **KATOL**.

You will be on orientation period of 6 (Six) months and upon satisfactory performance your confirmation will be due. However the company reserves the rights to extend your orientation for a certain period which will be notified to you.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite time line schedules of completion of various project assignments mutually agreed by our company, with our esteemed client Axis Bank. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed as may be mutually agreed and reviewed on case to case basis by your Reporting authority.

**2. Remuneration :**

Your remuneration would be set as follows :

Compensation		Monthly (Rs)	Annual (Rs)
Basic		6212	74544
HRA		3106	37272
Bonus		1750	21000
Special Allowance		2231	26772
Mobile Allowance		500	6000
Employer Provident Fund		1283	15396
Employer ESIC		449	5388
Gratuity		299	3588
<b>CTC</b>		<b>15830</b>	<b>189960</b>

Salary and grade offered to you as above is based on the representation made by you during your interactions with the Company officials and / or documents submitted by you. In case of any discrepancy, company reserves the right to alter / modify / withdraw the offer made to you.

### **3. Gratuity :**

Employee will be eligible for payment of Gratuity subject to fulfillment of the payment of Gratuity Act of 1972.

### **4. Incentive Scheme :**

You will participate in the Sales Incentive Scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. We will be happy to discuss this with you on your joining us. Kindly note that you will not have any right to claim any performance incentive from the company, if you resign or abscond or if you are separated from the company for whatsoever reason.

It is further agreed between you and company that the incentive payable if any, based on your performance and productivity is in lieu of any other bonus including bonus based on profits payable under any law.

### **5. Transfer :**

The Organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date.

### **6. Leave :**

You will be eligible for leave as per company rules subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by competent authority. No leaves can be taken during probation period. When employees who have completed working 80 days with the organization shall be eligible for Maternity leave as per the policy.

### **7. Unauthorized Leave / Absence :**

If you are on unauthorized leave and absent for more than seven (7) days without any intimation to the company then it would be deemed that you are not interested in continuing with the organization and you would be automatically ceased to be an employee of the organization and in such a case you will be terminated from the services of the company with or without any intimation

### **8. Job Profile :**

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

### **9. Professional Ethics and Confidentiality :**

When you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related

information (which you may possess by reason of your association with the organization) outside the organization.

#### **10. Notice Period:**

During the probation period either party can terminate the services by giving 3 days' notice or Basic salary in lieu thereof at organization's discretion. After confirmation, either party can terminate the services by giving 7 days' notice or Basic salary in lieu thereof at organization's discretion. After successful completion of orientation period either party may terminate the employment under this Appointment letter by issuing 7 days' notice in writing or payment in lieu thereof. You will be liable to submit all the company's assets, data etc provided during your tenure in the company for carrying official duties at the time of separation from the company. Please note that you are required to complete the exit formalities within 7 days from your last working day for processing your final settlement dues, if any. Company will not be liable to pay the final settlement dues (if any) in the event of non-completion of exit formalities within 7 days.

#### **11. Reference Check**

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references who have supervised you in professional capacity at same stage in your academic / professional career.

#### **12. Termination of Employment :**

Your services with the organization are liable to be terminated in the event of :

- a) Any breach of the conditions mentioned in this letter on your part,
- b) Any incorrect information furnished by you
- c) Suppression of any material information by you ; and
- d) Your performance level is below the expected level and / or the business target, as set out for you from time to time, has not been achieved by you.
- e) Violation of Company's (client's) code of conduct.

#### **13. Retirement / Statutory Benefits :**

You will be eligible for Retirement Benefits of the organization namely Provident Fund and Gratuity as per the company policy which will be governed by relevant laws to this effect

#### **14. Change in the Personal Details :**

You shall intimate the Company about any change of your residential address (permanent and or current), qualification and other personal details within five days from the date of change of such details.

Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee

offer made to you.

Employee will be eligible for payment of Gratuity subject to fulfillment of the payment of Gratuity Act of 1972.

**15. Incentive Scheme :**

You will participate in the Sales Incentive Scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. We will be happy to discuss this with you on your joining us. Kindly note that you will not have any right to claim any performance incentive from the company, if you resign or abscond or if you are separated from the company for whatsoever reason.

It is further agreed between you and company that the incentive payable if any, based on your performance and productivity is in lieu of any other bonus including bonus based on profits payable under any law.

**16. Transfer :**

The Organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date.

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You will be eligible for leave as per company rules subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by competent authority. No leaves can be taken during probation period. When employees who have completed working 80 days with the organization shall be eligible for Maternity leave as per the policy.

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While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related

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**22. Reference Check**

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references who have supervised you in professional capacity at same stage in your academic / professional career.

**23. Termination of Employment :**

Your services with the organization are liable to be terminated in the event of :

- f) Any breach of the conditions mentioned in this letter on your part,
- g) Any incorrect information furnished by you
- h) Suppression of any material information by you ; and
- i) Your performance level is below the expected level and / or the business target, as set out for you from time to time, has not been achieved by you.
- j) Violation of Company's (client's) code of conduct.

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You shall intimate the Company about any change of your residential address (permanent and or current), qualification and other personal details within five days from the date of change of such details.

Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

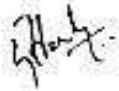
The terms and conditions of employment set out in this letter of appointment constitutes service conditions to your employment in the organization in addition to the code of conduct and other laid down guidelines. The organization reserves the right to change the terms and conditions of your employment set out in this letter of Appointment. Any future changes in the company policies, rules, regulations and your employment terms will supersede the terms and conditions mentioned in this letter. The courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditioned mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

Look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship

With warm regards,  
**For Qess Corp Limited**



**Tej Hans Raj Singh**  
**Deputy CEO: Qess Staffing Solutions**

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.


Name: KRUNAL SHRIKANT BHELKAR  
Signature:.....

Emp Id: AS572298

Place:..... Date:.....



Employed by  
**QUESS**  
WINNING TOGETHER

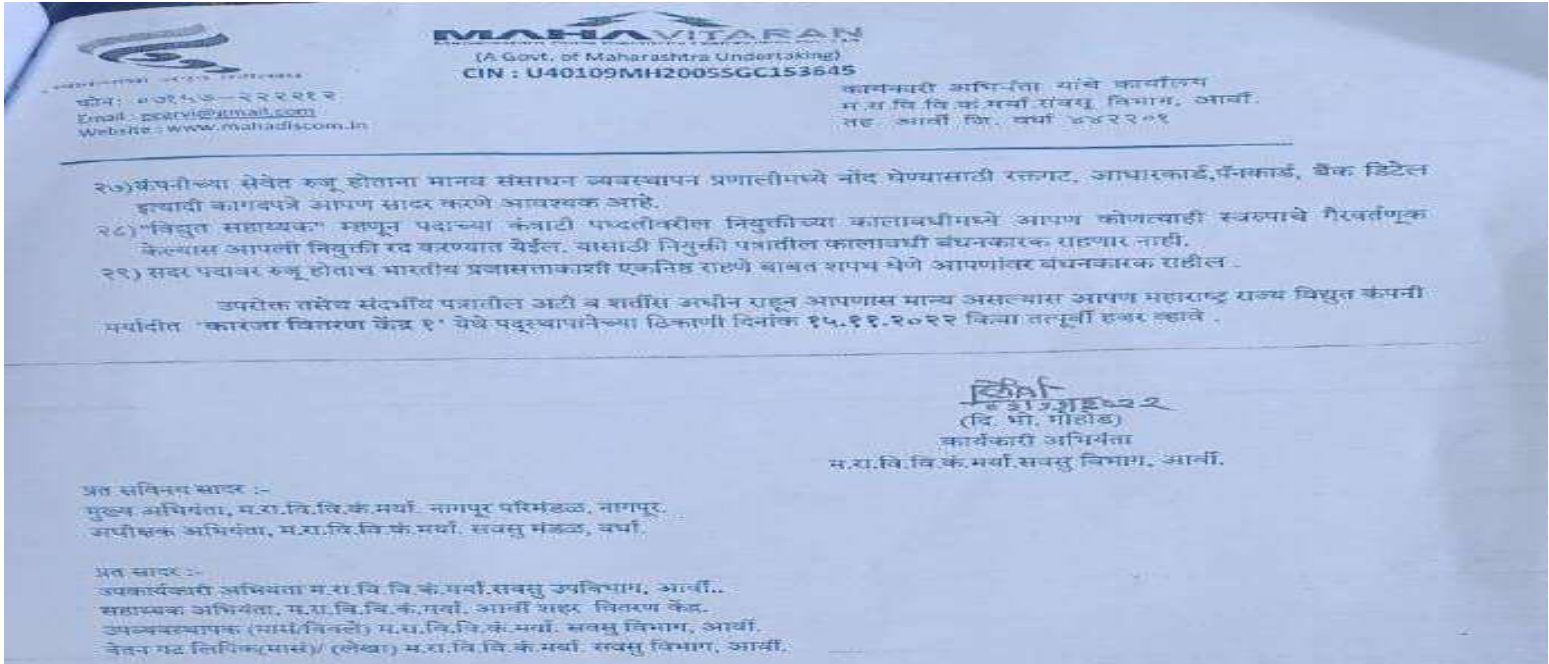
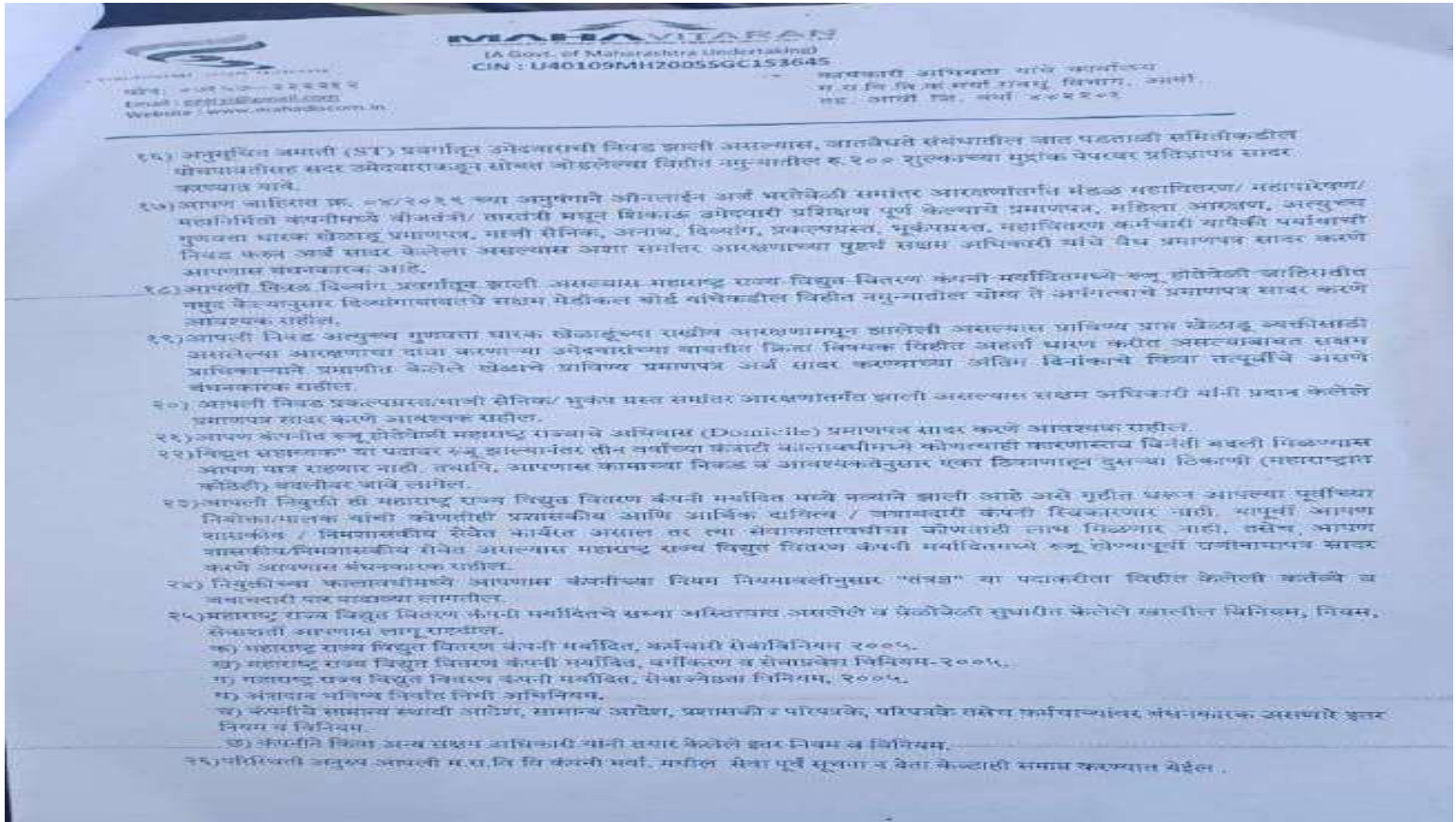
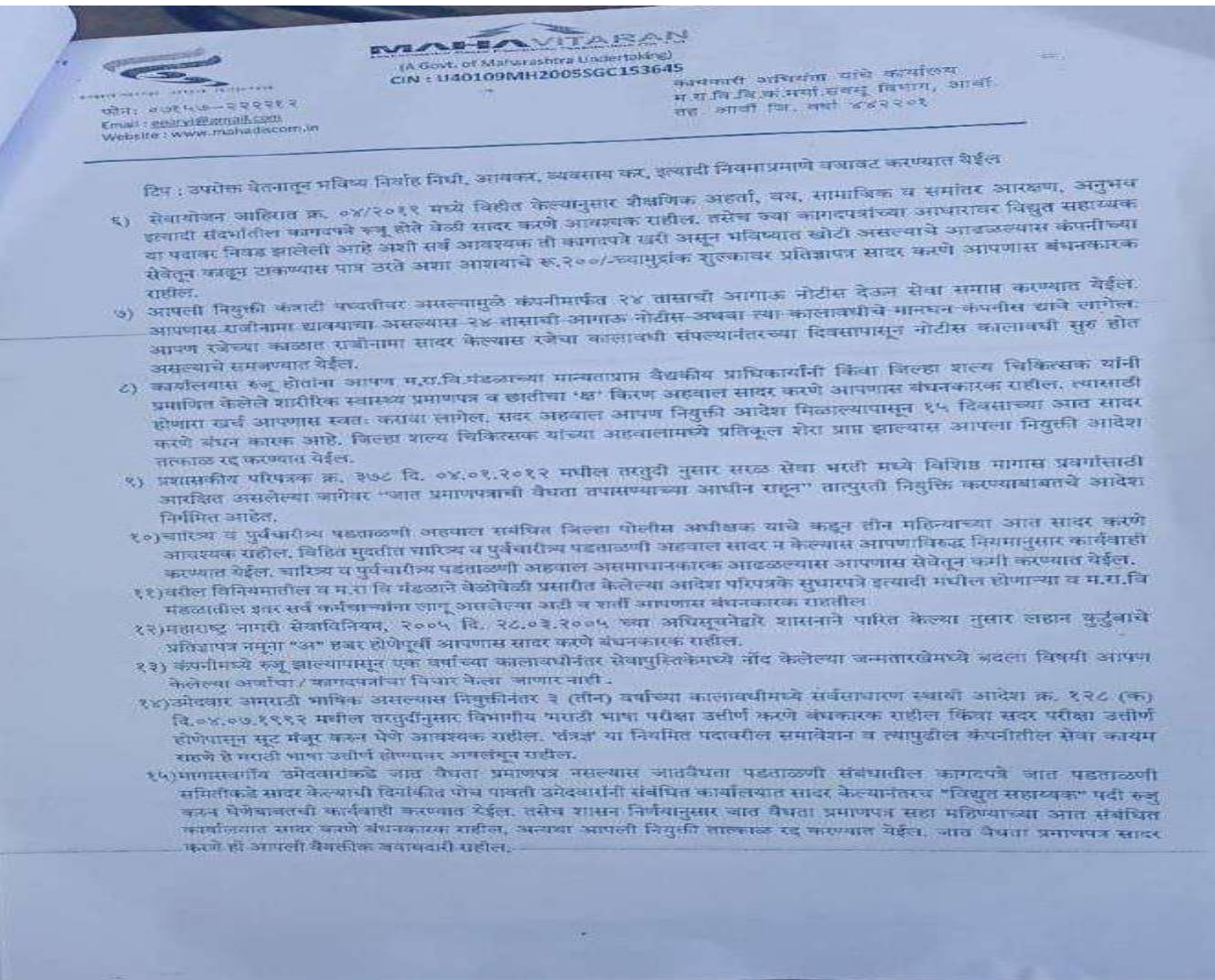
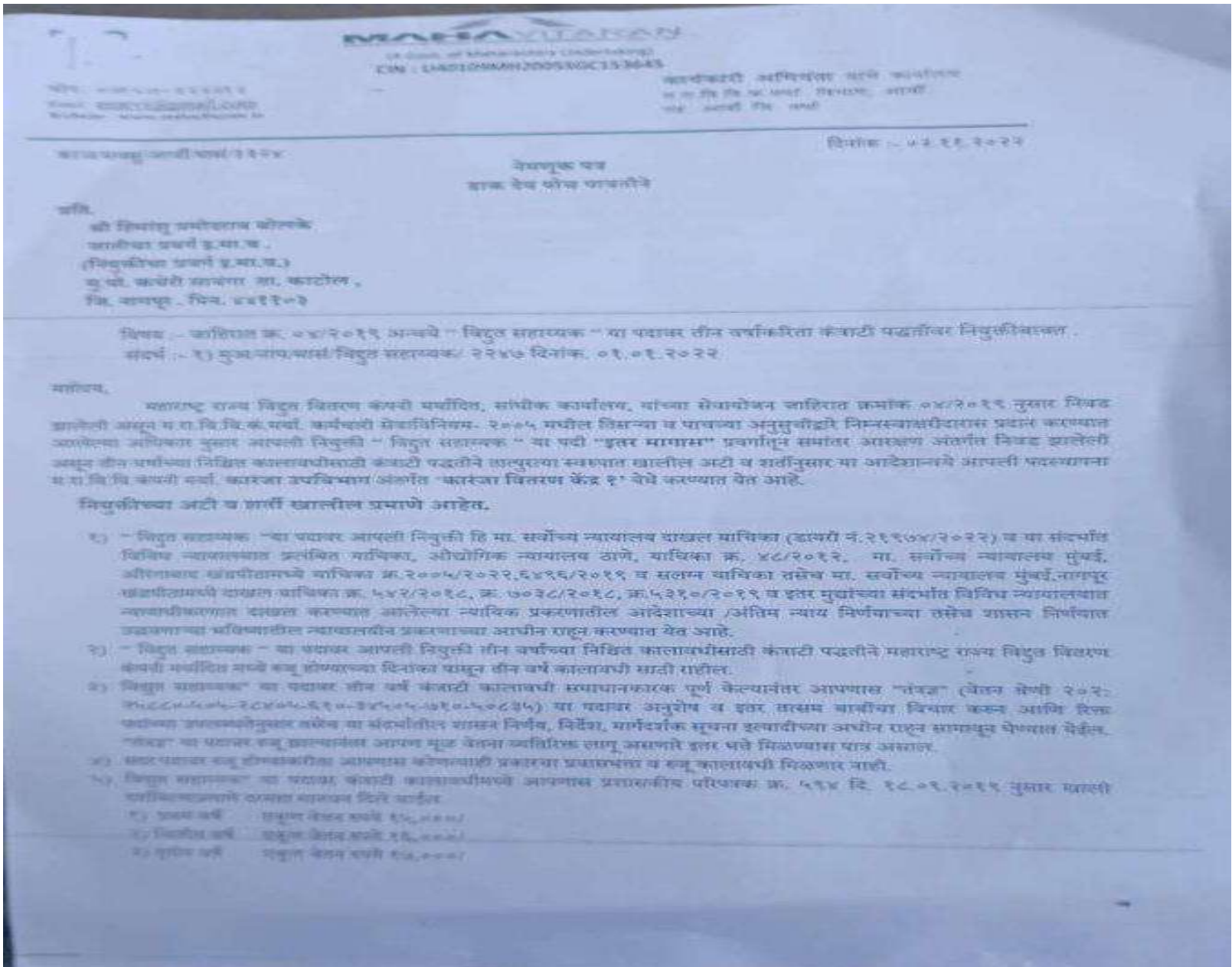
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 **AXIS BANK**

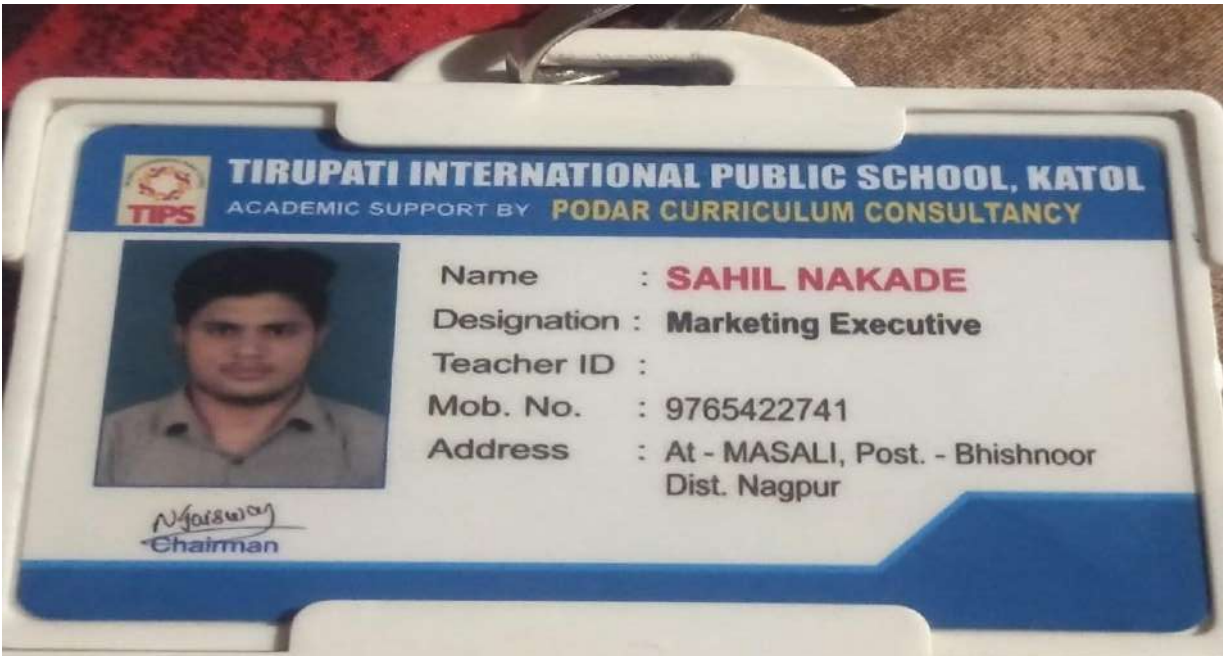
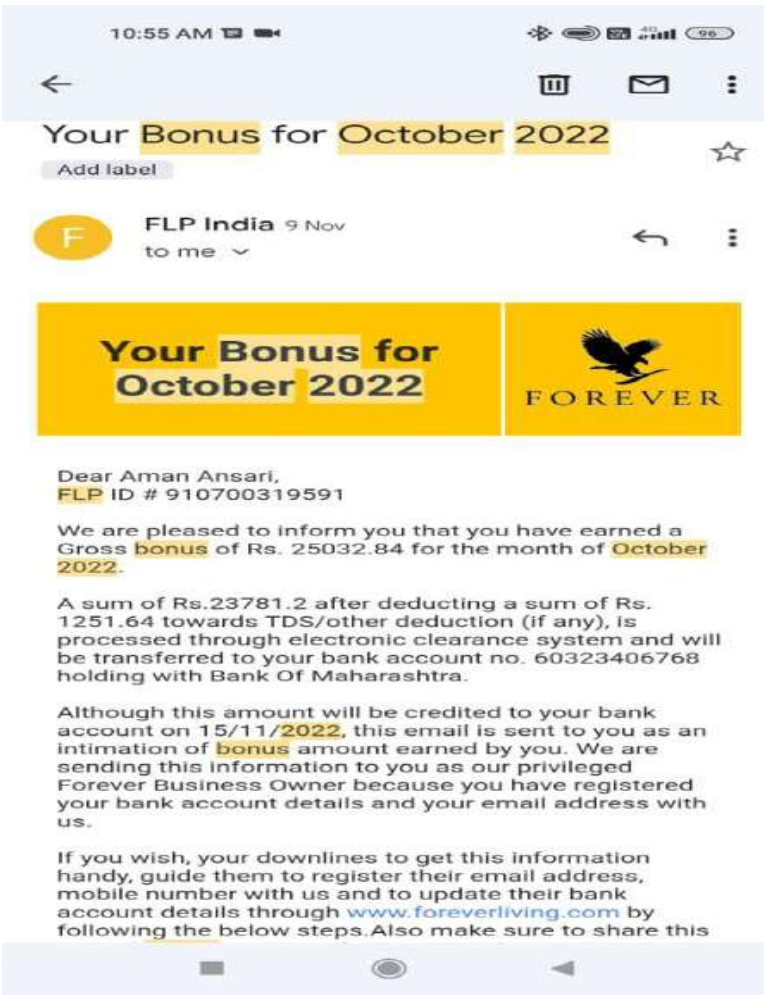


**Krunal Shrikant Bhelkar**

**ID** : **AS572298**  
**Blood Group** : **B+**  
**Emergency Contact No.** : **7387945920**  
**Location** : **4074\_Katol**







**Yalamanchili School of Learning Private Limited**

Ground Floor, No. 41 & 42, 7th Link Street,  
Nehru Nagar, Kottivakkam,  
Chennai, Tamil Nadu, India - 600041

**Payslip**

Employee ID	YAL1398T	Name	Yogita Utkhede
Date of Birth	27-May-2002	Join Date	17-Aug-2022
Bank	UNION BANK OF INDIA/Warud	A/C No	416002120002459
PF No.		PF Date Of Joining	
ESI No	2304024751	UAN	
Location	Nagpur		

**Salary for the month of December - 2022**

Earnings	Amount (Rs)	Deductions	Amount (Rs)
Basic	8,000.00	ESI Deduction	60.00
		Income Tax	0.00
		Labour Welfare Fund	12.00
<b>Gross Earnings</b>	<b>8,000.00</b>	<b>Total Deductions</b>	<b>72.00</b>

Net Pay: 7,928.00

Rupees in words: Seven Thousand Nine Hundred Twenty Eight Only

Pay Details		
Payment Date	Payment Mode	Payment Amount (Rs)
31-Dec-2022	Bank Credit	7,928.00

Leave Without Pay Days 0  
Standard Days 31  
Paid Days 31

This is a computer generated payslip. Hence, signature is not required.



## Department of Management Studies

### Nabira Mahavidyalaya, Katol

#### Placement Record 2021-22

YEAR	NAME OF STUDENT PLACED AND CONTACT DETAILS	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	PAY SCALE
2022	Shubham Hingwe 7620374184	MBA	Anand Rathi Share & Stock Brokers Ltd	2,25,000
2022	Divya Dhamde 9359079405	MBA	Anand Rathi Share & Stock Brokers Ltd	2,25,000
2022	Purva Tambuskar 7391015703	MBA	Anand Rathi Share & Stock Brokers Ltd	2,20,000
2022	Dhanashri Mankar 9359624806	MBA	Anand Rathi Share & Stock Brokers Ltd	2,20,000
2022	Uddesh Dhage 7498045344	MBA	Anand Rathi Share & Stock Brokers Ltd	2,20,000
2022	Suraj Bhasme 9922176973	MBA	Anand Rathi Share & Stock Brokers Ltd	2,20,000
2022	Ketki Rokde 9545048542	MBA	Anand Rathi Share & Stock Brokers Ltd	2,20,000
2022	Harshal Chutke 7218737277	MBA	Home First Finance	5,50,000
2022	Priyam Khandelwal 7757841619	MBA	Fincare Small Finance Bank	1,32,980

2022	Akshay Mankar 9503283942	MBA	Piramal Finance	2,40,611
2022	Nawaz Shah 8380858226	MBA	HDB Financial Services	1,83,301
2022	Pravin Dhole 9130826157	MBA	Muthoot Microfin	2,39,388

*Adil Jiwani*

**Dr. Adil Jiwani**  
**Training & Placement Officer**

December 22, 2021

Mr. Shubham Hingwe  
MU DHARTI PO THANE GAON TA KARANJA  
WARD NO 1 VTC: DHARTI  
Wardha Maharashtra 442203

### Offer cum Appointment Letter

Dear Mr. Hingwe

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Relationship Manager** in our organization in Grade E 3.

The terms and conditions of this appointment are as under:-

#### 1. Date of Joining:

1.1. Your date of joining will be on or before **January 05, 2022** and this offer expires on **January 05, 2022** unless specifically agreed in writing otherwise.

#### 2. Place of Posting:

2.1. You will initially be posted at our office at **Nagpur**; however, you are liable to be transferred to any department or office forming part of our organization or to any of our associate / subsidiary Companies in India or overseas, depending upon the requirements of business.

#### 3. Annual Compensation:

3.1. Your fixed compensation will be Rs. **225,000/-** (Rupees **Two Lakhs Twenty Five Thousand**) per annum. The fixed compensation will include all statutory contributions (like PF, ESIC etc made by the company on your behalf) if currently applicable to you or as and when it becomes applicable in future.

3.2. All payments will be as per Company's policies and procedures, which are in force from time to time and will be subject to deduction of appropriate taxes at source.

3.3. In addition to the fixed compensation, you will also be eligible for performance linked incentive / bonus /subject to satisfactory performance, as per the company's policy applicable to your category.

3.4. Details of the compensation package are strictly confidential and the same should not be disclosed to any third party.

#### 4. Employee Code:

4.1. Your Employee Code will be **939968**. This should be used for all internal communication, systems of logging of sales / any business done by you etc.

#### 5. Probation:

5.1. Confirmation of your services is subject to satisfactory performance during a probation period of 6 months. Your services would deem to be confirmed and continued unless formally and specifically extended upon assessment by your immediate reporting authority. The company reserves the right to terminate your services during the probation period without any notice or salary in lieu thereof or without assigning any reason.



**6. Resignation and Termination of Services:**

6.1. Your employment can be ended or terminated by either side with a written notice of 15 days or salary in lieu thereof during probation period. On completion of your probation period, notice period will be revised to 60 days.

6.2. On your resignation, the company at its sole discretion will have an option to ask you to serve the entire notice period, or accept your resignation and relieve you prior to completion of your stipulated notice period without any pay in lieu of the remaining period of notice.

6.3. Your employment can be terminated by the Company without written or verbal notice or salary in lieu thereof, in case of the below described circumstances: Non-compliance of regulatory requirements, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, misconduct, fraud, undue or unauthorized absence, erratic attendance, medically unfit, guilty of any other conduct considered by us detrimental to the interest of the Company, or of violation of one or more terms in this letter, incorrect information furnished by you or on suppression of any material information, you being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or agreement with your creditors or being held guilty by competent court of any offence involving moral turpitude.

In either situation, you would be relieved subject to proper handover as directed by your immediate superior and subject to the following being provided to HR department:

- a) Date of resignation
- b) Last working date
- c) Clearance certificate

6.4. It would be deemed that you have forfeited your services in case of 7 or more continuous working days of leave/absence from service that has not been discussed / approved in writing by your immediate superior or in case of failure to resume your duties within 7 days from the expiry of the duly authorized leave. Accordingly, your services stand terminated without notice or salary in lieu thereof.

6.5. In case of non achievement of minimum expected KRA/performance targets your employment can be ended or terminated by issuing a letter as per the procedure of the company.

6.6. The Company in all circumstances, reserves the right to ask you to serve the notice period as stated above to ensure smooth transition of your responsibilities in the interest of the Company's business.

6.7. In the event of your resignation or the Company terminating your services, for any reason, the Company, at its option, may ask you to be on gardening leave for a specified period upto a maximum of 3 months during which period you cannot take up or engage yourself in any professional activity for commercial benefit or otherwise for you to be considered eligible for payment of salary for being on the gardening leave. You will forfeit your right to receive any payment if you do not comply with this requirement.

**7. Post Severance Obligations:**

7.1. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, entice, or induce any person who is at any time during your service with the Company, an employee of the Company, to become employed by any other person, firm, corporation, or other association, and you shall not approach any employee for such purpose.

7.2. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, Solicit, entice, or induce any person, firm, or corporation, who or which at any time during your service with the Company was a client of the Company, to become a client or customer of any other person, firm, or corporation, or other association.

7.3. You shall have no right, title or interest whatsoever over the Intellectual Property rights created or developed by you in the course of your Employment with the Company or any Developments and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of your Employment with the Company.

**8. Performance Appraisal:**

8.1. Your performance and progress will be assessed and appraised as per the prescribed schemes of the performance appraisal / evaluation process or any other appropriate mechanism implemented by the Company from time to time. Please note that any payment by the Company in the form of compensation, incentive or any other payment would become payable provided you are on the rolls of the Company at the time of disbursement of such amounts.

8.2. Any increment, performance incentive, reward, non-statutory bonus or any other discretionary payment would become payable provided you are in the service of the Company at the time of disbursement of such amounts.

8.3. Your performance is expected to meet the KRAs and the business targets as explained to you before hand by your supervisor and as advised from time to time.

**9. Company Policies, Rules and Procedures:**

9.1. You shall be governed by all prevailing rules, policies and processes as implemented by the Company from time to time and as available on Intra-Rathi. The Company reserves the right to revise the salary break-up and modify the terms and conditions of employment as per business requirements and changes in taxation and other laws.

9.2. In matter of conduct and discipline you shall be governed by the Model Standing Order as prescribed for your category as per the Industrial Standing Orders Act, 1947.

9.3. You will abide by the rules, regulations and policies applicable to you, which are in force for the time being, or may be framed from time to time.

9.4. The appointment and its continuance are subject to your being medically fit.

9.5. In the course of your employment you may be required to enter into agreements, acquire certification or accreditations and licenses to be able to perform your duties and obligations in the overall interest of the organization.

**10. Confidentiality:**

10.1. You shall not, either during or after your employment with us, take away, remove, delete, divulge or utilize any information other than that which is in the public domain pertaining to the Company and related to its business, customers, employees, products, pricing, policies, processes, statistics, strategies, employment terms or any other intellectual property, which may have come to your knowledge in any form (verbal, print, electronic or any other means and source). This obligation of secrecy extends to your undertaking all reasonable precautions/ actions for safe custody and confidentiality of all such documents/ information, and refrain from making use of the same that may be detrimental to the interest of the Company at any point of time. It is expressly understood and agreed that this is an essence of employment arrangement and is enforceable in case of non-compliance leading to legal action in addition to recovering, such amount as the Company considers it appropriate from your full and final settlement.

10.2. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority or alter or be a party of any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior and written sanction of the Company or those in authority over you.

**11. Other Engagement:**

11.1. You will not during your employment with us carry on any business or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, Company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.

**12. SEBI Code of Conduct**

12.1. You will be required to sign the Code of Conduct as prescribed by SEBI ((prohibition of insider trading) Regulations 1992.

**13. Jurisdiction:**

13.1. Any dispute between you and the Company of whatsoever nature will be subject to the appropriate Court in Mumbai Jurisdiction Only.

**14. General:**

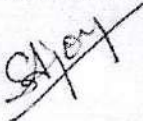
14.1. This letter constitutes the entire understanding between you and the Company at the time of issuance of this letter.

14.2. This appointment letter is subject to other rules, processes and policies of the Company as is currently in practice or as may be prevalent from time to time.

14.3. You are requested to sign this letter in acceptance of the terms and conditions contained therein and return the same before expiry of the validity period.

Welcome to Anand Rathi Group Family!!! We look forward to a mutually beneficial association and wish you the very best in your career with us.

For Anand Rathi Share and Stock Brokers Limited



Authorized Signatory

I agree to accept employment on the terms mentioned above and hereby signify my acceptance for the same. I would join service on or before **January 05, 2022**

**SIGNATURE WITH DATE:** \_\_\_\_\_

\* Confidential

Anand Rathi Group

Name :	Mr. Shubham Hingwe	
Designation :	Relationship Manager	
Department :	Privilege	
Company Name :	Anand Rathi Share and Stock Brokers Limited	
Location :	Nagpur	
Grade :	E3	
<b>COMPENSATION STRUCTURE</b>		
Components	Monthly	Yearly
<b>[A] SALARY &amp; ALLOWANCES</b>		
Basic	15005	180060
House Rent Allowance	1296	15551
Transport Allowance	0	0
Special Allowance	0	0
Conveyance Allowance	0	0
Statutory Bonus	1400	16800
<b>Salary &amp; Allowances Total [A]</b>	<b>17701</b>	<b>212411</b>
<b>[B] STATUTORY BENEFITS / RETIRALS</b>		
Employer's Contribution to PF	0	0
Employer's Contribution to ESIC	575	6903
<b>Statutory Benefits / Retirals Total [B]</b>	<b>575</b>	<b>6903</b>
<b>TOTAL [A] + [B]</b>	<b>18276</b>	<b>219314</b>
<b>[C] ADDITIONAL BENEFITS</b>		
Group Mediciam Insurance		5686
<b>Additional Benefits Total [C]</b>		<b>5686</b>
<b>[D] FIXED COMPENSATION [A+B+C]</b>	<b>18276</b>	<b>225000</b>

\* Conveyance will be payable as per Company policy (for details check Intra portal)  
 \*\* Group Mediciam Insurance will be payable as per Company policy (for details check Intra portal). Group Mediciam premium has been shown as annual component in the structure.

**Other Benefits:**

- Gratuity will be payable as per the Payment of Gratuity Act, 1972

**Note:**

- To the extent applicable, there would be deductions for Income Tax, Profession Tax, PF, ESIC, Labour Welfare Fund Tax, etc.
- The distribution of the overall Fixed Compensation amount into different components will be governed by the compensation structure in force from time to time.
- The employee is responsible for statutory payments (including shortfall thereof, if any), the company will not be liable for such payments, the same would be adjusted from your Fixed Compensation.

Signature & Date:

Name

April 25, 2022

Ms. Divya Dhamde  
D/o Yogesh Dhamde, at Sakharkheda PO Dawasa  
Ta Narkhed, Sakharkheda  
Nagpur Maharashtra 441301

## Offer cum Appointment Letter

Dear Ms. Dhamde,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Relationship Manager** in our organization in Grade E3.

The terms and conditions of this appointment are as under:-

### 1. Date of Joining:

1.1. Your date of joining will be on or before **May 04, 2022** and this offer expires on **May 04, 2022** unless specifically agreed in writing otherwise.

### 2. Place of Posting:

2.1. You will initially be posted at our office at **Nagpur**; however, you are liable to be transferred to any department or office forming part of our organization or to any of our associate / subsidiary Companies in India or overseas, depending upon the requirements of business.

### 3. Annual Compensation:

3.1. Your fixed compensation will be Rs. **225000/- (Rupees Two Lac Twenty Five Thousand only)** per annum. The fixed compensation will include all statutory contributions (like PF, ESIC etc made by the company on your behalf) if currently applicable to you or as and when it becomes applicable in future.

3.2. All payments will be as per Company's policies and procedures, which are in force from time to time and will be subject to deduction of appropriate taxes at source.

3.3. In addition to the fixed compensation, you will also be eligible for performance linked incentive / bonus /subject to satisfactory performance, as per the company's policy applicable to your category.

3.4. Details of the compensation package are strictly confidential and the same should not be disclosed to any third party.

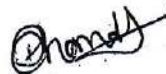
### 4. Employee Code:

4.1. Your Employee Code will be **940754**. This should be used for all internal communication, systems of logging of sales / any business done by you etc.

### 5. Probation:

5.1. Confirmation of your services is subject to satisfactory performance during a probation period of 6 months. Your services would deem to be confirmed and continued unless formally and specifically extended upon assessment by your immediate reporting authority. The company reserves the right to terminate your services during the probation period without any notice or salary in lieu thereof or without assigning any reason.

### 6. Resignation and Termination of Services:



6.1. Your employment can be ended or terminated by either side with a written notice of 15 days or salary in lieu thereof during probation period. On completion of your probation period, notice period will be revised to 60 days.

6.2. On your resignation, the company at its sole discretion will have an option to ask you to serve the entire notice period, or accept your resignation and relieve you prior to completion of your stipulated notice period without any pay in lieu of the remaining period of notice.

6.3. Your employment can be terminated by the Company without written or verbal notice or salary in lieu thereof, in case of the below described circumstances: Non - compliance of regulatory requirements, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, misconduct, fraud, undue or unauthorized absence, erratic attendance, medically unfit, guilty of any other conduct considered by us detrimental to the interest of the Company, or of violation of one or more terms in this letter, incorrect information furnished by you or on suppression of any material information, you being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or agreement with your creditors or being held guilty by competent court of any offence involving moral turpitude.

In either situation, you would be relieved subject to proper handover as directed by your immediate superior and subject to the following being provided to HR department:

- a) Date of resignation
- b) Last working date
- c) Clearance certificate

6.4. It would be deemed that you have forfeited your services in case of 7 or more continuous working days of leave/ absence from service that has not been discussed / approved in writing by your immediate superior or in case of failure to resume your duties within 7 days from the expiry of the duly authorized leave. Accordingly, your services stand terminated without notice or salary in lieu thereof.

6.5. In case of non achievement of minimum expected KRA/performance targets your employment can be ended or terminated by issuing a letter as per the procedure of the company.

6.6. The Company in all circumstances, reserves the right to ask you to serve the notice period as stated above to ensure smooth transition of your responsibilities in the interest of the Company's business.

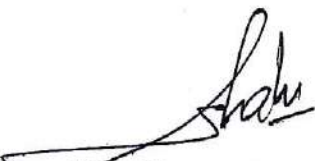
6.7. In the event of your resignation or the Company terminating your services, for any reason, the Company, at its option, may ask you to be on gardening leave for a specified period upto a maximum of 3 months during which period you cannot take up or engage yourself in any professional activity for commercial benefit or otherwise for you to be considered eligible for payment of salary for being on the gardening leave. You will forfeit your right to receive any payment if you do not comply with this requirement.

#### 7. Post Severance Obligations:

7.1. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, entice, or induce any person who is at any time during your service with the Company, an employee of the Company, to become employed by any other person, firm, corporation, or other association, and you shall not approach any employee for such purpose.

7.2. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, Solicit, entice, or induce any person, firm, or corporation, who or which at any time during your service with the Company was a client of the Company, to become a client or customer of any other person, firm, or corporation, or other association.

7.3. You shall have no right, title or interest whatsoever over the Intellectual Property rights created or developed by you in the course of your Employment with the Company or any Developments and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of your Employment with the Company.



Anand Rathi Share and Stock Brokers Limited  
CIN No.: U87120MH1991PLC084106

S-2, Second Floor, Shardha House, Kingsway, Opp. Bank of India, Nagpur - 440 001, MS, India.  
Tel.: +91 712 863 5800 (Regional Office)

Express Zone, A Wing, 10th Floor, Western Express Highway, Goregaon (East), Mumbai 400 063, Maharashtra.  
Tel.: 91 22 8281 7000 (Registered Office)

www.rathi.com

## 8. Performance Appraisal:

8.1. Your performance and progress will be assessed and appraised as per the prescribed schemes of the performance appraisal / evaluation process or any other appropriate mechanism implemented by the Company from time to time. Please note that any payment by the Company in the form of compensation, incentive or any other payment would become payable provided you are on the rolls of the Company at the time of disbursement of such amounts.

8.2. Any increment, performance incentive, reward, non-statutory bonus or any other discretionary payment would become payable provided you are in the service of the Company at the time of disbursement of such amounts.

8.3. Your performance is expected to meet the KRAs and the business targets as explained to you before hand by your supervisor and as advised from time to time.

## 9. Company Policies, Rules and Procedures:

9.1. You shall be governed by all prevailing rules, policies and processes as implemented by the Company from time to time and as available on Intra-Rathi. The Company reserves the right to revise the salary break-up and modify the terms and conditions of employment as per business requirements and changes in taxation and other laws.

9.2. In matter of conduct and discipline you shall be governed by the Model Standing Order as prescribed for your category as per the Industrial Standing Orders Act. 1947.

9.3. You will abide by the rules, regulations and policies applicable to you, which are in force for the time being, or may be framed from time to time.

9.4. The appointment and its continuance are subject to your being medically fit.

9.5. In the course of your employment you may be required to enter into agreements, acquire certification or accreditations and licenses to be able to perform your duties and obligations in the overall interest of the organization.


## 10. Confidentiality:

10.1. You shall not, either during or after your employment with us, take away, remove, delete, divulge or utilize any information other than that which is in the public domain pertaining to the Company and related to its business, customers, employees, products, pricing, policies, processes, statistics, strategies, employment terms or any other intellectual property, which may have come to your knowledge in any form (verbal, print, electronic or any other means and source). This obligation of secrecy extends to your undertaking all reasonable precautions/ actions for safe custody and confidentiality of all such documents/ information, and refrain from making use of the same that may be detrimental to the interest of the Company at any point of time. It is expressly understood and agreed that this is an essence of employment arrangement and is enforceable in case of non-compliance leading to legal action in addition to recovering such amount as the Company considers it appropriate from your full and final settlement.

10.2. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority or alter or be a party of any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior and written sanction of the Company or those in authority over you.

## 11. Other Engagement:

11.1. You will not during your employment with us carry on any business or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, Company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.

  
Ahand Rathi Share and Stock Brokers Limited  
CIN No.: U67120MH1991PLC064106



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Tel.: +91 712 663 5600 (Regional Office)

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Tel.: 91 22 6281 7000 (Registered Office)

www.rathi.com

## 12. SEBI Code of Conduct

12.1. You will be required to sign the Code of Conduct as prescribed by SEBI ((prohibition of insider trading) Regulations 1992.

## 13. Jurisdiction:

13.1. Any dispute between you and the Company of whatsoever nature will be subject to the appropriate Court in Mumbai Jurisdiction Only.

## 14. General:

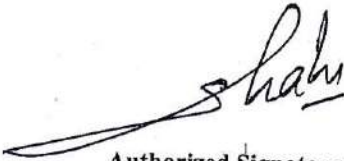
14.1. This letter constitutes the entire understanding between you and the Company at the time of issuance of this letter.

14.2. This appointment letter is subject to other rules, processes and policies of the Company as is currently in practice or as may be prevalent from time to time.

14.3. You are requested to sign this letter in acceptance of the terms and conditions contained therein and return the same before expiry of the validity period.

Welcome to Anand Rathi Group Family!!! We look forward to a mutually beneficial association and wish you the very best in your career with us.

For Anand Rathi Share and Stock Brokers Limited



Authorized Signatory

I agree to accept employment on the terms mentioned above and hereby signify my acceptance for the same. I would join service on or before May 04, 2022

SIGNATURE WITH DATE: 02/05/2022 Dharmendra



## Anand Rathi Group

Name :	Ms. Divya Dhamde	
Designation :	Relationship Manager	
Department :	Privilege	
Company Name :	Anand Rathi Share and Stock Brokers Limited	
Location :	Nagpur	
Grade :	E3	
<b>COMPENSATION STRUCTURE</b>		
<b>Components</b>	<b>Monthly</b>	<b>Yearly</b>
<b>[A] SALARY &amp; ALLOWANCES</b>		
Basic	15005	180060
House Rent Allowance	1296	15551
Transport Allowance	0	0
Special Allowance	0	0
Conveyance Allowance	0	0
Statutory Bonus	1400	16800
<b>Salary &amp; Allowances Total [A]</b>	<b>17701</b>	<b>212411</b>
<b>[B] STATUTORY BENEFITS / RETIRALS</b>		
Employer's Contribution to PF	0	0
Employer's Contribution to ESIC	575	6903
<b>Statutory Benefits / Retirals Total [B]</b>	<b>575</b>	<b>6903</b>
<b>TOTAL [A] + [B]</b>	<b>18276</b>	<b>219314</b>
<b>[C] ADDITIONAL BENEFITS</b>		
Group Mediclaim Insurance		5686
<b>Additional Benefits Total [C]</b>		<b>5686</b>
<b>[D] FIXED COMPENSATION [A+B+C]</b>	<b>18276</b>	<b>225000</b>

- \* Conveyance will be payable as per Company policy (for details check Intra portal)  
 \*\* Group Mediclaim Insurance will be payable as per Company policy (for details check Intra portal). Group Mediclaim premium has been shown as annual component in the structure.

**Other Benefits:**

- Gratuity will be payable as per the Payment of Gratuity Act, 1972

**Note:**

- To the extent applicable, there would be deductions for Income Tax, Profession Tax, PF, ESIC, Labour Welfare Fund Tax, etc.
- The distribution of the overall Fixed Compensation amount into different components will be governed by the compensation structure in force from time to time.
- The employee is responsible for statutory payments (including shortfall thereof, if any), the company will not be liable for such payments, the same would be adjusted from your Fixed Compensation.

Signature & Date: Dhmas 02/05/2022

Name Divya Dhamde

KRA												
Sr. No	Parameters	Weigh tage	Rating & Parameter Value Range									
			1		2		3		4		5	
			Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
1	RSR	45%	0	1	1	1.5	1.5	2.5	2.5	4	4	4<
2	Non Broking Revenue (NB RSR)	25%	0	0.75	0.75	1	1	1.25	1.25	1.5	1.5	1.5<
3	Broking Client Acquisition (Monthly Avg.)	20%	0	3	3	4	4	6	6	7	7	7<
4	Broking margin collection (per month in lacs)	10%	0	1	1	2	2	3	3	5	5	5<

\*Rating range starts at min value and ends below max value.

\*The above KRA and role is subject to change as per company from time to time.

I agree to accept the KRA

SIGNATURE WITH DATE: Dhruv B 02/05/2022

May 13, 2022

Ms. Pooja Tambuskar  
D/O Marudhavy Tambuskar, AT-PO-RIDDHORA  
TAH-KATOL, VTC, Ridhera PO, Ridhera  
District, Nagpur, State, Maharashtra Pin Code 441103

**Offer cum Appointment Letter**

Dear Ms. Tambuskar

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as Dealer in our organization in Grade E3.

The terms and conditions of this appointment are as under:-

**1. Date of Joining:**

1.1. Your date of joining will be on or before May 18, 2022 and this offer expires on May 18, 2022 unless specifically agreed in writing otherwise.

**2. Place of Posting:**

2.1. You will initially be posted at our office at Nagpur; however, you are liable to be transferred to any department or office forming part of our organization or to any of our associate / subsidiary Companies in India or overseas, depending upon the requirements of business.

**3. Annual Compensation:**

3.1. Your fixed compensation will be Rs. 220,000/- (Rupees Two Lakhs Twenty Thousand) per annum. The fixed compensation will include all statutory contributions (like PF, ESIC etc made by the company on your behalf) if currently applicable to you or as and when it becomes applicable in future.

3.2. All payments will be as per Company's policies and procedures, which are in force from time to time and will be subject to deduction of appropriate taxes at source.

3.3. In addition to the fixed compensation, you will also be eligible for performance linked incentive / bonus /subject to satisfactory performance, as per the company's policy applicable to your category.

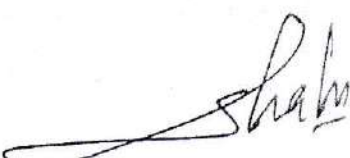
3.4. Details of the compensation package are strictly confidential and the same should not be disclosed to any third party.

**4. Employee Code:**

4.1. Your Employee Code will be 940877. This should be used for all internal communication, systems of logging of sales / any business done by you etc.

**5. Probation:**

5.1. Confirmation of your services is subject to satisfactory performance during a probation period of 6 months. Your services would be deemed to be confirmed and continued unless formally and specifically extended upon assessment by your immediate reporting authority. The company reserves the right to terminate your services during the probation period without any notice or salary in lieu thereof or without assigning any reason.

  
Anand Rathi Share & Stock Brokers Ltd,  
CIN No.: U67120MH1991PLC004100

S-2, Second Floor, Sharada House, Kingsway, Opp. Bank Of India Nagpur - 440 001, MS. India  
Tel No: +91 712 663 5600 (Regional Office)

4th Floor, Silver Metropolis, Jal Coach Compound, Opp. Bimbisar Nagar, Goregaon (E), Mumbai 400 063.  
Tel. : +91 22 6698 3700 / 4001 3700 • Fax : +91 22 6698 3770 (Registered Office)

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**6. Resignation and Termination of Services:**

6.1. Your employment can be ended or terminated by either side with a written notice of 15 days or salary in lieu thereof during probation period. On completion of your probation period, notice period will be revised to 60 days.

6.2. On your resignation, the company at its sole discretion will have an option to ask you to serve the entire notice period, or accept your resignation and relieve you prior to completion of your stipulated notice period without any pay in lieu of the remaining period of notice.

6.3. Your employment can be terminated by the Company without written or verbal notice or salary in lieu thereof, in case of the below described circumstances: Non-compliance of regulatory requirements, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, misconduct, fraud, undue or unauthorized absence, erratic attendance, medically unfit, guilty of any other conduct considered by us detrimental to the interest of the Company, or of violation of one or more terms in this letter, incorrect information furnished by you or on suppression of any material information, you being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or agreement with your creditors or being held guilty by competent court of any offence involving moral turpitude.

In either situation, you would be relieved subject to proper handover as directed by your immediate superior and subject to the following being provided to HR department:

- a) Date of resignation
- b) Last working date
- c) Clearance certificate

6.4. It would be deemed that you have forfeited your services in case of 7 or more continuous working days of leave/ absence from service that has not been discussed / approved in writing by your immediate superior or in case of failure to resume your duties within 7 days from the expiry of the duly authorized leave. Accordingly, your services stand terminated without notice or salary in lieu thereof.

6.5. In case of non achievement of minimum expected KRA/performance targets your employment can be ended or terminated by issuing a letter as per the procedure of the company.

6.6. The Company in all circumstances, reserves the right to ask you to serve the notice period as stated above to ensure smooth transition of your responsibilities in the interest of the Company's business.

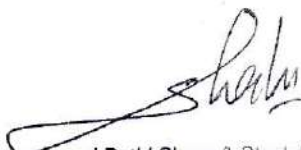
6.7. In the event of your resignation or the Company terminating your services, for any reason, the Company, at its option, may ask you to be on gardening leave for a specified period upto a maximum of 3 months during which period you cannot take up or engage yourself in any professional activity for commercial benefit or otherwise for you to be considered eligible for payment of salary for being on the gardening leave. You will forfeit your right to receive any payment if you do not comply with this requirement.

**7. Post Severance Obligations:**

7.1. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, entice, or induce any person who is at any time during your service with the Company, an employee of the Company, to become employed by any other person, firm, corporation, or other association, and you shall not approach any employee for such purpose.

7.2. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, Solicit, entice, or induce any person, firm, or corporation, who or which at any time during your service with the Company was a client of the Company, to become a client or customer of any other person, firm, or corporation, or other association.

7.3. You shall have no right, title or interest whatsoever over the Intellectual Property rights created or developed by you in the course of your Employment with the Company or any Developments and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of your Employment with the Company.



Anand Rathi Share & Stock Brokers Ltd.  
CIN No.: U67120MH1991PLC064106

S-2, Second Floor, Sharddha House, Kingsway, Opp. Bank Of India Nagpur - 440 001, MS. India  
Tel No: +91 712 663 5600 (Regional Office)

4th Floor, Silver Metropolis, Jai Coach Compound, Opp, Bimbisar Nagar, Goregaon (E), Mumbai 400 063.  
Tel. : +91 22 6698 3700 / 4001 3700 • Fax : +91 22 6698 3770 (Registered Office)

www.rathi.com

**8. Performance Appraisal:**

8.1. Your performance and progress will be assessed and appraised as per the prescribed schemes of the performance appraisal / evaluation process or any other appropriate mechanism implemented by the Company from time to time. Please note that any payment by the Company in the form of compensation, incentive or any other payment would become payable provided you are on the rolls of the Company at the time of disbursement of such amounts.

8.2. Any increment, performance incentive, reward, non-statutory bonus or any other discretionary payment would become payable provided you are in the service of the Company at the time of disbursement of such amounts.

8.3. Your performance is expected to meet the KRAs and the business targets as explained to you before hand by your supervisor and as advised from time to time.

**9. Company Policies, Rules and Procedures:**

9.1. You shall be governed by all prevailing rules, policies and processes as implemented by the Company from time to time and as available on Intra-Rathi. The Company reserves the right to revise the salary break-up and modify the terms and conditions of employment as per business requirements and changes in taxation and other laws.

9.2. In matter of conduct and discipline you shall be governed by the Model Standing Order as prescribed for your category as per the Industrial Standing Orders Act, 1947.

9.3. You will abide by the rules, regulations and policies applicable to you, which are in force for the time being, or may be framed from time to time.

9.4. The appointment and its continuance are subject to your being medically fit.

9.5. In the course of your employment you may be required to enter into agreements, acquire certification or accreditations and licenses to be able to perform your duties and obligations in the overall interest of the organization.

**10. Confidentiality:**

10.1. You shall not, either during or after your employment with us, take away, remove, delete, divulge or utilize any information other than that which is in the public domain pertaining to the Company and related to its business, customers, employees, products, pricing, policies, processes, statistics, strategies, employment terms or any other intellectual property, which may have come to your knowledge in any form (verbal, print, electronic or any other means and source). This obligation of secrecy extends to your undertaking all reasonable precautions/ actions for safe custody and confidentiality of all such documents/ information, and refrain from making use of the same that may be detrimental to the interest of the Company at any point of time. It is expressly understood and agreed that this is an essence of employment arrangement and is enforceable in case of non-compliance leading to legal action in addition to recovering, such amount as the Company considers it appropriate from your full and final settlement.

10.2. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority or alter or be a party of any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior and written sanction of the Company or those in authority over you.

**11. Other Engagement:**

11.1. You will not during your employment with us carry on any business or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, Company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.

**12. SEBI Code of Conduct**

12.1. You will be required to sign the Code of Conduct as prescribed by SEBI ((prohibition of insider trading) Regulations 1992.

**13. Jurisdiction:**

13.1. Any dispute between you and the Company of whatsoever nature will be subject to the appropriate Court in Mumbai Jurisdiction Only.

**14. General:**

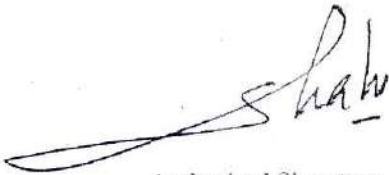
14.1. This letter constitutes the entire understanding between you and the Company at the time of issuance of this letter.

14.2. This appointment letter is subject to other rules, processes and policies of the Company as is currently in practice or as may be prevalent from time to time.

14.3. You are requested to sign this letter in acceptance of the terms and conditions contained therein and return the same before expiry of the validity period.

Welcome to Anand Rathi Group Family!!! We look forward to a mutually beneficial association and wish you the very best in your career with us.

For Anand Rathi Share and Stock Brokers Limited



Authorized Signatory

I agree to accept employment on the terms mentioned above and hereby signify my acceptance for the same. I would join service on or before **May 18, 2022**

**SIGNATURE WITH DATE:** \_\_\_\_\_

Anand Rathi Group

Name :	Ms. Purva Tambuskar	
Designation :	Dealer	
Department :	Privilege	
Company Name :	Anand Rathi Share and Stock Brokers Limited	
Location :	Nagpur	
Grade :	E3	
<b>COMPENSATION STRUCTURE</b>		
Components	Monthly	Yearly
<b>[A] SALARY &amp; ALLOWANCES</b>		
Basic	15005	180060
House Rent Allowance	892	10708
Transport Allowance	0	0
Special Allowance	0	0
Conveyance Allowance	0	0
Statutory Bonus	1400	16800
<b>Salary &amp; Allowances Total [A]</b>	<b>17297</b>	<b>207568</b>
<b>[B] STATUTORY BENEFITS / RETIRALS</b>		
Employer's Contribution to PF	0	0
Employer's Contribution to ESIC	562	6746
<b>Statutory Benefits / Retirals Total [B]</b>	<b>562</b>	<b>6746</b>
<b>TOTAL [A] + [B]</b>	<b>17860</b>	<b>214314</b>
<b>[C] ADDITIONAL BENEFITS</b>		
Group Mediciclaim Insurance		5686
<b>Additional Benefits Total [C]</b>		<b>5686</b>
<b>[D] FIXED COMPENSATION [A+B+C]</b>	<b>17860</b>	<b>220000</b>

\* Conveyance will be payable as per Company policy (for details check Intra portal)

\*\* Group Mediciclaim Insurance will be payable as per Company policy (for details check Intra portal). Group Mediciclaim premium has been shown as annual component in the structure.

Other Benefits:

- Gratuity will be payable as per the Payment of Gratuity Act, 1972

Note:

- To the extent applicable, there would be deductions for Income Tax, Profession Tax, PF, ESIC, Labour Welfare Fund Tax, etc.
- The distribution of the overall Fixed Compensation amount into different components will be governed by the compensation structure in force from time to time.
- The employee is responsible for statutory payments (including shortfall thereof, if any), the company will not be liable for such payments, the same would be adjusted from your Fixed Compensation.

Signature & Date:

Name

KRA												
Sr. No	Parameters	Weightage	Rating & Parameter Value Range									
			1		2		3		4		5	
			Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
1	RSR	50%	0	2	2	4	4	6	6	9	9	9<
2	Client Activation	20%	0%	10%	10%	20%	20%	30%	30%	50%	50%	50% <
3	Non Broking Revenue (NB RSR)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<
4	New Broking Revenue RSR (Self acquired client)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<

\*Rating range starts at min value and ends below max value.

\*The above KRA and role is subject to change as per company from time to time.

I agree to accept the KRA

SIGNATURE WITH DATE: \_\_\_\_\_



August 30, 2022

Ms. Dhanshree Mankar  
D/o Vijay Mankar, Near Tirupati Mangal Karyalya  
Plot No. 93, Laxmi Nagar, Katol  
Nagpur Maharashtra -41302

**Offer cum Appointment Letter**

Dear Ms. Mankar

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as Dealer in our organization in Grade E3.

The terms and conditions of this appointment are as under:-

**1. Date of Joining:**

1.1. Your date of joining will be on or before **September 01, 2022** and this offer expires on **September 01, 2022** unless specifically agreed in writing otherwise.

**2. Place of Posting:**

2.1. You will initially be posted at our office at Nagpur; however, you are liable to be transferred to any department or office forming part of our organization or to any of our associate / subsidiary Companies in India or overseas, depending upon the requirements of business.

**3. Annual Compensation:**

3.1. Your fixed compensation will be Rs. **220,000/- (Rupees Two Lakhs Twenty Thousand)** per annum. The fixed compensation will include all statutory contributions (like PF, ESIC etc made by the company on your behalf) if currently applicable to you, or as and when it becomes applicable in future.

3.2. All payments will be as per Company's policies and procedures, which are in force from time to time and will be subject to deduction of appropriate taxes at source.

3.3. In addition to the fixed compensation, you will also be eligible for performance linked incentive / bonus /subject to satisfactory performance, as per the company's policy applicable to your category.


3.4. Details of the compensation package are strictly confidential and the same should not be disclosed to any third party.

**4. Employee Code:**

4.1. Your Employee Code will be **941543** This should be used for all internal communication, systems of logging of sales / any business done by you etc.

**5. Probation:**

5.1. Confirmation of your services is subject to satisfactory performance during a probation period of 6 months. Your services would deem to be confirmed and continued unless formally and specifically extended upon assessment by your immediate reporting authority. The company reserves the right to terminate your services during the probation period without any notice or salary in lieu thereof or without assigning any reason.

  
Anand Rathi Share and Stock Brokers Limited  
CIN No : U57120MH1991PLC094106

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Tel : 81 22 6281 7000 (Registered Office)

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**6. Resignation and Termination of Services:**

6.1. Your employment can be ended or terminated by either side with a written notice of 15 days or salary in lieu thereof during probation period. On completion of your probation period, notice period will be revised to 60 days.

6.2. On your resignation, the company at its sole discretion will have an option to ask you to serve the entire notice period, or accept your resignation and relieve you prior to completion of your stipulated notice period without any pay in lieu of the remaining period of notice.

6.3. Your employment can be terminated by the Company without written or verbal notice or salary in lieu thereof, in case of the below described circumstances: Non-compliance of regulatory requirements, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, misconduct, fraud, undue or unauthorized absence, erratic attendance, medically unfit, guilty of any other conduct considered by us detrimental to the interest of the Company, or of violation of one or more terms in this letter, incorrect information furnished by you or on suppression of any material information, you being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or agreement with your creditors or being held guilty by competent court of any offence involving moral turpitude.

In either situation, you would be relieved subject to proper handover as directed by your immediate superior and subject to the following being provided to HR department:

- a) Date of resignation
- b) Last working date
- c) Clearance certificate

6.4. It would be deemed that you have forfeited your services in case of 7 or more continuous working days of leave/absence from service that has not been discussed / approved in writing by your immediate superior or in case of failure to resume your duties within 7 days from the expiry of the duly authorized leave. Accordingly, your services stand terminated without notice or salary in lieu thereof.

6.5. In case of non achievement of minimum expected KRA/performance targets your employment can be ended or terminated by issuing a letter as per the procedure of the company.

6.6. The Company in all circumstances, reserves the right to ask you to serve the notice period as stated above to ensure smooth transition of your responsibilities in the interest of the Company's business.


6.7. In the event of your resignation or the Company terminating your services, for any reason, the Company, at its option, may ask you to be on gardening leave for a specified period upto a maximum of 3 months during which period you cannot take up or engage yourself in any professional activity for commercial benefit or otherwise for you to be considered eligible for payment of salary for being on the gardening leave. You will forfeit your right to receive any payment if you do not comply with this requirement.

**7. Post Severance Obligations:**

7.1. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, entice, or induce any person who is at any time during your service with the Company, an employee of the Company, to become employed by any other person, firm, corporation, or other association, and you shall not approach any employee for such purpose.

7.2. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, Solicit, entice, or induce any person, firm, or corporation, who or which at any time during your service with the Company was a client of the Company, to become a client or customer of any other person, firm, or corporation, or other association.

7.3. You shall have no right, title or interest whatsoever over the Intellectual Property rights created or developed by you in the course of your Employment with the Company or any Developments and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of your Employment with the Company.

  
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 CIN No.: U67120MH1991PLC064105

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Express Zone, A Wing, 10th Floor, Western Express Highway, Goregaon (East), Mumbai 400 063, Maharashtra  
 Tel.: 01 22 6281 7000 (Registered Office)

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**8. Performance Appraisal:**

8.1. Your performance and progress will be assessed and appraised as per the prescribed schemes of the performance appraisal / evaluation process or any other appropriate mechanism implemented by the Company from time to time. Please note that any payment by the Company in the form of compensation, incentive or any other payment would become payable provided you are on the rolls of the Company at the time of disbursement of such amounts.

8.2. Any increment, performance incentive, reward, non-statutory bonus or any other discretionary payment would become payable provided you are in the service of the Company at the time of disbursement of such amounts.

8.3. Your performance is expected to meet the KRAs and the business targets as explained to you before hand by your supervisor and as advised from time to time.

**9. Company Policies, Rules and Procedures:**

9.1. You shall be governed by all prevailing rules, policies and processes as implemented by the Company from time to time and as available on Intra-Rathi. The Company reserves the right to revise the salary break-up and modify the terms and conditions of employment as per business requirements and changes in taxation and other laws.

9.2. In matter of conduct and discipline you shall be governed by the Model Standing Order as prescribed for your category as per the Industrial Standing Orders Act, 1947.

9.3. You will abide by the rules, regulations and policies applicable to you, which are in force for the time being, or may be framed from time to time.

9.4. The appointment and its continuance are subject to your being medically fit.

9.5. In the course of your employment you may be required to enter into agreements, acquire certification or accreditations and licenses to be able to perform your duties and obligations in the overall interest of the organization.

**10. Confidentiality:**

10.1. You shall not, either during or after your employment with us, take away, remove, delete, divulge or utilize any information other than that which is in the public domain pertaining to the Company and related to its business, customers, employees, products, pricing, policies, processes, statistics, strategies, employment terms or any other intellectual property, which may have come to your knowledge in any form (verbal, print, electronic or any other means and source). This obligation of secrecy extends to your undertaking all reasonable precautions/ actions for safe custody and confidentiality of all such documents/ information, and refrain from making use of the same that may be detrimental to the interest of the Company at any point of time. It is expressly understood and agreed that this is an essence of employment arrangement and is enforceable in case of non-compliance leading to legal action in addition to recovering, such amount as the Company considers it appropriate from your full and final settlement.

10.2. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority or alter or be a party of any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior and written sanction of the Company or those in authority over you.

**11. Other Engagement:**

11.1. You will not during your employment with us carry on any business or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, Company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.

  
Anand Rathi Share and Stock Brokers Limited  
CIN No.: U67120MH1991PLC064100

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Tel.: 91 22 6251 7000 (Registered Office)

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**12. SEBI Code of Conduct**

12.1. You will be required to sign the Code of Conduct as prescribed by SEBI ((prohibition of insider trading) Regulations 1992.

**13. Jurisdiction:**

13.1. Any dispute between you and the Company of whatsoever nature will be subject to the appropriate Court in Mumbai Jurisdiction Only.

**14. General:**


14.1. This letter constitutes the entire understanding between you and the Company at the time of issuance of this letter.

14.2. This appointment letter is subject to other rules, processes and policies of the Company as is currently in practice or as may be prevalent from time to time.

14.3. You are requested to sign this letter in acceptance of the terms and conditions contained therein and return the same before expiry of the validity period.

Welcome to Anand Rathi Group Family!!! We look forward to a mutually beneficial association and wish you the very best in your career with us.

For Anand Rathi Share and Stock Brokers Limited



Authorized Signatory

I agree to accept employment on the terms mentioned above and hereby signify my acceptance for the same. I would join service on or before September 01, 2022.

SIGNATURE WITH DATE: \_\_\_\_\_

## Anand Rathi Group

Name :	Ms. Dhanshree Mankar	
Designation :	Dealer	
Department :	Privilege	
Company Name :	Anand Rathi Share and Stock Brokers Limited	
Location :	Nagpur	
Grade :	E3	
<b>COMPENSATION STRUCTURE</b>		
Particulars	Monthly	Yearly
Basic	12650	151800
House Rent Allowance	1725	20704
Transport Allowance	0	0
Statutory Bonus	1400	16800
Special Allowance*	0	0
Meal Card Coupon	0	0
Employer's Contribution to PF	0	0
Employer's Contribution to ESIC	566	6789
<b>Sub Total (i)</b>	<b>17974</b>	<b>215688</b>
Group Mediclaim Insurance		4312
<b>Sub Total (ii)</b>		<b>4312</b>
<b>Grand Total</b>	<b>17974</b>	<b>220000</b>

\* Special allowance includes flexible components to be opted by the employee for tax benefits.

\*\* Group Mediclaim Insurance will be payable as per Company policy (for details check Intra portal). Group Mediclaim premium has been shown as annual component in the structure.

Other Benefits:

- Gratuity will be payable as per the Payment of Gratuity Act, 1972

Note:

- To the extent applicable, there would be deductions for Income Tax, Profession Tax, PF, ESIC, Labour Welfare Fund Tax, etc.
- The distribution of the overall Fixed Compensation amount into different components will be governed by the compensation structure in force from time to time.
- The employee is responsible for statutory payments (including shortfall thereof, if any), the company will not be liable for such payments, the same would be adjusted from your Fixed Compensation.

Signature & Date:

Name

KRA												
Sr. No	Parameters	Weightage	Rating & Parameter Value Range									
			1		2		3		4		5	
			Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
1	RSR	50%	0	2	2	4	4	6	6	9	9	9<
2	Client Activation	20%	0%	10%	10%	20%	20%	30%	30%	50%	50%	50%<
3	Non Broking Revenue (NB RSR)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<
4	New Broking Revenue RSR (Self acquired client)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<

\*Rating range starts at min value and ends below max value.  
 \*The above KRA and role is subject to change as per company from time to time.

I agree to accept the KRA

SIGNATURE WITH DATE: \_\_\_\_\_

August 26, 2022

Mr. Uddesh Dhage  
S/o Gulabrao Dhage, Mu. Sirsawadi, Post Katol, Tah. Katol  
Sirsawadi Katol  
Nagpur Maharashtra 441302

### Offer cum Appointment Letter

Dear Mr. Dhage,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Dealer** in our organization in Grade E3.

The terms and conditions of this appointment are as under:-

#### 1. Date of Joining:

1.1. Your date of joining will be on or before **September 01, 2022** and this offer expires on **September 01, 2022** unless specifically agreed in writing otherwise.

#### 2. Place of Posting:

2.1. You will initially be posted at our office at **Nagpur**; however, you are liable to be transferred to any department or office forming part of our organization or to any of our associate / subsidiary Companies in India or overseas, depending upon the requirements of business.

#### 3. Annual Compensation:

3.1. Your fixed compensation will be Rs. **220,000/-** (Rupees **Two Lakhs Twenty Thousand**) per annum. The fixed compensation will include all statutory contributions (like PF, ESIC etc made by the company on your behalf) if currently applicable to you or as and when it becomes applicable in future.

3.2. All payments will be as per Company's policies and procedures, which are in force from time to time and will be subject to deduction of appropriate taxes at source.

3.3. In addition to the fixed compensation, you will also be eligible for performance linked incentive / bonus /subject to satisfactory performance, as per the company's policy applicable to your category.

3.4. Details of the compensation package are strictly confidential and the same should not be disclosed to any third party.

#### 4. Employee Code:

4.1. Your Employee Code will be **941524** This should be used for all internal communication, systems of logging of sales / any business done by you etc.

#### 5. Probation:

5.1. Confirmation of your services is subject to satisfactory performance during a probation period of 6 months. Your services would deem to be confirmed and continued unless formally and specifically extended upon assessment by your immediate reporting authority. The company reserves the right to terminate your services during the probation period without any notice or salary in lieu thereof or without assigning any reason.



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CIN No.: U57120MH1991PLC064106

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Tel.: 91 22 6281 7000 (Registered Office)

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**6. Resignation and Termination of Services:**

6.1. Your employment can be ended or terminated by either side with a written notice of 15 days or salary in lieu thereof during probation period. On completion of your probation period, notice period will be revised to 60 days.

6.2. On your resignation, the company at its sole discretion will have an option to ask you to serve the entire notice period, or accept your resignation and relieve you prior to completion of your stipulated notice period without any pay in lieu of the remaining period of notice.

6.3. Your employment can be terminated by the Company without written or verbal notice or salary in lieu thereof, in case of the below described circumstances: Non - compliance of regulatory requirements, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, misconduct, fraud, undue or unauthorized absence, erratic attendance, medically unfit, guilty of any other conduct considered by us detrimental to the interest of the Company, or of violation of one or more terms in this letter, incorrect information furnished by you or on suppression of any material information, you being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or agreement with your creditors or being held guilty by competent court of any offence involving moral turpitude.

In either situation, you would be relieved subject to proper handover as directed by your immediate superior and subject to the following being provided to HR department:

- a) Date of resignation
- b) Last working date
- c) Clearance certificate

6.4. It would be deemed that you have forfeited your services in case of 7 or more continuous working days of leave/ absence from service that has not been discussed / approved in writing by your immediate superior or in case of failure to resume your duties within 7 days from the expiry of the duly authorized leave. Accordingly, your services stand terminated without notice or salary in lieu thereof.

6.5. In case of non achievement of minimum expected KRA/performance targets your employment can be ended or terminated by issuing a letter as per the procedure of the company.

6.6. The Company in all circumstances, reserves the right to ask you to serve the notice period as stated above to ensure smooth transition of your responsibilities in the interest of the Company's business.

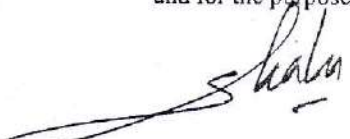
6.7. In the event of your resignation or the Company terminating your services, for any reason, the Company, at its option, may ask you to be on gardening leave for a specified period upto a maximum of 3 months during which period you cannot take up or engage yourself in any professional activity for commercial benefit or otherwise for you to be considered eligible for payment of salary for being on the gardening leave. You will forfeit your right to receive any payment if you do not comply with this requirement.

**7. Post Severance Obligations:**

7.1. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, entice, or induce any person who is at any time during your service with the Company, an employee of the Company, to become employed by any other person, firm, corporation, or other association, and you shall not approach any employee for such purpose.

7.2. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, Solicit, entice, or induce any person, firm, or corporation, who or which at any time during your service with the Company was a client of the Company, to become a client or customer of any other person, firm, or corporation, or other association.

7.3. You shall have no right, title or interest whatsoever over the Intellectual Property rights created or developed by you in the course of your Employment with the Company or any Developments and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of your Employment with the Company.

  
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## 8. Performance Appraisal:

8.1. Your performance and progress will be assessed and appraised as per the prescribed schemes of the performance appraisal / evaluation process or any other appropriate mechanism implemented by the Company from time to time. Please note that any payment by the Company in the form of compensation, incentive or any other payment would become payable provided you are on the rolls of the Company at the time of disbursement of such amounts.

8.2. Any increment, performance incentive, reward, non-statutory bonus or any other discretionary payment would become payable provided you are in the service of the Company at the time of disbursement of such amounts.

8.3. Your performance is expected to meet the KRAs and the business targets as explained to you before hand by your supervisor and as advised from time to time.

## 9. Company Policies, Rules and Procedures:

9.1. You shall be governed by all prevailing rules, policies and processes as implemented by the Company from time to time and as available on Intra-Rathi. The Company reserves the right to revise the salary break-up and modify the terms and conditions of employment as per business requirements and changes in taxation and other laws.

9.2. In matter of conduct and discipline you shall be governed by the Model Standing Order as prescribed for your category as per the Industrial Standing Orders Act. 1947.

9.3. You will abide by the rules, regulations and policies applicable to you, which are in force for the time being, or may be framed from time to time.

9.4. The appointment and its continuance are subject to your being medically fit.

9.5. In the course of your employment you may be required to enter into agreements, acquire certification or accreditations and licenses to be able to perform your duties and obligations in the overall interest of the organization.

## 10. Confidentiality:

10.1. You shall not, either during or after your employment with us, take away, remove, delete, divulge or utilize any information other than that which is in the public domain pertaining to the Company and related to its business, customers, employees, products, pricing, policies, processes, statistics, strategies, employment terms or any other intellectual property, which may have come to your knowledge in any form (verbal, print, electronic or any other means and source). This obligation of secrecy extends to your undertaking all reasonable precautions/ actions for safe custody and confidentiality of all such documents/ information, and refrain from making use of the same that may be detrimental to the interest of the Company at any point of time. It is expressly understood and agreed that this is an essence of employment arrangement and is enforceable in case of non-compliance leading to legal action in addition to recovering, such amount as the Company considers it appropriate from your full and final settlement.

10.2. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority or alter or be a party of any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior and written sanction of the Company or those in authority over you.

## 11. Other Engagement:

11.1. You will not during your employment with us carry on any business or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, Company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.

  
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CIN No.: U67120MH1991PLC054106

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**12. SEBI Code of Conduct**

12.1. You will be required to sign the Code of Conduct as prescribed by SEBI ((prohibition of insider trading) Regulations 1992.

**13. Jurisdiction:**

13.1. Any dispute between you and the Company of whatsoever nature will be subject to the appropriate Court in Mumbai Jurisdiction Only.

**14. General:**

14.1. This letter constitutes the entire understanding between you and the Company at the time of issuance of this letter.

14.2. This appointment letter is subject to other rules, processes and policies of the Company as is currently in practice or as may be prevalent from time to time.

14.3. You are requested to sign this letter in acceptance of the terms and conditions contained therein and return the same before expiry of the validity period.

Welcome to Anand Rathi Group Family!!! We look forward to a mutually beneficial association and wish you the very best in your career with us.

For Anand Rathi Share and Stock Brokers Limited



Authorized Signatory

I agree to accept employment on the terms mentioned above and hereby signify my acceptance for the same. I would join service on or before **September 01, 2022**.

SIGNATURE WITH DATE: \_\_\_\_\_

Name :	Mr. Uddesh Dhage	
Designation :	Dealer	
Department :	Privilege	
Company Name :	Anand Rathi Share and Stock Brokers Limited	
Location :	Nagpur	
Grade :	E3	
<b>COMPENSATION STRUCTURE</b>		
<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	12650	151800
House Rent Allowance	1725	20704
Transport Allowance	0	0
Statutory Bonus	1400	16800
Special Allowance*	0	0
Meal Card Coupon	0	0
Employer's Contribution to PF	0	0
Employer's Contribution to ESIC	566	6789
<b>Sub Total (i)</b>	<b>17974</b>	<b>215688</b>
Group Mediciam Insurance		4312
<b>Sub Total (ii)</b>		<b>4312</b>
<b>Grand Total</b>	<b>17974</b>	<b>220000</b>

\* Special allowance includes flexible components to be opted by the employee for tax benefits.

\*\* Group Mediciam Insurance will be payable as per Company policy (for details check Intra portal). Group Mediciam premium has been shown as annual component in the structure.

**Other Benefits:**

- Gratuity will be payable as per the Payment of Gratuity Act, 1972

**Note:**

- To the extent applicable, there would be deductions for Income Tax, Profession Tax, PF, ESIC, Labour Welfare Fund Tax, etc.
- The distribution of the overall Fixed Compensation amount into different components will be governed by the compensation structure in force from time to time.
- The employee is responsible for statutory payments (including shortfall thereof, if any), the company will not be liable for such payments, the same would be adjusted from your Fixed Compensation.

Signature & Date:

Name

KRA												
Sr. No	Parameters	Weigh tage	Rating & Parameter Value Range									
			1		2		3		4		5	
			Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
1	RSR	50%	0	2	2	4	4	6	6	9	9	9<
2	Client Activation	20%	0%	10%	10%	20%	20%	30%	30%	50%	50%	50% <
3	Non Broking Revenue (NB RSR)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<
4	New Broking Revenue RSR (Self acquired client)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<

\*Rating range starts at min value and ends below max value.

\*The above KRA and role is subject to change as per company from time to time.

I agree to accept the KRA

SIGNATURE WITH DATE: \_\_\_\_\_

August 26, 2022

Mr. Suraj Bhasme  
S/o Kishorraj Bhasme, CHANDIKA GET  
Katol, Katol  
Katol Nagpur Maharashtra 441302

## Offer cum Appointment Letter

Dear Mr. Bhasme

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as Dealer in our organization in Grade E3.

The terms and conditions of this appointment are as under:-

### 1. Date of Joining:

1.1. Your date of joining will be on or before **September 01, 2022** and this offer expires on **September 01, 2022** unless specifically agreed in writing otherwise.

### 2. Place of Posting:

2.1 You will initially be posted at our office at **Nagpur**; however, you are liable to be transferred to any department or office forming part of our organization or to any of our associate / subsidiary Companies in India or overseas, depending upon the requirements of business.

### 3. Annual Compensation:

3.1. Your fixed compensation will be Rs. **220,000/- (Rupees Two Lakhs Twenty Thousand)** per annum. The fixed compensation will include all statutory contributions (like PF, ESIC etc made by the company on your behalf) if currently applicable to you or as and when it becomes applicable in future.

3.2. All payments will be as per Company's policies and procedures, which are in force from time to time and will be subject to deduction of appropriate taxes at source.

3.3. In addition to the fixed compensation, you will also be eligible for performance linked incentive / bonus subject to satisfactory performance, as per the company's policy applicable to your category.


3.4. Details of the compensation package are strictly confidential and the same should not be disclosed to any third party.

### 4. Employee Code:

4.1. Your Employee Code will be **941526**. This should be used for all internal communication, systems of logging of sales / any business done by you etc.

### 5. Probation:

5.1. Confirmation of your services is subject to satisfactory performance during a probation period of 6 months. Your services would be deemed to be confirmed and continued unless formally and specifically extended upon assessment by your immediate reporting authority. The company reserves the right to terminate your services during the probation period without any notice or salary in lieu thereof or without assigning any reason.

  
Anand Rathi Share and Stock Brokers Limited  
CIN No.: U67120MH1991PLC064106

Office No. 6, 3rd Floor, Rachana Trade Estate, CTS No. 105, Law College Road, Canal Road Signal,  
Pune - 410 004, India • Tel. - 020 6844 5200 (Regional Office)

Express Zone, A Wing, 10th Floor, Western Express Highway, Goregaon (East), Mumbai 400 063, Maharashtra.  
Tel.: 91 22 6281 7000 (Registered Office)

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

**6. Resignation and Termination of Services:**

6.1. Your employment can be ended or terminated by either side with a written notice of 15 days or salary in lieu thereof during probation period. On completion of your probation period, notice period will be revised to 60 days.

6.2. On your resignation, the company at its sole discretion will have an option to ask you to serve the entire notice period, or accept your resignation and relieve you prior to completion of your stipulated notice period without any pay in lieu of the remaining period of notice.

6.3. Your employment can be terminated by the Company without written or verbal notice or salary in lieu thereof, in case of the below described circumstances: Non-compliance of regulatory requirements, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, misconduct, fraud, undue or unauthorized absence, erratic attendance, medically unfit, guilty of any other conduct considered by us detrimental to the interest of the Company, or of violation of one or more terms in this letter, incorrect information furnished by you or on suppression of any material information, you being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or agreement with your creditors or being held guilty by competent court of any offence involving moral turpitude.

In either situation, you would be relieved subject to proper handover as directed by your immediate superior and subject to the following being provided to HR department:

- a) Date of resignation
- b) Last working date
- c) Clearance certificate

6.4. It would be deemed that you have forfeited your services in case of 7 or more continuous working days of leave/absence from service that has not been discussed/ approved in writing by your immediate superior or in case of failure to resume your duties within 7 days from the expiry of the duly authorized leave. Accordingly, your services stand terminated without notice or salary in lieu thereof.

6.5. In case of non-achievement of minimum expected KRA/performance targets your employment can be ended or terminated by issuing a letter as per the procedure of the company.

6.6. The Company in all circumstances, reserves the right to ask you to serve the notice period as stated above to ensure smooth transition of your responsibilities in the interest of the Company's business.

6.7. In the event of your resignation or the Company terminating your services, for any reason, the Company, at its option, may ask you to be on gardening leave for a specified period upto a maximum of 3 months during which period you cannot take up or engage yourself in any professional activity for commercial benefit or otherwise for you to be considered eligible for payment of salary for being on the gardening leave. You will forfeit your right to receive any payment if you do not comply with this requirement.

**7. Post Severance Obligations:**

7.1. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, entice, or induce any person who is at any time during your service with the Company, an employee of the Company, to become employed by any other person, firm, corporation, or other association, and you shall not approach any employee for such purpose.

7.2. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, Solicit, entice, or induce any person, firm, or corporation, who or which at any time during your service with the Company was a client of the Company, to become a client or customer of any other person, firm, or corporation, or other association.

7.3. You shall have no right, title or interest whatsoever over the Intellectual Property rights created or developed by you in the course of your Employment with the Company or any Developments and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of your Employment with the Company.



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**8. Performance Appraisal:**

- 8.1. Your performance and progress will be assessed and appraised as per the prescribed schemes of the performance appraisal / evaluation process or any other appropriate mechanism implemented by the Company from time to time. Please note that any payment by the Company in the form of compensation, incentive or any other payment would become payable provided you are on the rolls of the Company at the time of disbursement of such amounts.
- 8.2. Any increment, performance incentive, reward, non-statutory bonus or any other discretionary payment would become payable provided you are in the service of the Company at the time of disbursement of such amounts.
- 8.3. Your performance is expected to meet the KRAs and the business targets as explained to you before hand by your supervisor and as advised from time to time.

**9. Company Policies, Rules and Procedures:**


- 9.1. You shall be governed by all prevailing rules, policies and processes as implemented by the Company from time to time and as available on Intra-Rathi. The Company reserves the right to revise the salary break-up and modify the terms and conditions of employment as per business requirements and changes in taxation and other laws.
- 9.2. In matter of conduct and discipline you shall be governed by the Model Standing Order as prescribed for your category as per the Industrial Standing Orders Act, 1947.
- 9.3. You will abide by the rules, regulations and policies applicable to you, which are in force for the time being or may be framed from time to time.
- 9.4. The appointment and its continuance are subject to your being medically fit.
- 9.5. In the course of your employment you may be required to enter into agreements, acquire certification or accreditations and licenses to be able to perform your duties and obligations in the overall interest of the organization.

**10. Confidentiality:**

- 10.1. You shall not, either during or after your employment with us, take away, remove, delete, divulge or utilize any information other than that which is in the public domain pertaining to the Company and related to its business, customers, employees, products, pricing policies, processes, statistics, strategies, employment terms or any other intellectual property, which may have come to your knowledge in any form (verbal, print, electronic or any other means and source). This obligation of secrecy extends to your undertaking all reasonable precautions/ actions for safe custody and confidentiality of all such documents/ information, and refrain from making use of the same that may be detrimental to the interest of the Company at any point of time. It is expressly understood and agreed that this is an essence of employment arrangement and is enforceable in case of non-compliance leading to legal action in addition to recovering, such amount as the Company considers appropriate from your full and final settlement.
- 10.2. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority or alter or be a party of any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior and written sanction of the Company or those in authority over you.

**11. Other Engagement:**

- 11.1. You will not during your employment with us carry on any business or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, Company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.

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

**12. SEBI Code of Conduct**

12.1. You will be required to sign the Code of Conduct as prescribed by SEBI ((prohibition of insider trading) Regulations 1992.

**13. Jurisdiction:**

13.1. Any dispute between you and the Company of whatsoever nature will be subject to the appropriate Court in Mumbai Jurisdiction Only.

**14. General:**

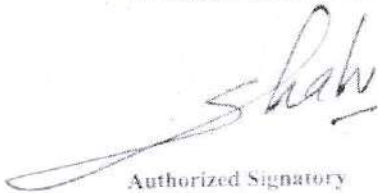
14.1. This letter constitutes the entire understanding between you and the Company at the time of issuance of this letter.

14.2. This appointment letter is subject to other rules, processes and policies of the Company as is currently in practice or as may be prevalent from time to time.

14.3. You are requested to sign this letter in acceptance of the terms and conditions contained therein and return the same before expiry of the validity period.

Welcome to Anand Rathi Group Family!!! We look forward to a mutually beneficial association and wish you the very best in your career with us.

For Anand Rathi Share and Stock Brokers Limited



Authorized Signatory

I agree to accept employment on the terms mentioned above and hereby signify my acceptance for the same. I would join service on or before September 01, 2022.

SIGNATURE WITH DATE: \_\_\_\_\_



**Anand Rathi Group**

<b>Name :</b>	Mr. Suraj Bhasme	
<b>Designation :</b>	Dealer	
<b>Department :</b>	Privilege	
<b>Company Name :</b>	Anand Rathi Share and Stock Brokers Limited	
<b>Location :</b>	Nagpur	
<b>Grade :</b>	E3	
<b>COMPENSATION STRUCTURE</b>		
<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	12650	151800
House Rent Allowance	1725	20704
Transport Allowance	0	0
Statutory Bonus	1400	16800
Special Allowance*	0	0
Meal Card Coupon	0	0
Employer's Contribution to PF	0	0
Employer's Contribution to ESIC	566	6789
<b>Sub Total (i)</b>	<b>17974</b>	<b>215688</b>
Group Mediclaim Insurance		4312
<b>Sub Total (ii)</b>		<b>4312</b>
<b>Grand Total</b>	<b>17974</b>	<b>220000</b>

\* Special allowance includes flexible components to be opted by the employee for tax benefits.  
 \*\* Group Mediclaim Insurance will be payable as per Company policy (for details check Intra portal). Group Mediclaim premium has been shown as annual component in the structure.

**Other Benefits:**

- Gratuity will be payable as per the Payment of Gratuity Act, 1972

**Note:**

- To the extent applicable, there would be deductions for Income Tax, Profession Tax, PF, ESIC, Labour Welfare Fund Tax, etc.
- The distribution of the overall Fixed Compensation amount into different components will be governed by the compensation structure in force from time to time.
- The employee is responsible for statutory payments (including shortfall thereof, if any), the company will not be liable for such payments, the same would be adjusted from your Fixed Compensation.

Signature & Date:

Name

KRA												
Sr. No	Parameters	Weightage	Rating & Parameter Value Range									
			1		2		3		4		5	
			Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
1	RSR	50%	0	2	2	4	4	6	6	9	9	9<
2	Client Activation	20%	0%	10%	10%	20%	20%	30%	30%	50%	50%	50%<
3	Non Broking Revenue (NB RSR)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<
4	New Broking Revenue RSR (Self acquired client)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<

\*Rating range starts at min value and ends below max value.  
 \*The above KRA and role is subject to change as per company from time to time.

I agree to accept the KRA

SIGNATURE WITH DATE: \_\_\_\_\_

Date: 17 Sep 2022

Ketki Rokde

Nagpur

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Ketki Rokde has successfully completed her Internship in the project titled 'Study of Equity Derivatives Dealing' with Anand Rathi Group for the period dated 27 June 2022 to 28 Aug 2022.

We wish her all the best in her future endeavors.

For Anand Rathi Share and Stock Brokers Limited,



Authorized Signatory

August 26, 2022

Ms. Ketaki Rokade  
D/o Bhojraj Rokade, House No. 153,  
I.U.D.P. Katol  
Nagpur Maharashtra -441302

### Offer cum Appointment Letter

Dear Ms. Rokade

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Dealer** in our organization in Grade **E3**.

The terms and conditions of this appointment are as under:-

#### 1. Date of Joining:

1.1. Your date of joining will be on or before **September 01, 2022** and this offer expires on **September 01, 2022** unless specifically agreed in writing otherwise.

#### 2. Place of Posting:

2.1. You will initially be posted at our office at **Nagpur**; however, you are liable to be transferred to any department or office forming part of our organization or to any of our associate / subsidiary Companies in India or overseas, depending upon the requirements of business.

#### 3. Annual Compensation:

3.1. Your fixed compensation will be **Rs. 220,000/- (Rupees Two Lakhs Twenty Thousand)** per annum. The fixed compensation will include all statutory contributions (like PF, ESIC etc made by the company on your behalf) if currently applicable to you or as and when it becomes applicable in future.

3.2. All payments will be as per Company's policies and procedures, which are in force from time to time and will be subject to deduction of appropriate taxes at source.

3.3. In addition to the fixed compensation, you will also be eligible for performance linked incentive / bonus /subject to satisfactory performance, as per the company's policy applicable to your category.

3.4. Details of the compensation package are strictly confidential and the same should not be disclosed to any third party.


#### 4. Employee Code:

941528

4.1. Your Employee Code will be ~~041526~~ This should be used for all internal communication, systems of logging of sales / any business done by you etc.

#### 5. Probation:

5.1. Confirmation of your services is subject to satisfactory performance during a probation period of 6 months. Your services would deem to be confirmed and continued unless formally and specifically extended upon assessment by your immediate reporting authority. The company reserves the right to terminate your services during the probation period without any notice or salary in lieu thereof or without assigning any reason.

  
Rathni Share and Stock Brokers Limited  
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## 6. Resignation and Termination of Services:

6.1. Your employment can be ended or terminated by either side with a written notice of 15 days or salary in lieu thereof during probation period. On completion of your probation period, notice period will be revised to 60 days.

6.2. On your resignation, the company at its sole discretion will have an option to ask you to serve the entire notice period, or accept your resignation and relieve you prior to completion of your stipulated notice period without any pay in lieu of the remaining period of notice.

6.3. Your employment can be terminated by the Company without written or verbal notice or salary in lieu thereof, in case of the below described circumstances: Non-compliance of regulatory requirements, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, misconduct, fraud, undue or unauthorized absence, erratic attendance, medically unfit, guilty of any other conduct considered by us detrimental to the interest of the Company, or of violation of one or more terms in this letter, incorrect information furnished by you or on suppression of any material information, you being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or agreement with your creditors or being held guilty by competent court of any offence involving moral turpitude.

In either situation, you would be relieved subject to proper handover as directed by your immediate superior and subject to the following being provided to HR department:

- a) Date of resignation
- b) Last working date
- c) Clearance certificate

6.4. It would be deemed that you have forfeited your services in case of 7 or more continuous working days of leave/absence from service that has not been discussed / approved in writing by your immediate superior or in case of failure to resume your duties within 7 days from the expiry of the duly authorized leave. Accordingly, your services stand terminated without notice or salary in lieu thereof.

6.5. In case of non achievement of minimum expected KRA/performance targets your employment can be ended or terminated by issuing a letter as per the procedure of the company.

6.6. The Company in all circumstances, reserves the right to ask you to serve the notice period as stated above to ensure smooth transition of your responsibilities in the interest of the Company's business.

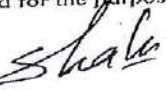
6.7. In the event of your resignation or the Company terminating your services, for any reason, the Company, at its option, may ask you to be on gardening leave for a specified period upto a maximum of 3 months during which period you cannot take up or engage yourself in any professional activity for commercial benefit or otherwise for you to be considered eligible for payment of salary for being on the gardening leave. You will forfeit your right to receive any payment if you do not comply with this requirement.

## 7. Post Severance Obligations:

7.1. You agree that throughout the term of your service with the Company and for a period of Six Months thereafter, you shall not, entice, or induce any person who is at any time during your service with the Company, an employee of the Company, to become employed by any other person, firm, corporation, or other association, and you shall not approach any employee for such purpose.

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7.3. You shall have no right, title or interest whatsoever over the Intellectual Property rights created or developed by you in the course of your Employment with the Company or any Developments and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of your Employment with the Company.



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**8. Performance Appraisal:**

8.1. Your performance and progress will be assessed and appraised as per the prescribed schemes of the performance appraisal / evaluation process or any other appropriate mechanism implemented by the Company from time to time. Please note that any payment by the Company in the form of compensation, incentive or any other payment would become payable provided you are on the rolls of the Company at the time of disbursal of such amounts.

8.2. Any increment, performance incentive, reward, non-statutory bonus or any other discretionary payment would become payable provided you are in the service of the Company at the time of disbursal of such amounts.

8.3. Your performance is expected to meet the KRAs and the business targets as explained to you before hand by your supervisor and as advised from time to time.

**9. Company Policies, Rules and Procedures:**

9.1. You shall be governed by all prevailing rules, polices and processes as implemented by the Company from time to time and as available on Intra-Rathi. The Company reserves the right to revise the salary break-up and modify the terms and conditions of employment as per business requirements and changes in taxation and other laws.

9.2. In matter of conduct and discipline you shall be governed by the Model Standing Order as prescribed for your category as per the Industrial Standing Orders Act. 1947.

9.3. You will abide by the rules, regulations and policies applicable to you, which are in force for the time being, or may be framed from time to time.

9.4. The appointment and its continuance are subject to your being medically fit.

9.5. In the course of your employment you may be required to enter into agreements, acquire certification or accreditations and licenses to be able to perform you duties and obligations in the overall interest of the organization.

**10. Confidentiality:**

10.1. You shall not, either during or after your employment with us, takeaway, remove, delete, divulge or utilize any information other than that which is in the public domain pertaining to the Company and related to its business, customers, employees, products, pricing, policies, processes, statistics, strategies, employment terms or any other intellectual property, which may have come to your knowledge in any form (verbal, print, electronic or any other means and source). This obligation of secrecy extends to your undertaking all reasonable precautions/ actions for safe custody and confidentiality of all such documents/ information, and refrain from making use of the same that may be detrimental to the interest of the Company at any point of time. It is expressly understood and agreed that this is an essence of employment arrangement and is enforceable in case of non-compliance leading to legal action in addition to recovering, such amount as the Company considers it appropriate from your full and final settlement.

10.2. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority or alter or be a party of any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior and written sanction of the Company or those in authority over you.

**11. Other Engagement:**

11.1. You will not during your employment with us carry on any business or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, Company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.

**12. SEBI Code of Conduct**

12.1. You will be required to sign the Code of Conduct as prescribed by SEBI ((prohibition of insider trading) Regulations 1992.

**13. Jurisdiction:**

13.1. Any dispute between you and the Company of whatsoever nature will be subject to the appropriate Court in Mumbai Jurisdiction Only.

**14. General:**

14.1. This letter constitutes the entire understanding between you and the Company at the time of issuance of this letter.

14.2. This appointment letter is subject to other rules, processes and policies of the Company as is currently in practice or as may be prevalent from time to time.

14.3. You are requested to sign this letter in acceptance of the terms and conditions contained therein and return the same before expiry of the validity period.

Welcome to Anand Rathi Group Family!!! We look forward to a mutually beneficial association and wish you the very best in your career with us.

For Anand Rathi Share and Stock Brokers Limited



Authorized Signatory

I agree to accept employment on the terms mentioned above and hereby signify my acceptance for the same. I would join service on or before **September 01, 2022**.

SIGNATURE WITH DATE: \_\_\_\_\_

Name :	Ms. Ketaki Rokade	
Designation :	Dealer	
Department :	Privilege	
Company Name :	Anand Rathi Share and Stock Brokers Limited	
Location :	Nagpur	
Grade :	E3	
<b>COMPENSATION STRUCTURE</b>		
<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	12650	151800
House Rent Allowance	1725	20704
Transport Allowance	0	0
Statutory Bonus	1400	16800
Special Allowance*	0	0
Meal Card Coupon	0	0
Employer's Contribution to PF	0	0
Employer's Contribution to ESIC	566	6789
<b>Sub Total (i)</b>	<b>17974</b>	<b>215688</b>
Group Medclaim Insurance		4312
<b>Sub Total (ii)</b>		<b>4312</b>
<b>Grand Total</b>	<b>17974</b>	<b>220000</b>

\* Special allowance includes flexible components to be opted by the employee for tax benefits.

\*\* Group Medclaim Insurance will be payable as per Company policy (for details check Intra portal). Group Medclaim premium has been shown as annual component in the structure.

**Other Benefits:**

- Gratuity will be payable as per the Payment of Gratuity Act, 1972

**Note:**

- To the extent applicable, there would be deductions for Income Tax, Profession Tax, PF, ESIC, Labour Welfare Fund Tax, etc.
- The distribution of the overall Fixed Compensation amount into different components will be governed by the compensation structure in force from time to time.
- The employee is responsible for statutory payments (including shortfall thereof, if any), the company will not be liable for such payments, the same would be adjusted from your Fixed Compensation.

Signature & Date:

Name



KRA												
Sr. No	Parameters	Weightage	Rating & Parameter Value Range									
			1		2		3		4		5	
			Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
1	RSR	50%	0	2	2	4	4	6	6	9	9	9<
2	Client Activation	20%	0%	10%	10%	20%	20%	30%	30%	50%	50%	50% <
3	Non Broking Revenue (NB RSR)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<
4	New Broking Revenue RSR (Self acquired client)	15%	0	0.5	0.5	1	1	1.25	1.25	1.5	1.5	1.5<

\*Rating range starts at min value and ends below max value.

\*The above KRA and role is subject to change as per company from time to time.

I agree to accept the KRA

SIGNATURE WITH DATE: \_\_\_\_\_

Dear Harshal Vilasrao Chutke,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Nagpur North.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

**4. Compensation Package:**

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 100,000
<b>CTC *</b>	<b>Rs. 550,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

**4.2. Allowances:**

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

**4.3. Other Benefits:**

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 100,000 /- p.a**)

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

7. Your **Date of Joining** shall be January 2, 2023.

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

A rectangular box containing a handwritten signature in cursive script that reads "R. Singh".

**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on \_\_\_\_\_.

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

(Signature):

July 31st, 2021

Name : PRIYAM SURENDRA KHANDELWAL

Employee Code : 127759

Location : KATOL

**Sub: Appointment Letter**

Dear PRIYAM SURENDRA KHANDELWAL,

We are pleased to confirm your appointment with Fincare Small Finance Bank on the following terms and conditions:

1. **Effective Date:** This appointment is effective **July 31st, 2021**
2. **Designation, Band-Grade and Reporting:** You will be designated as **OFFICER - RURAL BRANCH OPERATIONS** in & **OFF2** grade and reporting to **DEPUTY MANAGER - RURAL BRANCH OPERATIONS**
3. **Place of work:** You will initially be deputed to **KATOL** Office. You are liable to be transferred in such capacity as the Bank may from time to time determine, to any other location, department, establishment, or group companies of the Bank or its affiliate, associate, group or subsidiary companies subject to the provision that your remuneration will not be adversely affected. In such case, you will be governed by the terms and conditions of service applicable to the new entity.
4. **Compensation:** Please refer **Annexure- A** for details of your compensation and benefits.
5. **Increment:** Your increment and future prospects with the Bank depend upon you meeting your individual goals as well as the Bank meeting its performance goals. Increment in no case will be a matter of right.
6. **Restructuring:** Your salary components may be revised as per compensation guidelines decided by the management from time to time. Any change in your status or compensation will be communicated to you by the Bank through your Supervisor/HR team.
7. **Job Responsibilities:** A detailed job description with specific responsibilities and goals is available for your position and you are required to discuss the same with your supervisor.
8. **Assignment:** Though you have been engaged for a specific position, the Bank reserves the right to determine the type and range of work you may be subsequently called upon to perform. The Bank may modify or reassign your responsibilities, reporting arrangements, location and designation at its discretion and as required to meet the business requirements.
9. **Working Hours, Holidays and Leave:** You will observe the working hours, holidays and leave rules as per the policy applicable to your category of employees laid down by the management from time to time.

10. **Confidentiality:** You shall maintain confidentiality of all data, technical information, documents with respect to the business of the Bank. You are required to strictly adhere to the Code of Conduct as acknowledged by you at the time of joining.
11. **Separation and Termination:**
  - a. **Separation:**
    1. This employment is terminable from either side by giving **60 days** of notice in writing/email/HR Tool.
    2. In case you fail to give notice, the Bank has the right to withhold salary, allowances and reimbursements upto an amount equal to the ordinary rate of pay for the period of notice.
    3. The management reserves the right to waive the notice period in case of resignation, depending on the merit of the case or may insist on the notice period in lieu of salary, as the case may be.
    4. In case of unsatisfactory work or conduct, your services are liable to be terminated any time without notice or without assigning any reasons thereto and no compensation is payable to you.
  - b. **Termination:**

Termination of Services by the management with or without notice would arise in the event of:


    1. Inability to discharge duties satisfactorily
    2. Being found medically unfit due to illness that may constitute health hazard to other employees
    3. Any contravention of the rules or code of conduct of the Bank
    4. Any other misconduct or any act of commission or omission that may affect adversely the interest or reputation of the organization
12. **Other Work:** Your position is a whole-time employment with the Bank and you shall devote yourself exclusively to the business of the Bank. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Bank.
13. **Retirement:** You will automatically retire on attaining the age of **60** years. The retirement age can be extended by exception only. Such exception shall be considered on case to case basis with recommendation of HR and prior approval of Managing Director.
14. **Medical Fitness:** You declare that you are medically (mentally and physically) fit to carry out this job.
15. **Documentation & Reference:**
  - a. Your employment is subject to satisfactory verification of your credentials and references.
  - b. If, at any time during your employment with the Bank, you are found to have provided any false references/credentials or suppressed any material information, your services with the Bank can be terminated.

16. **Code of Conduct:** You are covered by the Code of Conduct applicable to all employees of the Bank. Any breach of the Code of Conduct or terms and conditions of this letter is sufficient ground for necessary disciplinary/legal/any other appropriate action against you.
17. **Jurisdiction:** This appointment shall be in all respects subject to Indian law only. The court situated in Bangalore shall have jurisdiction in case of any dispute arising between the parties.

Your appointment is governed by the Bank's policies as applicable from time to time. Please confirm that the above terms and conditions of this employment agreement are acceptable to you and that you accept the same by acknowledging this letter as a token of your acceptance.

We look forward to working together to build a successful business.

Yours sincerely,  
 For Fincare Small Finance Bank Limited



M SAI SURYANARAYANA  
 CHIEF PEOPLE OFFICER

#### ACKNOWLEDGEMENT

I have read and understood the terms and conditions contained in the appointment letter & all Annexures and hereby voluntarily signify my acceptance of the same and agree to abide by the same. I also confirm that I have received the appointment letter in digital form and the acceptance for the same, given by me digitally, shall hold good and binding on me.

Name(E-Code) : .....  
 Date : .....

Signature : .....  
 Place : .....

#### Annexure A

#### DETAILS OF COMPENSATION AND BENEFITS

Name	PRIYAM SURENDRA KHANDELWAL
Designation	OFFICER - RURAL BRANCH OPERATIONS
Gross CTC (p.a.)	116715 /-
Performance Pay (p.a.) (paid as per Company policy)	0 /-
Fixed CTC (p.a.)	132980 /-

Salary Components	Amount per month(RS)	Amount per annum(RS)
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# fincare

Small Finance Bank

Basic	8700	104400
House Rent Allowance	438	5260
Statutory Bonus	583	7000
Special Allowance	5	55
Gross Earning	9726	116715
ESI Employee Contribution	72	862
PF Employee Contribution	1044	12528
Total Deduction	1116	13390
Net Take Home	8610	103325
<b>Gross CTC</b>	10842	130105
ESI Employer Contribution		3737
PF Employer Contribution		12528
<b>Total CTC</b>		132980

**Notes:**

1. Employee Contribution is deduction from payroll.
2. Any Change in statutory contribution by the employer (PF, ESI etc) shall be adjusted from total employee cost (TEC) Component.
3. Group Insurance will be applicable as per the company policy.

Issue Date:25-10-2022

**Private & Confidential**

**Offer-Cum-Appointment Letter**

AKSHAY SHESHRAO MANKAR,

Plot No 192 ,Hingna Road, Near Buddha

Vihar, Kamgar Colony, Subhash Nagar

Nagpur Maharashtra 440022

Dear AKSHAY

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of Senior Relationship Manager - Home Loan - Affordable Housing at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 03-11-2022. If you do not join on or before the above mentioned date, this Offer Cum Appointment Letter stands withdrawn. Your initial posting will be at Nagpur - Dhantoli, Nagpur 4th Floor,Bhiwapurkar Chambers,Opp.Yeshwant Stadium,Dhantoli, . You shall be governed by the terms and conditions applicable to all employees of the Company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A" : Salary and Benefits

Annexure "B" : General Terms & Conditions of services for Managerial Personnel.

Annexure "C" : Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the date of this letter. In case no confirmation is received within the above mentioned period this letter shall be deemed to have been withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

We look forward for a long, successful and pleasant association with the Company.

Sincerely yours,

For Piramal Finance Sales and Service Private Limited

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444





Pramod Gite

Authorized Signatory

**Accepted and Agreed:**

Name:

Signature:

Date:

**ANNEXURE A**

**COMPENSATION DETAILS**

Employee Name:AKSHAY SHESHRAO MANKAR

Band / Grade:Band G3 /G3

Business Unit: Piramal Finance, Retail Finance Group, Home loan- Affordable Housing

Location:Nagpur - Dhantoli,Nagpur 4th Floor,Bhiwapurkar Chambers,Opp.Yeshwant Stadium,Dhantoli,

<b>SALARY COMPUTATION</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
Basic	108000	9000
HRA	34811	2901
Special Allowance	27000	2250
Statutory Bonus	16800	1400
Professional Development	27000	2250
Medical Allowance	27000	2250
<b>Total Gross</b>	<b>240611</b>	<b>20051</b>

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

Provident Fund	21600	1800
Esic	7789	649
<b>Total Fixed Pay</b>	<b>270000</b>	<b>22500</b>
Basket of Benefits	24000	2000
<b>Total CTC</b>	<b>294000</b>	<b>24500</b>

Notes:

- Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This amount would be paid to you on a monthly basis along with your salary. This amount does not include any variable pay like Incentive etc. if you are eligible for the same.
- Basket of Benefits is inclusive of Travel and Communication Allowance of INR 1500 which will be paid in monthly salary.
- Group Mediclaim Policy with coverage of family, as per Company policy in existence and as amended from time to time.
- Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.
- Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.
- Gratuity will be applicable as per the Payment of Gratuity Act.

**Annexure "B"**

**GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY**

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

**Compensation**

You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

**Place of Work**

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

**Roles and Responsibilities**

You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to

you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.

### **Rules, Policies, Procedures and Code of Conduct**

You shall comply at all times with the Company's Rules, Policies and Procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this Letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this offer you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which are, or may be, in contravention of the Policies.

You are also bound by the Company Code of Conduct and the Fair Practice code. The Company may implement the disciplinary procedure if you fail to comply with the code of conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

### **Compliance**

You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

### **Leave, Work hours and Weekly holidays**

You shall be governed by the Company's policy pertaining to leave, work hours and weekly holidays.

### **Probation and Confirmation**

You will be on probation for a period of 3 months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be wanting or there are deficiencies in your performance, the management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a Letter in writing. Unless confirmed in writing, you will continue to be on probation.

### **Performance Bonus/Incentive Payments/Increment/Promotion**

The Company may in its absolute discretion pay you a Performance bonus/incentive of such amount, at such intervals and subject to such conditions as the Company may in its absolute discretion determine from time to time in accordance with the Company's Policy. Each year you will qualify for a discretionary performance bonus/incentive as applicable to you as per company policy. In the first year, in case your date of joining with the Company is on or before 31st December, the performance bonus if applicable to you will be paid pro-rated for the period ending March from the date of your joining. Any bonus/incentive may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company may determine appropriate.

The exercise of discretion to pay a bonus/incentive in one financial year shall not bind the Company or act as a

precedent for the exercise of discretion in any other financial year. If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice under these terms and conditions to terminate your employment, you will not be entitled to receive any such bonus/incentive (whether in cash, shares or any other form).

Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on fixed pay only. Increments will be based strictly on individual and business performance. In case individual and/or business performance is not satisfactory, the Company, at its discretion can decide not to give any increment whatsoever. Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right. The Company reserves the right to amend, change or cancel the above terms pertaining to the bonus/incentive/increment, at any time without prior notice.

#### **Retiral benefits**

You will be entitled for Provident Fund, Gratuity as per the rules applicable to Management Personnel, which may be changed from time to time.

#### **Group Medclaim policy**

Group Medclaim Policy is applicable to all the Management Staff working with the Company for his/her family members. Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage would be as mentioned in the Company policy and would vary as per the management grade in which you are placed at any given time period of your service. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions, which may take place from time to time.

#### **Tax**

You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

#### **Deductions from Annual Gross Remuneration Package**

You agree that, at any time during your employment or on termination, the Company will deduct from your annual gross remuneration package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/(leave), outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

#### **Confidentiality**

You will not either during your employment or at any time post resignation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Company, or of its customer, supplier or other person having dealings with the Company, as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Company.

In performing your duties, you may from time to time receive or obtain Information/data/documents from the Company or a related or associated or subsidiary or affiliated Company or otherwise have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature (“the Information”).

In consideration of the Company making the Information/ data/ documents available, you undertake and agree that you will:

- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company, any of the Information/data/documents which you may (whether before or after the date of this Letter) receive or obtain;
- b. Not use the Information/data/documents for any purpose other than in connection with your services to the Company;
- c. Immediately return or destroy (at the Company’s option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
  - i. on the Company’s demand;
  - ii. on termination or expiration of your employment with the Company.

### **Information, Assets and Systems**

When you join the Company you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Company policies relating to them. You should refer to the code of conduct for further information on these policies. 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.

### **Intellectual Properties**

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party Intellectual Property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party Intellectual Property by you is strictly prohibited and will

constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

### **Indemnity**

You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.

### **Non Solicitation**

This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages.

The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such costs (liquidated damages).

You agree that for a period of 2 years from termination or expiration of your employment with the Company, you shall not solicit or entice by any means whatsoever,

- a. Any client of the Company with whom Company is currently (during your period of employment) running a deal/mandate or any deal/ mandate that became known to you during your employment at the Company.
- b. Any person of Company who was employed by the Company or any person whose name became known to you during your employment at the Company in any office and in any capacity.
- c. You shall not work at the capacity of Executive or Non-Executive member of the board of the Company supplier, vendor or partner.
- d. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person to transfer from the Company to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Company.

### **Medical Fitness & Verification of Particulars**

Your appointment is subject to:

- a. You being medically fit and continuing to remain fit thereafter. Company has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- b. Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or

unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

c. Submission of Relieving Letter from your last employer/s.

d. Salary of previous company declared by you should match with the proof submitted to us. In case the salary particulars declared by you are found false or incorrect, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

e. Based on the information furnished by you about yourself, if during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

### **Non Conflict of Interest and No External Employment**

You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work which will adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other Company can be pursued with prior approval of the Company.

### **Receipt of Payments and Benefits from Third Parties**

Subject to any Company regulations issued and amended from time to time, neither you nor any member of your family, nor any Company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Company if you, any member of your family or any Company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company for the amount received or the value of the benefit so obtained.

### **Governing Law**

The interpretation and enforcement of this Letter shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

It is expressly agreed that this appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Dispute Act, 1947.

### **Changes to your Terms of Service**

The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. Any changes will take effect from the date stated in the communication.

In relation to the benefit policies referred to in this contract, the Company reserves the right to withdraw or alter their terms without notice at any time and you may in certain circumstances be excluded from participation in any policy/scheme or any element within it.

You should, acquaint yourself with all Company rules and regulations applicable to your specific area of work, such as (where applicable) the local rules, regulations and by-laws and any and all applicable laws in relation thereto. Violation of any of these rules, regulations, laws or provisions may result in the immediate termination of your

employment.

In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure code or Indian Penal code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.

### **Warranty**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Letter.

### **Data Protection**

The Company may be required to process, transfer and store your personal and sensitive data in any of the other Company locations. By signing this Letter, you acknowledge and agree that the Company and Company Human Resources Department (HR) is permitted to hold personal information about you as part of our personnel and other business records and that the Company and Company HR may use such information in the course of its business. You agree that the Company and Company HR may disclose such information to third parties in the event that such disclosure is in our view required for the proper conduct of our business or that of any associated Company. This clause applies to information held, used or disclosed in any medium.

### **Normal Retirement Age**

You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as 15-11-1993 and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service.

### **Notice of Resignation/Termination**

**During Probation:** Fifteen Days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the Company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.

**Post Confirmation:** Thirty Days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.

The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation letter. In such an event you shall be paid salary calculated on your Basic Salary for the notice period and/or part thereof.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, moral turpitude, theft, fraud or violation of the Code of Business Conduct or withholding of any information in the application form or any other form of misconduct, in ordinary parlance negligence or acted in a



manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the Company.

### **Termination**

Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with immediate effect by paying proportionate basic salary (excluding variable pay) in lieu of any notice period applicable to you. The Company also reserves the right to terminate your employment without cause, with a notice as approved by the organisation or by paying proportionate basic salary (excluding variable pay) in lieu of applicable notice period.

If you wish to terminate your employment with the Company, you shall be required to serve notice as applicable to you. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of basic salary in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.

Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing of the reasons for losing confidence.

Notwithstanding anything contained in this Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this letter, "Cause" shall mean any one or more of the following:

- a. Any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, or drugs or any other intoxicating substances.
- b. Breach of the Company rules and policies, guilty of serious misconduct, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Letter.
- c. You being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
- d. Your absence without approved leave for a period of more than 10 days;
- e. You become insolvent or restrained under any contract or arrangement or are under any legal disability from performing your obligations;
- f. You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Company into disrepute or which may jeopardize or prejudice the business and/or reputation of the Company;
- g. Any material violation of the Company's policies;
- h. The results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

The employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company

### **Consequences of termination of your employment**

Upon termination of your employment for any reason whatsoever, You shall:

- a. Automatically vacate all offices held by you as a result of your employment with the Company;
- b. Immediately hand over to us the Company's property including but not limited to all papers, laptops, documents, security pass and/or identity card, Company sponsored credit cards, any premises and/or car(s) etc. and you must not retain any copies, extract or reproductions of all or any part of that property or confidential information.
- c. You will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property Rights (as defined in this Letter);
- d. You must not make any statements (whether orally or in writing) or do anything which might damage the reputation and/or business of the Company or interfere with the Company's relationships with its clients and customers; and
- e. You must not thereafter represent yourself as an employee of the Company in any manner whatsoever.
- f. Not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company.

### **Background Verification Check**

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer without any obligation whatsoever in case your background verification report is found to be unsatisfactory.

### **Other terms and conditions**

- a. In addition to the terms and conditions of employment herein above mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b. You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- d. In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service and the Company will be entitled to strike off your name from its rolls without any reference to you.
- e. As Company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- f. It will be your duty to intimate in writing to the management whenever there is any change of your residential address.

### **Annexure "C"**

List of documents to be carried at the time of joining :

#### **Background Verification documents :**

- S.S.C. Mark sheet, HSC Mark sheet, Graduation, Post-Graduation Mark Sheet & Certificates in original together with a set of self-attested Xerox copies.
- Relieving from previous employers as mentioned in your CV

- Last 3 months salary slips from previous employer
- Updated CV
- Document Proof for Date of Birth

Others Documents:

- Passport
- Aadhar Card
- PAN Card
- Scan Photograph (Please carry 2 Red background passport size photographs on the date of joining)
- Cancelled Cheque for salary processing. (Salary account must be maintained with Axis bank, Kotak Bank, ICICI Bank, HDFC Bank or SBI )

July 25, 2022

Ref:HDBFS/22-23/HRIC348978/Appt/N23583

Mr.Nawaj Ayyub Shaha,  
S/O Ayyub Shaha,  
Hattikhana,  
Katol,  
Near Shaher Masjid Katol,  
Nagpur-441302

Dear Mr.Nawaj Ayyub Shaha,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at NAGPUR. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

**Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.**

eSigned using Aadhaar  
(Leegality.com - SOSiFMw)  
Nawaj Ayyub Shaha

Date: Tue Jul 26 14:32:13 IST  
2022

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than August 9, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,

For HDB Financial Services Ltd.



**Smily Mehra**

HBL Global - a division of HDB Financial Services Limited.

**AGREED AND ACCEPTED**



eSigned using Aadhaar  
(Leegality.com - SOSiFMw)  
Nawaj Ayyub Shaha

Date: Tue Jul 26 14:32:13 IST  
2022

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**Mr.Nawaj Ayyub Shaha**

## Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MR.NAWAJ AYYUB SHAHA		
Role	Sales Executive		
Grade	G7		
Location	Nagpur		
<b>Annual Compensation Break up</b>			HDBFS Monthly
Basic	99,756	8,313	
HRA	39,900	3,325	
Conveyance Allowance	19,944	1,662	
Provident Fund (Employer's contribution)	14,364	1,197	
<b>Gross Salary (A)</b>	<b>1,73,964</b>	<b>14,497</b>	
ESIC (Employer's contribution)-----(B)	4,539	378	
Gratuity----- (C)	4,798	400	
<b>Total Fixed Compensation (D=A+B+C)</b>	<b>1,83,301</b>	<b>15,275</b>	
<b>Note:</b>			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/22-23/HRIC348978/Appt/N23583	

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar  
(Legality.com - SOsIFMw)  
Nawaj Ayyub Shaha

Date: Tue Jul 26 14:32:13 IST  
2022

Mr.Nawaj Ayyub Shaha



## SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM  
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No.:

Office:

Declaration and Nomination Form under the Employees Provident Funds  
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and  
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Nawaj Ayyub Shaha  
2. FATHER'S / HUSBAND'S NAME : Ayyub Shaha  
3. DATE OF BIRTH : 05-Apr-1996  
4. SEX : Male  
5. MARITAL STATUS : Single  
6. ACCOUNT NO : MH / BAN / 49611  
7. ADDRESS : S/O Ayyub Shaha,  
Hattikhana,  
Nagpur - 441302

**PART - A (EPF)**

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Tamiza Ayyub Shaha, S/O Ayyub Shaha, Hattikhana, Nagpur - 441302	Mother	01 - Apr - 1977	100	No

- \* Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
  - \* Certified that my father / mother is / are dependent upon me.
- (\* Strike out whichever is not applicable.)

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(Leegality.com - S0sIFMw)  
Nawaj Ayyub Shaha

Date: Tue Jul 26 14:32:13 IST  
2022

X

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**PART - B (EPS)****Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Tamiza Ayyub Shaha, S/O Ayyub Shaha, Hattikhana, Nagpur - 441302	01 - Apr - 1977	Mother

\*\*Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Tamiza Ayyub Shaha	S/O Ayyub Shaha, Hattikhana, Nagpur - 441302	01 - Apr - 1977	Mother

Signed using Aadhaar  
 (https://mca.gov.in/Signature/EMw)  
 Nawaaj Ayyub Shaha  
 Date: Tue Jul 26 14:32:13 IST  
 2022

Date : 26-Jul-2022

X

(\*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**CERTIFICATE BY EMPLOYER**

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. \_\_\_\_\_ employed in my / our establishment  
 after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him/her

For HDB Financial Services Limited



Authorized Signatory

Place : \_\_\_\_\_

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

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

**HDB Financial Services Ltd**Ground Floor, Zenith House, Keshavrao Khadye Marg,  
Opp Race Course, Mahalaxmi, Mumbai - 400034.

**UNDER THE PAYMENT OF GRATUITY ACT, 1992.  
&  
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

**FORM 'F'**  
(See Sub-Rule (i) of rule (6))

**Nomination**

To  
M/s HDB Financial Services Limited  
Ground Floor, Zenith House,  
Keshavrao Khadye Marg,  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

1. Shri / Shrimati / Kumari NAWAJ AYYUB SHAHA whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.  
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)				
Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	TAMIZA AYYUB SHAHA,S/O Ayyub Shaha, Hattikhana, Nagpur - 441302	Mother	01 - Apr - 1977	100
2				
3				
4				
5				
6				

## Statement

1	Religion	Islam	
2	Sex.	Male	
3	Name of employee in full.	Nawaj Ayyub Shaha	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Byramji Town Nagpur	
6	Post held with Ticket or Serial Number if any.	Sales Executive	
7	Date of appointment.	26-Jul-2022	
8	Permanent address.	S/O Ayyub Shaha, Hattikhana, Nagpur - 441302	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Byramji Town Nagpur  
Date : 26-Jul-2022

eSigned using Aadhaar  
(Leegality.com - S0siFMw)  
Nawaj Ayyub Shaha

Date: Tue Jul 26 14:32:13 IST  
2022

Signature/Thumb impression of the employee

## Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses:

Address of witnesses

1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_

Place : Byramji Town Nagpur

Place : Byramji Town Nagpur

## Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited



*(Handwritten Signature)*

Authorized Signatory

**HDB Financial Services Ltd**

Ground Floor, Zenith House,  
Keshavrao Khadye Marg  
Opp. Race Course, Mahalaxmi  
Mumbai - 400034.

Signature/Thumb impression of the Authorized Signatory

## Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date \_\_\_\_\_

X eSigned using Aadhaar  
(Leegality.com - S0siFMw)  
Nawaj Ayyub Shaha

Date: Tue Jul 26 14:32:13 IST  
2022

Signature of the employee

Note : Strike out the words and paragraphs not applicable.



## Composite Declaration Form Form -11

www.epfindia.com

N23583

(To be retained by the Employer for future reference)

**EMPLOYEES' PROVIDENT FUND ORGANIZATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 &amp; 57) &amp;

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Nawaj Ayyub Shaha						
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Ayyub Shaha						
3	Date of Birth (DD/MM/YYYY)	05/04/1996						
4	Gender: (Male/Female/Transgender)	Male						
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:	NAWAJSHAHA9@GMAIL.COM 8380858226						
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)	26/07/2022						
8	<b>KYC Details</b> (attach self attested copies of following KYCs)	871610110007503						
	a) Bank Account No.:	BKID0008716						
	b) IFS Code of the branch:	225741999400						
	c) AADHAAR Number:	MJIPS6661L						
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>				
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>				
<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - Un-exempted</b>								
11	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>PF Account Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>PPD Number (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>
<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - For Exempted Trusts</b>								
12	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>Member EPS A/C Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>	
13	<b>a) International Worker:</b>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>				
	<b>b) If yes, state country of origin (India/Name of other country)</b>							
	<b>c) Passport No.</b>							
	<b>d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]</b>	From		<input type="text"/>	To		<input type="text"/>	

eSigned using Aadhaar  
(Legality.com - SOSIMw)

Nawaj Ayyub Shaha

Date: Tue Jul 26 14:32:43 IST

2022

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account \*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: **26-Jul-2022**  
Place: **Nagpur**

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(Leegality.com - S0sifMw)  
Nawaj Ayyub Shaha

Date: Tue Jul 26 14:32:13 IST  
2022

Signature of the Member

**DECLARATION BY PRESENT EMPLOYER**

A. The member Mr./Ms./Mrs. \_\_\_\_\_ has joined on \_\_\_\_\_  
and has been allotted PF Number \_\_\_\_\_ and UAN \_\_\_\_\_

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

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



Signature of Employer with Seal of Establishment

\* Auto transfer of previous PF account would be possible in respect of Aadhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from previous establishment.



# घोषणा पत्र DECLARATION FORM

Offer Ref # N23583

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म नि:शुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण

(A) INSURED PERSON'S PARTICULARS

1. बीमा संख्या/Insurance No.					
2. नाम (स्पष्ट अक्षरों में) Name in block letters		Nawaj Ayyub Shaha			
3. पिता/पति का नाम Father's/Husband's Name		Ayyub Shaha			
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status	विवाहित/अविवाहित विधवा M/U/W
	05	04	96	6.लिंग/Sex	पु.म./M.F
7. वर्तमान पता/Present Address S/O Ayyub Shaha Hattikhana Nagpur,Maharashtra पिन कोड Pin Code			8. स्थायी पता/Permanent Address S/O Ayyub Shaha Hattikhana Nagpur,Maharashtra पिन कोड Pin Code		
4 4 1 3 0 2			4 4 1 3 0 2		
टेलीफोन नम्बर/ई-मेल पता/NAWAJSHAHA9@GMAIL.COM			टेलीफोन नम्बर/ई-मेल पता/ 8380858226		
शाखा कार्यालय Branch Office			औपधालय Dispensary		

(ख) नियोजक के विवरण

(B) EMPLOYER'S PARTICULARS

9. नियोजक की कूट संख्या Employer's Code No.			
10. नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	26	07	2022
11. नियोजक का नाम और पता/Name & Address of the Employer			
12. यदि पहले निवोजन में रहे हैं तो कृपया निम्नलिखित ब्यौर दीजिए In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.			
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्यौर।  
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address
TAMIZA AYYUB SHAHA	Mother	S/O Ayyub Shaha,Hattikhana,Nagpur-441302

मैं एन.ए.द्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर

Counter signature by the employer

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान

Signature /T.I. of IP.

eSigned using Aadhaar  
(Leegality.com - SOsFMw)  
Nawaj Ayyub ShahaDate: Tue Jul 26 14:32:13 IST  
2022

सहित हस्ताक्षर

Signature with seal



(घ) बीमाकृत व्यक्ति के परिजनों का विवरण

(D) Family Particulars of Insured person

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If 'No' state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	TAMIZA AYYUB SHAHA	01-04-1977	Mother	Yes			

क.रा.बी. निगम अस्थायी पहचान पत्र

ESI Corporation Temporary Identity Card

(नियुक्ति की तारीख से 3 महीने तक वैध)

(Valid for 3 month from the date of appointment)

नाम/Name	Nawaj Ayyub Shaha
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment 26-07-2022
शाखा कार्यालय Branch Office	औपधालय Dispensary
नियोजक की कूट संख्या व पता Employer's Code No. & Address	

फोटो के लिए स्थान (Space for photograph)
---

फार्म-1 का प्रेषण क.रा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।

Submission of Form-1 is governed by regulation 11 & 12 of ESI (General) Regulations, 1950

2. "कुटुम्ब" से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-  
अर्थात्- (1) विवाहिती (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपार्जनो पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपार्जनो पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.बी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।

"Family" means all or any of the following relatives of an Insured Person namely:-

(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.

- 3 पहचान-पत्र अहस्तान्तरणीय है।  
Identity Card is Non-Transferable.
- 4 पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।  
Loss of Identity Card be reported to Employer/Branch Manager immediately.
- 5 किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।  
Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
- 6 नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।  
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
- 7 बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।  
As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.
- 8 अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।  
For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

केवल शाखा कार्यालय में प्रयोग हेतु

For Branch Office Use only

- बीमा संख्या आवंटन की तारीख :  
Date of allotment of Ins. No. : \_\_\_\_\_
- अस्थायी पहचान पत्र जारी करने की तारीख :  
Date of Issue of T.I.C. : \_\_\_\_\_
- औषधालय का नाम/संख्या :  
Name /No. of Dispensary : \_\_\_\_\_
- क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें :  
Whether reciprocal Medical arrangements involved. if yes, please indicate :

शाखा प्रबंधक के हस्ताक्षर  
Signature of Branch Manager

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.	यदि नहीं, तो आवास का स्थान दर्शाएं If No, state Place of Residence
1	TAMIZA AYYUB SHAHA	01-04-1977	Mother	हाँ/Yes	कस्बा/Town
				नहीं/No	राज्य/State





HRD/MML/O/50168/22

13/Oct/2022

Mr.Pravin Arun Dhole  
At Mahendri,  
Narkhed,Kharbadi,  
Nagpur,Maharashtra  
Pin: 441301

Dear Mr.Pravin Arun Dhole

It gives us pleasure in offering you a position with the **Muthoot Microfin Limited**. This offer is in pursuance with the discussions we had with you recently.

### Terms & Conditions

#### 1. Job Title :

You will be designated as **Internal Auditor-Audit**

#### 2. Reporting:

You will be reporting to the **Divisional Internal Auditor-Audit**

#### 3. Location:

Your first posting will be at **Yavatmal , Maharashtra**

#### 4. Remuneration:

Your Annual Total Employment Cost to the company would be **Rs.239388.00** /- (**Rupees Two Lakhs Thirty-Nine Thousand Three Hundred Eighty-Eight Only**) the details of which are been given in the Annexure attached

## 5. Job Description

Your duties and responsibilities will be given separately

## 6. Posting/Transfer:

Even though your first posting will be at **Yavatmal** during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

## 7. Probation/Confirmation:

You will be on Probation for a period of 12 months. Your performance will be evaluated after the completion of probation period. Your services will be confirmed with the company in writing, strictly on the basis of your performance during the probation period

## 8. Notice Period:

In case you decide to leave the company's services, you will be required to give 90 days' notice. The company in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the company the gross salary for the notice period so reduced/waived off.

## 9. Medical Fitness:

Your offer is subject to your being found medically fit for employment.

## 10. Information:

This Offer Letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio- data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this position, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

## 11. Responsibility:

With acceptance of this letter, you are undertaking the following responsibilities



- I. You will abide by the rules and regulations/Certified Standing Orders of the Company as may be in force from time to time
- II. During your services with the Company, you will not undertake any other business or work, direct or indirect, honorary or with remuneration except with the written permission from the Management.
- III. You will not during your services with us or any time, thereafter disclose to any persons, firm or Company, information regarding the Company, the disclosure of which may damage the interest of the Company.

**12. You are advised to join us latest by: 27-October-2022**

13. You are required to sign and submit a copy of this letter as a token of your acceptance of our terms and conditions along with the following documents (if not submitted already) within 2 days from the date of this offer failing which the offer will stand void.

- Copy of educational qualification (self-attested);
- Police Verification Certificate on or before 30 days of joining;
- KYC - Self attested;
- Copy of Relieving letter from the present Employer;

14. Employees who are leaving the service without intimation to the company within 30 days from the date of joining shall be not eligible for any benefits as an employee and the company has the right to recover the loss incurred with regard to the appointment and his service.

**Confidentiality**

You acknowledges that in the course of performing services, you will obtain knowledge of the business plans, products, processes, software, know-how, trade secrets, formulas, methods, models, prototypes, discoveries, inventions, improvements, disclosures, names and positions of other employees and/or other proprietary and/or confidential information (collectively the Confidential Information). You agree to keep the Confidential Information secret and confidential and not to publish, disclose or divulge to any other party, and agree not to use any of the Confidential Information for your own benefit or to the detriment without the prior written consent, whether or not such Confidential Information was discovered or developed by you. You also agree not to divulge, publish or use any proprietary and/or confidential information of others that you are obligated to maintain in confidence.

This clause shall be applicable even after the discontinuation of your services with the organization

## Professional Code of Conduct

You shall abide by the Professional code of conduct, as amended from time to time, at all times.

## Acceptable Usage Policy

You shall be bound by the acceptable usage policy and the related policies from time to time.






Within 15 days of joining you will read through the Policy and acknowledge receipt of the same failing which you may not be able to access the information assets

**While welcoming you to Muthoot Pappachan Group, we hope you will excel in your endeavours and help make Muthoot Microfin a success story.**

**For Muthoot Microfin Limited.**




**Subhransu Pattnayak**  
**Executive Vice President - HR**

 <p><b>Monetary</b></p> <ul style="list-style-type: none"> <li>Staff loan</li> <li>Incentive</li> <li>Fuel Allowance</li> <li>Yearly Bonus</li> <li>Branch Grade wise Pay increments</li> </ul>	 <p><b>Career Growth</b></p> <ul style="list-style-type: none"> <li>Performance</li> <li>Appraisal</li> <li>Internal Promotion</li> <li>Learning and Development Programs</li> </ul>	 <p><b>Work Life Balance</b></p> <ul style="list-style-type: none"> <li>Second Saturday Off</li> <li>Maternity Leave</li> <li>Paternity Leave</li> <li>Adoption Leave</li> <li>Sports &amp; Cultural Activities</li> <li>Mobile connection</li> </ul>
 <p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>Term Insurance</li> <li>Medical Insurance</li> <li>Parental Insurance</li> <li>Additional Insurance to ESIC employees</li> </ul>	 <p><b>Retirals</b></p> <ul style="list-style-type: none"> <li>EPF</li> <li>ESI</li> <li>LWF</li> <li>Gratuity</li> <li>Leave Encashment</li> </ul>	

Muthoot Microfin is a Great Place to Work® certified company. We are also one of the leading and fastest growing microfinance institution in India. The company offers tremendous growth opportunities for its employees. We have the best people practices and policies in place to ensure the wellbeing and work-life balance of our employees.

<b>SALARY BREAK UP</b>		
<b>Designation</b>	<b>Internal Auditor-Audit</b>	
<b>Grade</b>	<b>OFFICER III (O III)</b>	
<b>Location</b>	<b>Yavatmal</b>	
<b>Salary Breakup</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic plus DA	10652.00	127824.00
HRA	4261.00	51132.00
Others Allowance	2840.00	34080.00
Gross Salary (A)	17753.00	213036.00
<b>Deductions</b>		
Provident Fund	1619.00	19428.00
ESI	134.00	1608.00
Net Salary (B)	16000.00	192000.00
ESI(ER Share)	577.00	6924.00
Provident Fund(ER Share)	1619.00	19428.00
Total (C)	2196.00	26352.00
Cost to The Company (A+C)	19949.00	239388.00

For Muthoot Microfin Limited.




**Subhransu Pattnayak**  
Executive Vice President - HR

Government of India  
Department of Posts, India

Office of the Senior Superintendent of Postoffices, Nagpur Moffusil Division, Nagpur Mk

ORDER OF PROVISIONAL ENGAGEMENT

H/PF-BPM/Ghatbori Teli BO/Cycle-IV/2022 Dated at Nagpur 08.09.2022.

In response to the notification No. .

Shri/Smt/Ms..... **METANGALE AISHWARYA DINESH** son / daughter of

Shri..... **METANGALE DINESH RAMKRUSHNA** whose Date of Birth is **13/04/2001**

and who belongs to..... **OBC**..... category/selected against **UR**..... category is hereby

engaged as **GDS BPM, Ghatbori Teli B.O**..... in account with under

**Sadak Arjuni S.O/Gondia H.O**..... on **PROVISIONAL BASIS** with effect from dated

**01/09/2022**

**18/09/2022** AN/EN in the TRCA scale of..... He/she shall be paid such

allowances as are admissible from time to time.

2. Shri/Smt/Ms..... **METANGALE AISHWARYA DINESH** daughter of Shri

**METANGALE DINESH RAMKRUSHNA** should clearly understand that his/her engagement

as **GDS BPM, Ghatbori Teli B.O**..... In account with / under

**Sadak Arjuni S.O/Gondia H.O**..... shall be in the nature of a contract

liable to be terminated by him/her or by the undersigned by notifying the order in writing and

that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak

Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This Provisional Engagement is subject to satisfactory verification of the prescribed educational qualification, community certificate and other certificates, wherever prescribed. The candidate will have to undergo satisfactory prescribed Induction Training course and Practical Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper channels. If the verification reveals that the claim of the candidate belonging to Scheduled Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or educational certificates are not genuine or found unfit on Police Verification, his/her



*Dinshaw's Dairy Foods Pvt. Ltd.*

**Registered Office:**

Borgaon, Gorewada Road, Gittikhadan,  
Nagpur - 440013 (MS) INDIA. Ph : 0712-2865500, 9607933312  
CIN - U15200MH1998PTC116277

**Dairy Plant:**

K41-42 (Part), Five Star Industrial Estate, MIDC, Butibori  
Nagpur - 441122 (MS) INDIA.  
Ph : 07103-297072/73, 9607933316/17

**Icecream Plant:**

K41-42, Five Star Industrial Estate, MIDC, Butibori  
Nagpur - 441122 (MS) INDIA.  
Ph : 07103-297072/73, 9607933316/17

**PRIVATE & CONFIDENTIAL**

REF: DDFPL/HR/Dairy /APP-C/2022-23/304

Date: 16-Dec-2022

To,  
Mr. Vaibhav Yogendra Chawke  
Butibori.

Dear Vaibhav Yogendra Chawke,

**APPOINTMENT**

**1. Appointment**

We refer to your application and subsequent discussion with us and have great pleasure in appointing you as " Chemist " in Quality Assurance (SUP) with effect from 15-Dec-2022, on the terms set out in this letter.

**2. Probation**

You will be on probation for 6 months w.e.f 15-Dec-2022. The probationary period may be extended depending on performance and conduct. If your performance & conduct is found satisfactory during the period of probation or extended period, your appointment will be confirmed in writing on the express terms and conditions so stipulated in the confirmation letter. Unless so confirmed in writing, you shall continue to be in probation.

**3. Reporting Authority**

You will be reporting to .

**4. Place of Posting**

Your initial place of posting will be at ' Butibori '. The company reserves the right to transfer your services to any of its section/ plant/ depot or group company anywhere in India depending on company's requirement.

Your services can also be liable for deputation on a project to any other establishment other than this company on the sole discretion and on the terms and conditions decided by the company.

**5. Contingency Conditions**

This appointment/confirmation will be subject to receipt of satisfactory verification of the particulars furnished by you in your application to the Company. This appointment/confirmation is contingent on your submission of satisfactory proof of your academic degree/certificates, contact

Signed by Zervin  
Rana, Date: 17-12-  
2022, 01:07 P  
M +05:30, DocID  
: ae923627-a3d9-4  
caa-91ca-ec3ad6f  
36bc6.

Signed by Vaibha  
v Chawke, Date: 1  
8-Dec-2022, 05:03  
PM +05:30, Doc1  
D: ae923627-a3d9-  
4caa-91ca-ec3ad6  
f36bc6.



*Dinshaw's Dairy Foods Pvt. Ltd.*

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Borgaon, Gorewada Road, Gittikhadan,  
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**Icecream Plant:**

K41-42, Five Star Industrial Estate, MIDC, Butibori  
Nagpur - 441122 (MS) INDIA.  
Ph : 07103-297072/73, 9607933316/17

information, within 07 days of this letter. This appointment/confirmation is also contingent upon satisfactory completion of a pre-employment background screening, which may consist of verification of education and previous employments. You are liable for immediate termination of services if it is subsequently proved that you have obtained this appointment through willful misrepresentation of facts and/or by furnishing false documents and information or suppression of facts or information in respect of aforesaid matters.

**6. Medical Fitness**

This appointment will be subject to you being found medically (physically & mentally) fit by our approved medical doctor during currency of the employment. The appointment shall be continued subject to your ability to discharge your duties as per the expectations of the company.

**7. Remuneration**

Your Fixed CTC / Gross Salary structure will be as follows

Particulars	Amount (Monthly in Rs.)	Amount (Annually in Rs.)
Basic + D.A. (Consolidated Salary)	8880	106560
House Rent Allowance	444	5328
Conveyance Allowance	1600	19200
Education Allowance	600	7200
Statutory Bonus	0	0
Performance Development Allowance	2850	34200
<b>Total Gross Salary</b>	<b>14374</b>	<b>172488</b>
<b>Deductions:</b>		
Professional Tax	0	100
Provident Fund	1066	12792
ESIC	108	1296
<b>Total Deductions</b>	<b>1174</b>	<b>14188</b>
<b>Net Monthly Payable</b>	<b>13200</b>	<b>158300</b>
<b>Terminal Benefits:</b>		
Company's Contribution to Provident Fund	1154	13853
Company's Contribution to Gratuity	427	5124
Company's Contribution to ESIC	467	5604
<b>Total Terminal Benefits</b>	<b>2048</b>	<b>24581</b>
<b>Total Fixed CTC</b>	<b>16422</b>	<b>197064</b>

Your remuneration will be subject to deduction of tax at source and other applicable taxes and statutory deductions, as applicable from time to time.

Signed by Zervin  
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v Chauhan, Date: 1  
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*Dinshaw's Dairy Foods Pvt. Ltd.*

**Registered Office:**

Borgaon, Gorewada Road, Gittikhadan,  
Nagpur - 440013 (MS) INDIA. Ph : 0712-2865500, 9607933312  
CIN - U15200MH1998PTC116277

**Dairy Plant:**

K41-42 (Part), Five Star Industrial Estate, MIDC, Butibori  
Nagpur - 441122 (MS) INDIA.  
Ph : 07103-297072/73, 9607933316/17

**Icecream Plant:**

K41-42, Five Star Industrial Estate, MIDC, Butibori  
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Your increment and promotion will be based upon your and company performance and shall be in accordance with the policies of the company. The company reserves the right to restructure your salary at any time without ascribing any reasons.

**8. Benefits:**

- i) **Medical Insurance Scheme:** You will be entitled to the benefits of the Medical Insurance Scheme after completion of 1 year of employment upto Rs.2,00,000 lacs per member of your family per annum. The scheme covers you, your spouse and two unmarried children below 21 years.
- ii) **Gratuity Fund:** Upon your completion of 5 years or such other period as may be prescribed by the applicable Law/s of land from time to time of continuous service with the Company, you will become entitled to gratuity as per the Rules of the Gratuity Fund established by the Company.
- iii) **Provident Fund:** You will be governed by the applicable Provident Fund Rules.
- iv) **Other Benefits:** The Company provides a range of benefits in addition to the core remuneration covered by the terms of the contract of employment. These benefits are made available from time to time and maybe enhanced, varied or discontinued by the Company depending on changes in circumstances related to the provision of a particular benefit or because of the Company reviewing the total benefits provided.
- v) The Company reserves the right to unilaterally vary or withdraw any of the ancillary benefits at its sole discretion.

**9. Confidentiality, Trade Secrets & Non- Compete**

- i) During your employment with the Company, having regard to your role and nature of responsibilities, you will be privy to some very proprietary, exclusive and confidential information relating to the Company, including but not limited to information relating to formulae, recipes, technical know-how, business strategies, business methods, ideas, technology, manufacturing process, category processes, specifications, IT systems, financial data, details of service providers and customers, sales targets, actual sales data, marketing data, investments and budget allocations and such other information which may not be available in the public domain ("Information").

You appreciate that the information made available to you, that belong exclusively to the Company and if shared with anyone, will adversely affect the interest of the Company.

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- ii) Having regard to the above, you agree that during the term of your employment and thereafter, you will not:
  - a. directly or indirectly disclose or make use of any Information relating to the business or the affairs of the Company or in respect of which the Company is bound by an obligation of confidence to any third party or for any purpose other than a legitimate authorized purpose of the Company;
  - b. except in the proper course of your duties under this Agreement remove from Company premises or copy or allow others to copy the contents of any document, computer disk, tape or other tangible item which contains any Information or trade secret.
- iii) With a view to protect the legitimate interests of the Company, its trade secrets and confidential Information, you agree that during the course of employment under this Agreement and:
  - a. for a period of 6 months thereafter, you will not directly or indirectly be engaged either as an employee, consultant, retainer, promoter, or in any other manner in any business that will be benefited by your disclosure of the Information that is confidential and proprietary in nature and which competes with the business of the Company, except with the prior written permission of the Company; and/or
  - b. for a period of 12 months thereafter, you will not directly or indirectly induce or attempt to persuade any employee to leave employment or engagement by the Company or any of its affiliate or offer employment or engagement to any employee; and/or
  - c. induce or seek to induce, by any means involving the disclosure or use of confidential information, any supplier, vendor or customer of the Company to cease dealing with the Company or any of its affiliate or to restrict or vary the terms upon which it deals with the Company or any of its Affiliate.
- iv) Should you chose to breach any terms covered under clause (9) and its sub-clauses; the company shall be at liberty to proceed with all legal options available at its disposal to protect its interest and also sue for suitable financial damages which shall not be less than 24 times of last salary drawn.

**10. Data Protection**

You acknowledge that your sensitive personal data or information will be held by the Company in its manual and automated filing systems. You consent to the processing and disclosure of such data both inside and, where necessary, outside the Indian jurisdiction (including in particular, but without limitation to India), in order for this appointment to be performed and for this Letter to be

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fulfilled, for decisions to be made regarding your employment or continued employment, or for obtaining payroll related services from a service provider or evaluating your employees profile while getting into any discussion/s for purchase and / or sale of entities and / or for the purpose of monitoring to ensure equality of opportunity within the Company and its affiliates etc. The Disclosure may include, in the case of sale, change of control or transfer, disclosure to the potential purchaser or investor and their advisors and, in the case of obtaining or carrying out work, disclosure to customers or potential customers.

In terms of this Letter of understanding your sensitive personal data or information means such personal information which consists of without limitation information relating to (a) password; (b) financial information such as Bank account or credit card or debit card or other payment instrument details ; (c) physical, physiological and mental health condition; (d) sexual orientation; (e) medical records and history; (f) Biometric information; (g) any detail relating to the above clauses as provided to body corporate for providing service; and (h) any of the information received under above clauses by the Company for processing, stored or processed under lawful contract or otherwise.

You shall use all reasonable endeavors to keep the Company informed of any changes to your personal data.

By signing this Letter, you agree that the Company has the right to transfer or share any personal data obtained in connection with this Letter with any affiliate of the Company.

**11. Intellectual Property**

- i) In case you whether alone or with others, during the term of employment (the "Term") create, produce or develop any idea, method, invention, discovery, design or other work (in whatever form and on whatever media) either in the course of providing the employment and / or Services or in relation to the Employment and / or Services (collectively, the "Works"), you shall promptly disclose full details of the Works to the Company. For the avoidance of doubt, the above Works shall include without limitation all of your deliverables including but not limited to reports, formulae, plans, studies, data, diagrams, charts, specifications, software codes, and all drafts thereof and working papers relating thereto.
- ii) All intellectual property rights in any Works (including but not limited to trade marks, rights to inventions, patents, utility models, designs, topography right, database right, and copyright) wherever in the world enforceable, shall immediately, upon creation, vest in and remain the sole and exclusive property of the Company and you herewith irrevocably assign as beneficial owner to the Company all rights title and interest in and to the same. At the Company's request and cost, you shall take such action and execute any document as the Company reasonably requires to vest properly all such rights in the Company or (where directed by the

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Company) in its nominee and to secure all appropriate forms of protection for and to defend and enforce such rights. You shall not do anything which might prejudice the Company's rights under this clause 11.

You hereby irrevocably and unconditionally waives all moral rights (and other similar rights) that may vest in you in connection with your authorship of any copyright works, if any, in the course of Employment or while extending providing the Services, wherever in the world enforceable including (without limitation) the right to be identified as the author of any such works and the right not to have such works altered.

**12. Conflict of Interest**

During the tenure of your employment, you will be treated as whole time employee of this company and shall not accept any other employment whether part time/full time/ honorary or undertake assignments, without prior written consent from the company.

**13. Force Majeure**

- i) For the purposes of this appointment force majeure means ( i ) acts of god, explosion, earthquake, storm, wind, drought, flood, lightning, tempest, fire, accident, epidemic, spread of any disease, viral infection, any pandemic situations (ii) war, hostilities (whether war be declared or not), invasion, act of foreign enemies, (iii) rebellion, revolution, insurrection, military or usurped power or civil war, (iv) riot, civil commotion or disorder, (v) refusals to grant any license or permissions, prohibitions or measures of any kind on the part of any local, state, national, governmental authority, (vi) import or export regulations or embargoes, (vii) any default of suppliers, contractors, sub-contractor, unavailability of materials, equipment, transportation, services, (viii) any cause or circumstance whatsoever beyond reasonable control of Company.
- ii) In case of any stoppage of work by the Company or non-performance of duties on your part as a result of an event of force majeure, much less, as mentioned above, you will not be entitled for any remuneration/ salary for and during the said force majeure period. In the event of any reduction in the employment or work in the Company because of any event of force majeure, as mentioned above, and in the event of reduction in your working hours, it shall be the discretion of the Company to terminate your employment or to pay reduced wages / salary in proportion to the work performed depending upon the financial status of the Company and strictly subject to the policy decision taken by the Company at that point of time.

**14. Cessation of Service**

- i) **Retirement:** You will retire from the service of the company on reaching your 58th birthday as recorded with us, i.e. on dt. 05-Sep-2057.

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ii) Termination:

- a) The Company may at any time, terminate your employment without ascribing any reasons, by giving you a notice of one month or payment in lieu of notice.
- b) The Company shall be entitled to terminate your employment without any notice and with immediate effect under the following circumstances:
  - i. You fail to perform any of your obligations or are negligent in the performance of your duties.
  - ii. You violate any of the Company's policies.
  - iii. You commit any act of misconduct or act in breach of trust or breach of faith or you are convicted of any criminal offence or commit any act of fraud or dishonesty relating to your employment.

iii) Resignation

You may resign from the services of the Company at any time, by giving a notice of 2 (Two) months. Notice period shall become effective from the date of receipt by the Company, of the letter of resignation. If you do not serve the notice period mentioned herein, the Company shall be entitled to set off from any payments to be made to you by the Company upon termination, the proportionate salary for the notice period not served by you.

If amount to be recovered from you falls short, the company shall be at liberty to initiate legal proceedings for recovery of the same along with the legal costs.

Please note that 'two months' notice period is mandatory and non-negotiable. The Company may, having regard to the facts and circumstances and entirely at its sole discretion, agree to waive the notice period of certain number of days.

During the notice period, you will not be entitled to any leave unless expressly sanctioned in advance in writing.

The Company, at its sole discretion, may choose to relieve you any time during the course of your notice period.

15. Jurisdiction

For the avoidance of doubt, your contract of employment shall be governed by and shall be construed in accordance with the laws of India. Any dispute in connection with your employment shall be submitted to a court of competent jurisdiction in Nagpur Courts Only.

Signed by Zervin  
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**16. General Conditions**

- a. In case of change in your residential address during the period of your employment with the company, it shall be your duty to intimate about your new address to the Management within three days of change of your address. Failing which, the address (Permanent & Correspondence) already communicated to the Management by you will be taken into consideration for all legal purposes.
- b. Upon cessation of your employment, you will return to the Company all papers/documents and/ other properties (physical or digital), which may be in your possession relating to the business of the company and will not retain any copies of extracts.
- c. You may be required to travel on company's work as and when required. In case of travel on company's work, you are entitled to travel expenses/ allowances as per the Travel rules of the company.
- d. In the event of implementation of any statutory obligation, the management reserves the right to readjust the existing salary paid to you under various heads without affecting your total salary and the same will be binding on you.
- e. You shall be eligible for Leave, Conveyance, National & Festival Holidays as per existing rules and regulations of the Company as applicable to your category of employee, which can be amended /altered /re adjusted and re framed from time to time.

We welcome you to our organization and wish you a long, happy and rewarding career with us. Please sign the duplicated copy of this letter in token of your having acknowledging and acceptance of the above terms & conditions.

Thanking you,

Yours faithfully,

**For Dinshaw's Dairy Foods Pvt. Ltd.,**

  
Signed by Zervin  
Rana, Date: 17-12-  
2022, 01:07 P  
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**Zervin Rana**  
**Director**

  
Signed by Vaibha  
v Chawke, Date: 1  
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महाराष्ट्र राज्य सुरक्षा महागंडळ

म.रा.सु.म बव प्रविष्ट प्रशिक्षण सत्र क्रं. १८

प्रशिक्षण केंद्र रा.रा.पो बल गट क. १० सोलापूर



नाव : गणेश मोहन येन्डुकर

हदा : महाराष्ट्र सुरक्षा बल

दि. २४/११/२०२२ पासुन

दि. ०६/०१/२०२३ पर्यंत पात्र.

स्वाक्षरी  
[Signature]

[Signature]  
निरिक्षक

महाराष्ट्र शासन अंगीकृत  
CIN = U40109MH2005SGC153645

क्र.काअ/कांवि/नाग/मास/गोप/ ४१११

दिनांक १५.११.२०२१

प्रति,  
शु. विद्या दिगांबर पठाडे, (नियुक्ती प्रवर्ग-इमाव)  
मु. चिखली पो. मासोद,  
तालुका- काटोल  
जिल्हा- नागपूर. ४४११०३.

विषय- "विद्युत सहाय्यक" या पदावर नेमणुक देण्याबाबत.

मा.मुख्य अभियंता, महावितरण नागपूर परिमंडळ, पत्र क्र. मुअ/नाप/मास/नियुक्ती/२२५० दि.०१/११/२०२१ आणि या कार्यालयाचे पत्र क्र. काअ/कांवि/मास/नियुक्ती/४८१४ दि.०२/११/२०२१ द्वारे मंजुरी कळविल्यानुसार आपली विद्युत सहाय्यक या पदावर तीन वर्षांकरिता इतर मागासवर्गीय प्रवर्गात (महिला समांतर आरक्षण)निवड केलीली असून त्रिमुर्तीनगर उपविभागाअंतर्गत सोमलवाडा वितरण केंद्र, येथे "विद्युत सहाय्यक" या रिक्त पदावर पदस्थापना करण्यात येत आहे. आपणांस खालीलप्रमाणे मानधन देण्यात येईल.

अ.क्र.	वर्ष	एकुण वेतन
१	प्रथम वर्ष	१५,०००/-
२	द्वितीय वर्ष	१६,०००/-
३	तृतीय वर्ष	१७,०००/-

आपणांस कंत्राटी पध्दतीने तात्पुरत्या स्वरूपात ३ वर्षांकरिता खालील अटी व शर्तीस अधीन राहून नियुक्त देण्यात येत आहे. कंत्राटी पध्दतीच्या कामाकरिता आपणांस खालील अटी व शर्ती लागू राहतील.

१. आपली विद्युत सहाय्यक म्हणून नियुक्ती कंपनीमध्ये हजार झाल्याच्या दिनांकापासून केवळ ३ वर्षे कालावधीसाठी राहिल व त्यानंतर संपुष्टात येईल.
२. "विद्युत सहाय्यक" या पदावर तीन वर्षे समाधानकारक काम केल्यानंतर रिक्त पदाची उपलब्धता आणि आवश्यकतेनुसार आपणांस तंत्रज्ञ या पदावर गुणवत्ता, आरक्षण व निवडसुचीतील जेष्ठता याप्रमाणे नेमणुकीसाठी पात्र समजण्यात येईल.
३. कंपनीच्या कार्यालयात काम करित असताना आपण कार्यालयातील शिस्तीचे पालन करणे आवश्यक आहे. सदर कालावधीमध्ये आपण कोणत्याही स्वरूपाची गैरवर्तणूक केल्यास आपली नियुक्ती कोणतीही पूर्वसूचना न देता तात्काळ रद्द करण्यात येईल. त्यासाठी नियुक्ती पत्रातील ३ वर्षांचा कालावधी बंधनकारक धरण्यात येणार नाही.
४. नियमित/कायम स्वरूपात नियुक्त केलेल्या कर्मचाऱ्यांच्या सेवा सुविधा आपणांस देय असणार नाहीत. (उदा. रजा, रजा रोखीकरण / उपदान / रजा सवलत सुट इत्यादी.)
५. आपणांस विद्युत सहाय्यक म्हणून हमी पत्रातून मुक्त व्हावयाचे असल्यास आपण आपल्या विभाग प्रमुखामार्फत किमान एक महिन्याची पूर्वसूचना आपल्या नियुक्ती प्राधिकार्यास देणे अथवा एक महिन्याच्या मानधनाची रक्कम नियुक्ती प्राधिकार्याकडे जमा करणे आवश्यक राहिल. आपण विहीत मुदतीत तशी पूर्वसूचना न दिल्यास अथवा मानधनाची रक्कम जमा न केल्यास आपणांवर कंपनीच्या नियमानुसार कायदेशीर कारवाई केली जाईल.
६. विद्युत सहाय्यक म्हणून आपणांस दरमहा उपरोक्त अनुक्रमांक अ, ब, क, मध्ये दर्शविल्याप्रमाणे मानधन दिले जाईल. तसेच आपण ज्या दिवशी कामावर हजर राहणार नाही, त्या दिवसाचे मानधन देय असणार नाही.
७. आपणांस या ३ वर्षांच्या कंत्राटी कालावधीत कंपनीच्या सेवाविनियमानुसार कामातील कर्तव्ये पार पाडावी लागतील. तसेच आपणांस कंपनीने प्रसारित केलेले सर्व नियम पाळणे बंधनकारक राहिल.




MAA BAMBLESHWARI ENTERPRISES JAITALA, NAGPUR					
Unit : Busybees Logistics solution Pvt. Ltd			Payslip for the month of AUGUST -2022		
Emp.ID	307000106	Pay Slip			
Employee Name:	TUSHAR ANIL ZADE	Date of Joining:	24.02.2022		
Designation:	DEO	PF No.:	NG/NAG/67011/26135		
Location:	NAGPUR	UAN No.:	101753313763		
Work Days:	26	ESIC No:	2303927911		
Ot Hrs :	22	Aadhaar No:			
<b>Earnings :</b>	<b>Rate</b>	<b>Amount</b>	<b>Deductions :</b>		
Basic + Vda	13,738.00	13,738.00	P.F.	1,649.00	
HRA	893.00	893.00	E.S.I.C.	148.00	
Adhoc	0.00	0.00	PT	200.00	
Adv.Leave Encash.	1,013.00	1,013.00	UNIFORM CHARGES	0.00	
Adv Bonus	1,144.00	1,144.00	LWF	0.00	
OT		2,906.00			
<b>Gross pay</b>	<b>16,788.00</b>	<b>19,694.00</b>	<b>Total Deduction</b>	<b>1,997.00</b>	
<b>Net Payable</b>	<b>19,694</b>	<b>-</b>	<b>1,997.00</b>	<b>=</b>	<b>17,697</b>
<b>Net Pay</b>	<b>17697.00</b>		<b>In Words:</b>	Rs Seventeen Thousand Six Hundred Ninety-Seven	
Cr To	04430110120941	A/C NO. :-	UCBA0000443	IFSC :-	UCBA0000443

08:55

IDENTIFICATION MARKS प्रत्येक पहचान चिन्ह	BLOOD GP रक्त ग्रुप
SERIAL NO. क्रम संख्या	
WORKING PLACE : काम करने का स्थान	F.S.C
PLACE स्थान	Moh Pd
DATE दिनांक	24-2-22
Signature of Holder धारक के हस्ताक्षर	
Property of Maa Bamleshwari Enterprises Not Transferable. Report loss immediately to officer of the Maa Bamleshwari Enterprises and your officer. Return to issuing authority/branch officer on cessation of service. Maa Bamleshwari एन्टरप्राइजेस की संपत्ती अहस्तांतरणीय, गुप्त हो जाने पर माँ बम्बेश्वरी एन्टरप्राइजेस कार्यालय और अपने अधिकारी को सूचित करें। सेवा समाप्त पर जारीकर्ता कार्यालय को लौटा दें।	

08:55

पहचान कार्ड		Maa Bamleshwari Enterprises NEAR HANUMAN TEMPLE, JAITALA, NAGPUR-440016	
IDENTITY CARD			
	PERSONAL NO. वैयक्तिक नं	307000106	
	RANK पद	Deo	
	NAME नाम	Tushar zade	
	Stamp & Signature of Issuing Officer जारी करनेवाले अधिकारी का मोहर और हस्ताक्षर		
	Maa Bamleshwari Enterprises माँ बम्बेश्वरी एन्टरप्राइजेस		

08:55



NEEM Trainee Reg.No. : 580219

Date:- 13/Oct/2022

**NEEM TRAINEE CONTRACT LETTER**

To,  
Prachi Manikrao Kodhe,  
Nagpur, Maharashtra - 441103

Dear Prachi,

With reference to your application with us for NEEM Trainee, we are pleased to engage you as "NEEM TRAINEE" in "RUBICON RESEARCH PRIVATE LIMITED AMBERNATH-NEEM" subject to the following terms and conditions :

1. The Period of training shall be 12 months with start date 10/Oct/2022 and end date 09/Oct/2023.
2. You will be paid consolidated monthly stipend of Rs.13000.00/-
3. It shall not be obligatory on the part of the Yashaswi as NEEM Facilitator to offer any employment to the apprentices on successful completion of period of training in his / her establishment nor shall it be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such the provisions of any law with respect to a labourer or work shall not apply to or in relation to you.
4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your work during the period of the NEEM Training in a proforma prepared and approved by Yashaswi as NEEM Facilitator.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yashaswi as NEEM Facilitator. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).
8. The Contract of Training can be terminated without compensation payment to the NEEM Trainee -
  - i. If you secure gainful employment (on production of copy of the appointment letter) and
  - ii. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/ surgeon attached to any Government Hospital).
  - iii. Absent from on the job training for more than 3 days without permission.
  - iv. Any kind of disciplinary issue
  - v. Any activity which is against the company where you are getting on the job training or against Yashaswi as NEEM facilitator.

NEEM Trainee Reg.No. : 580217

**NEEM TRAINEE CONTRACT LETTER**

To,  
Saurabh Chandrashekhar Kilawat,  
Nagpur, Maharashtra - 441302

Dear Saurabh,

With reference to your application with us for NEEM Trainee, we are pleased to engage you as "NEEM TRAINEE" in "RUBICON RESEARCH PRIVATE LIMITED AMBERNATH-NEEM" subject to the following terms and conditions :

1. The Period of training shall be 12 months with start date 10/Oct/2022 and end date 09/Oct/2023.
2. You will be paid consolidated monthly stipend of Rs.13000.00/-
3. It shall not be obligatory on the part of the Yashaswi as NEEM Facilitator to offer any employment to the apprentices on successful completion of period of training in his / her establishment nor shall it be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such the provisions of any law with respect to a labourer or work shall not apply to or in relation to you.
4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your work during the period of the NEEM Training in a proforma prepared and approved by Yashaswi as NEEM Facilitator.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yashaswi as NEEM Facilitator. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).
8. The Contract of Training can be terminated without compensation payment to the NEEM Trainee -
  - i. If you secure gainful employment (on production of copy of the appointment letter) and
  - ii. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/ surgeon attached to any Government Hospital).
  - iii. Absent from on the job training for more than 3 days without permission.
  - iv. Any kind of disciplinary issue
  - v. Any activity which is against the company where you are getting on the job training or against Yashaswi as NEEM facilitator.