



उद्योगः कर्मसु कोशलम्  
Dr. Moonje Institute of Management  
and Computer Studies

Central Hindu Military Education Society's  
**Dr. Moonje Institute of Management & Computer Studies**  
(Affiliated to S.P. Pune University & Approved by AICTE New Delhi)  
(Accredited by NAAC with B+ Grade)  
Bhonsala Military College Campus Rambhoomi, Nashik – 422 005  
Ph No. (0253) 2342840, 9175917050  
PUN Code : IMMNO17930, DTE Code : 5119, Exam Code : 0688  
Email:office@moonjeinstitute.com Website www.moonjeinstitute.com



## Criterion 5

### Student Support and Progression

#### 5.2 Student Progression



  
**Director**  
Dr. Moonje Institute,  
Nashik



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# 5.2.1 OFFER LETTERS

## ACADEMIC YEAR

### 2019-20



**Director**  
Dr. Moonje Institute,  
Nashik



**Tata AIA Life Insurance Company Ltd.**  
 Registered & Corporate Office Address:  
 14th Floor, Tower A, Peninsula  
 Business Park, Senapati Bapat Marg,  
 Lower Parel, Mumbai 400013.  
 Board Tel no.: +91 22 6649 8000.  
 Website: www.tataaia.com  
 IRDA of India Regn. No. 110 •  
 CIN: U66010MH2000PLC128403.

### Letter Of Offer

**23 October 2019**

**Patil Bhushan Vasudev**

**Partnership Distribution**

**Key Account Manager - Central Bank Branch Banking**

**Executives - Sales**

**Nasik**

Component	Per Month (Rs.)	Per Annum (Rs.)
Basic Salary	44,800	5,37,600
HRA / Housing Entitlement	2240	26,880
Supplementary Allowance	40,164	4,81,968
Statutory Bonus	3732	44,790
<b>Reimbursements</b>		
<b>Retiral Benefits</b>		
Provident Fund Employer's Contribution		86,400
Gratuity		22,364
<b>Total Fixed Pay</b>	<b>91036</b>	<b>1200000</b>

Plus Performance Bonus\*

#### Guidelines of Flexi Allowance Plan (FAP):

a) Each employee is entitled to exercise his / her choice of apportionment of FAP subject to total limits available against each allowance			
b) The below selection shall be taxable / non taxable as provided for under the Income Tax act and the rule there made under and amended from time to time			
Components	Eligible Band	Options	Income Tax Exemption
HRA	All	a) 60% of Basic Salary	100% exemption on minimum of following criteria : • 40% or 50% of Basic Salary for Non Metro & Metro City respectively • HRA as per Compensation Structure • Actual Rent paid less 10% of basic
		b) 50% of Basic Salary	
		c) Nil	
Meal Coupon	All	a) Rs.13,200/- p. a.	"Food / Meal Coupon" are 100% Tax Free Component as per disposable income
		b) Rs.26,400/- p. a.	
Gift Coupon	All	Rs.5000/- p.a.	"Gift Coupon" is a 100% Tax Free Component as per Gift Tax rule
Child Education	All	Rs.1200/- p.a. per child upto 2 children	100% tax exemption on submission of Fee receipts
Hostel allowance	All	Rs.3600/- p.a. per child upto 2 children	100% tax exemption on submission of Fee receipts
Leave Travel Allowance	As per applicability	a) Yes	If yes then 100% tax exemption on submission of Travel tickets
		b) No	
Personal Car Fuel Reimbursements	Assistant Manager and above	As per Grade	This will be considered under Business expenses and reimbursed as per submission of bill every month as per eligibility
Company Car	Manager and	a) Yes	If opted then EMI, Driver's salary and Fuel

Lease	above	b) No	charges reimbursed. Applicable as per Car Lease scheme
NPS	All	a) Yes	100% tax exemption upto 10% of Basic Salary. Withdrawal is applicable as per National Pension Scheme
		b) No	

Other Benefits*	Cover
Mediclaime Insurance Cover: Hospitalization expenses shall be reimbursed for Self, Spouse and up to 2 dependent children on a family floater basis.	Rs.400,000/- per annum Manager and below Rs.700,000/- per annum Sr. Manager and above
Voluntary Group Mediclaime Insurance Cover : For Parents & In-laws of employees, this Insurance cover can be taken by an employee on a voluntary basis for Parents & In-laws. Hospitalization expenses for Parents & In-laws shall be reimbursed on a family floater basis.	Rs.400,000/- per annum
Group Life Insurance Cover : In the unfortunate event of death on account of an accident or natural causes, an employee's nominee shall be eligible for an insurance claim benefit. In addition, terminal illness benefits have been provided under this policy.	6 times of Annual Driving Salary(i.e Total Fixed Cost minus Retirals) or Rs 10 lacs whichever is higher
Employee Deposit Linked Insurance : This benefit accrues through Employer contributions to the Provident Fund scheme in the event of death.	Rs.601,000/-
Group Personal Accident Insurance Cover: All employees are covered for 24 hours, worldwide under his policy. The policy covers an employee in the event of bodily injury due to an accident. The policy also covers temporary or permanent disability due to an accident.	>Death Benefit - Max of 6.25 times of Annual Basic salary or minimum Rs 15 lacs whichever is higher upto maximum Rs 1 Cr >Spouse Cover - 10% of Employee Sum Insured on Capital Cover* Capital Cover* - Accidental Death, Dismemberment, Permanent Total Disability and Permanent Partial Disability

### **Note**

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Regards,

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Telephone: 022 – 6649 8000

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Full Name (in Blockcapitals): \_\_\_\_\_

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

Place/Location: \_\_\_\_\_

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



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**Edgaonkar Mayuri Milind**  
**Partnership Distribution**  
**Key Account Manager - Central Bank Branch Banking**  
**Executives - Sales**  
**Nasik**

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### Letter Of Offer

**23 October 2019**

**Nimbalkar Swamiraj Pramod**

**Partnership Distribution**

**Key Account Manager - Central Bank Branch Banking**

**Executives - Sales**

**Nasik**

Component	Per Month (Rs.)	Per Annum (Rs.)
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### Letter Of Offer

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**Partnership Distribution**

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b) The below selection shall be taxable / non taxable as provided for under the Income Tax act and the rule there made under and amended from time to time			
Components	Eligible Band	Options	Income Tax Exemption
HRA	All	a) 60% of Basic Salary	100% exemption on minimum of following criteria : • 40% or 50% of Basic Salary for Non Metro & Metro City respectively • HRA as per Compensation Structure • Actual Rent paid less 10% of basic
		b) 50% of Basic Salary	
		c) Nil	
Meal Coupon	All	a) Rs.13,200/- p. a.	"Food / Meal Coupon" are 100% Tax Free Component as per disposable income
		b) Rs.26,400/- p. a.	
Gift Coupon	All	Rs.5000/- p.a.	"Gift Coupon" is a 100% Tax Free Component as per Gift Tax rule
Child Education	All	Rs.1200/- p.a. per child upto 2 children	100% tax exemption on submission of Fee receipts
Hostel allowance	All	Rs.3600/- p.a. per child upto 2 children	100% tax exemption on submission of Fee receipts
Leave Travel Allowance	As per applicability	a) Yes	If yes then 100% tax exemption on submission of Travel tickets
		b) No	
Personal Car Fuel Reimbursements	Assistant Manager and above	As per Grade	This will be considered under Business expenses and reimbursed as per submission of bill every month as per eligibility
Company Car	Manager and	a) Yes	If opted then EMI, Driver's salary and Fuel

Lease	above	b) No	charges reimbursed. Applicable as per Car Lease scheme
NPS	All	a) Yes	100% tax exemption upto 10% of Basic Salary. Withdrawal is applicable as per National Pension Scheme
		b) No	

Other Benefits*	Cover
Mediclaime Insurance Cover: Hospitalization expenses shall be reimbursed for Self, Spouse and up to 2 dependent children on a family floater basis.	Rs.400,000/- per annum Manager and below Rs.700,000/- per annum Sr. Manager and above
Voluntary Group Mediclaime Insurance Cover : For Parents & In-laws of employees, this Insurance cover can be taken by an employee on a voluntary basis for Parents & In-laws. Hospitalization expenses for Parents & In-laws shall be reimbursed on a family floater basis.	Rs.400,000/- per annum
Group Life Insurance Cover : In the unfortunate event of death on account of an accident or natural causes, an employee's nominee shall be eligible for an insurance claim benefit. In addition, terminal illness benefits have been provided under this policy.	6 times of Annual Driving Salary(i.e Total Fixed Cost minus Retirals) or Rs 10 lacs whichever is higher
Employee Deposit Linked Insurance : This benefit accrues through Employer contributions to the Provident Fund scheme in the event of death.	Rs.601,000/-
Group Personal Accident Insurance Cover: All employees are covered for 24 hours, worldwide under his policy. The policy covers an employee in the event of bodily injury due to an accident. The policy also covers temporary or permanent disability due to an accident.	>Death Benefit - Max of 6.25 times of Annual Basic salary or minimum Rs 15 lacs whichever is higher upto maximum Rs 1 Cr >Spouse Cover - 10% of Employee Sum Insured on Capital Cover* Capital Cover* - Accidental Death, Dismemberment, Permanent Total Disability and Permanent Partial Disability

### **Note**

- i. Gross Monthly Total is subject to tax and other deductions as per norms.
- ii. Gratuity shall be payable in accordance with The Payment of Gratuity Act, 1972, as applicable.
- iii. Payment of any performance pay or any discretionary bonus / Ex-Gratia is not obligatory and shall be paid solely and exclusively at the option, choice and discretion of the Company. Such discretionary payments towards performance pay / Bonus / Ex-Gratia shall be paid only if the you are employed as a permanent employee on the employment rolls of the Company on the date such performance pay / Bonus / Ex-Gratia is payable. Such payments shall also not be payable nor shall the Company be liable for any such payment in the event you have resigned and are serving the notice period post resignation in the Company.
- iv. This offer of employment shall be valid for a period of seven (07) days from the date of this offer letter and shall stand automatically cancelled unless you confirm your acceptance.
- v. This is an offer break up document not construing to be an Appointment letter. The appointment is subject to your being declared medically fit and clearing background verification checks.

For any clarification, please revert to us.



Regards,

Hiring Team  
Tata AIA Life Insurance Company Ltd.  
14<sup>th</sup>Floor, Tower A, Peninsula Business Park,  
Senapati Bapat Marg, Lower Parel,  
Mumbai 400 013.  
Telephone: 022 – 6649 8000

*Note:* This is a system generated letter. All versions of printouts are uncontrolled. Before placing reliance on a printout, please have the same validated by Authorized Officer of Tata AIA Life Insurance Company, HR Department. The Company is not responsible for any action taken by any person placing reliance on this document.

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**Acceptance of Offer and Authorization:**

I \_\_\_\_\_, confirm my acknowledgement, acceptance and agreement to the above offer break up with the mentioned CTC, Designation and Location (please refer Page1).

I also hereby agree to and accept the terms of offer and also authorize Tata AIA Life Insurance Company or any third party retained by them to verify and conduct enquiries on any information provided in my bio-data or application of employment or other information provided by me at any point of time during my recruitment process at the company's discretion and release all persons from liability on account of such disclosure.

Full Name (in Blockcapitals): \_\_\_\_\_

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

Place/Location: \_\_\_\_\_

Tentative Date ofJoining: \_\_\_\_\_



23/10/2019

**Rajput Bharti Gokulsingh**  
**Nashik, Maharashtra,**  
**Mobile Number: +91 9172595905**  
**Email ID: spmarak2014@gmail.com**

Dear **Rajput Bharti Gokulsingh**,

We enjoyed talking to you about the opportunities with ZSCALER SOFTECH INDIA PRIVATE LIMITED (the "Company") and are pleased to offer you the position of **Product Management** reporting to **Director, Zscaler Cloud Protection**.

The Company is the leader in cloud security, and you could certainly play an important role in our continued success. Your compensation and benefit package include the following (but is not an exhaustive list of matters to be incorporated into is the Employment Agreement provided with this Offer Letter):

Your monthly base salary (Total Cost-To-Company) will be **INR 91,667.00 (INR 1,100,000.00 annualized)**.

We are pleased to offer you a one time sign-on bonus of **INR 150,000.00** payable at the end of the first month of your employment with Zscaler. You will be required to repay Zscaler Softech India Pvt Ltd this joining bonus in its entirety, should you leave the organization within one year from your date of joining.

You shall be entitled to leave and holidays in accordance with the Company's policy as amended from time to time.

You will be employed at our office in **Pune, India**.

This offer is contingent and conditional upon:

- The successful completion of a background check and employment verification by an external background screening provider (Sterling Talent Solutions), to the Company's satisfaction. We will provide you with a notification from Sterling Talent Solutions that provides details of this. Whether the outcome is satisfactory will be determined by the Company in its sole discretion
- Proof that you are legally entitled to work in India; and your availability to take up and carry out the role offered to you and not being in breach of or breaching any express or implied terms of any contract, court order or of any other legal obligation binding upon you by virtue of accepting this offer of employment

This offer assumes the following:

- This offer is conditional upon you providing documentary evidence of your eligibility to work in India as per the requirements of the Indian law
- That you would work exclusively for Zscaler (unless authorized otherwise); and
- That all work you would perform during the period of your employment would be the exclusive property of Zscaler

Please find the enclosed copy of the Employment Agreement. If you wish to accept the position, you need to sign the employment agreement, which shall be effective from the employment start date.



**Rajput Bharti Gokulsingh** , we look forward to the opportunity to work with you and the prospect of building a fun and exciting company together. Please don't hesitate to call if you have any questions.

If you accept this contingent offer, please sign a copy of this letter as your acceptance of this role with the Company subject to the conditions set out in this offer letter and for your permission for us to arrange the background check. By signing this letter, you consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company through the background screening provider. If we have not received your acceptance from you within 5 working days, the contingent offer of employment will expire and no longer be open for acceptance. Please also contact me to arrange a time to bring in relevant original documents to confirm your identity and right to work in India.

This letter shall be governed by and construed in accordance with the laws of India. The courts at [Bengaluru/Chandigarh] shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Your acceptance of this contingent offer is required no later than 5 Days, planning for a start date of **16/03/2020**. We look forward to hearing from you.

For **ZSCALER SOFTECH INDIA PRIVATE LIMITED**

**Chairman & CEO**

Acceptance

I hereby confirm my acceptance to terms and conditions outlined in this letter.

---

**Rajput Bharti Gokulsingh**

---

**Date**



23/10/2019

**Parashar Prasad Shrikrishna**  
**Nashik, Maharashtra,**  
**Mobile Number: +918007224362**  
**Email ID: prasadshrip@gmail.com**

Dear **Parashar Prasad Shrikrishna,**

We enjoyed talking to you about the opportunities with ZSCALER SOFTECH INDIA PRIVATE LIMITED (the "Company") and are pleased to offer you the position of **Product Management** reporting to **Director, Zscaler Cloud Protection**.

The Company is the leader in cloud security, and you could certainly play an important role in our continued success. Your compensation and benefit package include the following (but is not an exhaustive list of matters to be incorporated into is the Employment Agreement provided with this Offer Letter):

Your monthly base salary (Total Cost-To-Company) will be **INR 91,667.00 (INR 1,100,000.00 annualized)**.

We are pleased to offer you a one time sign-on bonus of **INR 150,000.00** payable at the end of the first month of your employment with Zscaler. You will be required to repay Zscaler Softech India Pvt Ltd this joining bonus in its entirety, should you leave the organization within one year from your date of joining.

You shall be entitled to leave and holidays in accordance with the Company's policy as amended from time to time.

You will be employed at our office in **Pune, India**.

This offer is contingent and conditional upon:

- The successful completion of a background check and employment verification by an external background screening provider (Sterling Talent Solutions), to the Company's satisfaction. We will provide you with a notification from Sterling Talent Solutions that provides details of this. Whether the outcome is satisfactory will be determined by the Company in its sole discretion
- Proof that you are legally entitled to work in India; and your availability to take up and carry out the role offered to you and not being in breach of or breaching any express or implied terms of any contract, court order or of any other legal obligation binding upon you by virtue of accepting this offer of employment

This offer assumes the following:

- This offer is conditional upon you providing documentary evidence of your eligibility to work in India as per the requirements of the Indian law
- That you would work exclusively for Zscaler (unless authorized otherwise); and
- That all work you would perform during the period of your employment would be the exclusive property of Zscaler

Please find the enclosed copy of the Employment Agreement. If you wish to accept the position, you need to sign the employment agreement, which shall be effective from the employment start date.



**Parashar Prasad Shrikrishna**, we look forward to the opportunity to work with you and the prospect of building a fun and exciting company together. Please don't hesitate to call if you have any questions.

If you accept this contingent offer, please sign a copy of this letter as your acceptance of this role with the Company subject to the conditions set out in this offer letter and for your permission for us to arrange the background check. By signing this letter, you consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company through the background screening provider. If we have not received your acceptance from you within 5 working days, the contingent offer of employment will expire and no longer be open for acceptance. Please also contact me to arrange a time to bring in relevant original documents to confirm your identity and right to work in India.

This letter shall be governed by and construed in accordance with the laws of India. The courts at [Bengaluru/Chandigarh] shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Your acceptance of this contingent offer is required no later than 5 Days, planning for a start date of **16/03/2020**. We look forward to hearing from you.

For **ZSCALER SOFTECH INDIA PRIVATE LIMITED**

**Chairman & CEO**

Acceptance

I hereby confirm my acceptance to terms and conditions outlined in this letter.

---

**Parashar Prasad Shrikrishna**

---

**Date**



23/10/2019

**Patil Avinash Vijay**  
**Nashik, Maharashtra,**  
**Mobile Number: +917588557982**  
**Email ID: avinashpatil0306@gmail.com**

Dear **Patil Avinash Vijay,**

We enjoyed talking to you about the opportunities with ZSCALER SOFTECH INDIA PRIVATE LIMITED (the "Company") and are pleased to offer you the position of **Product Management** reporting to **Director, Zscaler Cloud Protection**.

The Company is the leader in cloud security, and you could certainly play an important role in our continued success. Your compensation and benefit package include the following (but is not an exhaustive list of matters to be incorporated into is the Employment Agreement provided with this Offer Letter):

Your monthly base salary (Total Cost-To-Company) will be **INR 91,667.00 (INR 1,100,000.00 annualized)**.

We are pleased to offer you a one time sign-on bonus of **INR 150,000.00** payable at the end of the first month of your employment with Zscaler. You will be required to repay Zscaler Softech India Pvt Ltd this joining bonus in its entirety, should you leave the organization within one year from your date of joining.

You shall be entitled to leave and holidays in accordance with the Company's policy as amended from time to time.

You will be employed at our office in **Pune, India**.

This offer is contingent and conditional upon:

- The successful completion of a background check and employment verification by an external background screening provider (Sterling Talent Solutions), to the Company's satisfaction. We will provide you with a notification from Sterling Talent Solutions that provides details of this. Whether the outcome is satisfactory will be determined by the Company in its sole discretion
- Proof that you are legally entitled to work in India; and your availability to take up and carry out the role offered to you and not being in breach of or breaching any express or implied terms of any contract, court order or of any other legal obligation binding upon you by virtue of accepting this offer of employment

This offer assumes the following:

- This offer is conditional upon you providing documentary evidence of your eligibility to work in India as per the requirements of the Indian law
- That you would work exclusively for Zscaler (unless authorized otherwise); and
- That all work you would perform during the period of your employment would be the exclusive property of Zscaler

Please find the enclosed copy of the Employment Agreement. If you wish to accept the position, you need to sign the employment agreement, which shall be effective from the employment start date.





**Patil Avinash Vijay**, we look forward to the opportunity to work with you and the prospect of building a fun and exciting company together. Please don't hesitate to call if you have any questions.

If you accept this contingent offer, please sign a copy of this letter as your acceptance of this role with the Company subject to the conditions set out in this offer letter and for your permission for us to arrange the background check. By signing this letter, you consent to all such background investigations and/or reference checks that may be carried out in relation to you by the Company through the background screening provider. If we have not received your acceptance from you within 5 working days, the contingent offer of employment will expire and no longer be open for acceptance. Please also contact me to arrange a time to bring in relevant original documents to confirm your identity and right to work in India.

This letter shall be governed by and construed in accordance with the laws of India. The courts at [Bengaluru/Chandigarh] shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Your acceptance of this contingent offer is required no later than 5 Days, planning for a start date of **16/03/2020**. We look forward to hearing from you.

For **ZSCALER SOFTECH INDIA PRIVATE LIMITED**

**Chairman & CEO**

Acceptance

I hereby confirm my acceptance to terms and conditions outlined in this letter.

---

**Patil Avinash Vijay**

---

**Date**

Date: 12<sup>th</sup> December 2020

Name of Candidate: **Ms. Rupam Chopade**

Subject: Offer Letter

Dear **Ms. Rupam Chopade**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **21<sup>st</sup> December 2020**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Rupam Chopade**

## Annexure I

	Per Month	Annually
Basic Salary	25833	310000
HRA	6575	78900
Conveyance	800	9600
Others	3459	41500
<b>Gross Salary</b>	<b>36667</b>	<b>440000</b>
Deduction		
P.T.	200	2400
<b>Net Salary</b>	<b>36467</b>	<b>437600</b>
Indicative Incentive	40000	480000
<b>Total CTC (Including Incentive)</b>	<b>76667</b>	<b>920000</b>

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- *\*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 12<sup>th</sup> December 2020

Name of Candidate: **Mr. Sakhare Rupesh Ramesh**

Subject: Offer Letter

Dear **Mr. Sakhare Rupesh Ramesh**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **21<sup>st</sup> December 2020**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Sakhare Rupesh Ramesh**

## Annexure I

	Per Month	Annually
Basic Salary	25833	310000
HRA	6575	78900
Conveyance	800	9600
Others	3459	41500
<b>Gross Salary</b>	<b>36667</b>	<b>440000</b>
Deduction		
P.T.	200	2400
<b>Net Salary</b>	<b>36467</b>	<b>437600</b>
Indicative Incentive	40000	480000
<b>Total CTC (Including Incentive)</b>	<b>76667</b>	<b>920000</b>

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- *\*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 12<sup>th</sup> December 2020

Name of Candidate: **Mr. Tambe Pratik Bhaskar**

Subject: Offer Letter

Dear **Mr. Tambe Pratik Bhaskar,**

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **21<sup>st</sup> December 2020.**

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Tambe Pratik Bhaskar**



## Annexure I

	Per Month	Annually
Basic Salary	25833	310000
HRA	6575	78900
Conveyance	800	9600
Others	3459	41500
<b>Gross Salary</b>	<b>36667</b>	<b>440000</b>
Deduction		
P.T.	200	2400
<b>Net Salary</b>	<b>36467</b>	<b>437600</b>
Indicative Incentive	40000	480000
<b>Total CTC (Including Incentive)</b>	<b>76667</b>	<b>920000</b>

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- *\*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*



## INTERNSHIP OFFER LETTER FROM READERCLUB

**Date: - 11-10-2019**

**College: - Dr. Moonje Institute of Management & Computer Studies.**

**Subject: - Offer letter for the corporate training Program.**

**Dear Dhande Mrudula Sharad,**

We are pleased to offer you in corporate training position as a **Growth Executive in various departments of ReaderClub**, as mentioned in your email. The company's main priority will be your specific domain, and upon the end of the corporate training, you will receive a certificate in the specialization you have been chosen.

Your first day of joining will be on **16/03/2020**, subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the corporate training. For daily roles and responsibilities, please follow the **domain description documents**.

Bear in mind that the corporate training program that we offer is one of the finest and highly recommended programs in the INDUSTRY.

Our company aims to provide its candidates with the best corporate training experience and to have a holistic education. As a trainee, you are not the company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the corporate training program is not an offer of employment.

You will be paid 10K, an amount direct link 5% of trainee performance reward through his/her employee dashboard panel at the end of this corporate training program. During the corporate training, you will have access to the company's clients and confidential information. You will not share this information with anyone outside the company and not use it for your benefit. On the completion of the corporate training program, you will return the equipment, property, and all the documents of the company.

For the best performer company can offer **PPO (pre-placement offer)**, a CTC would be up to **"Rs. 9 LPA-fixed"** during the first 6 months of the probation period, and a Pay per Performance up to "Rs.3-6 LPA" variable pay applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then. When students join the company, from that day to the corporate training end date, the company will share every assignment and attendance report with the college. If any students just join the company and do not complete any assignments, not attend company meetings, and do not work on the case study provided by the company, in that case, the company is not liable to pay any specific perks. The Company encourages a friendly environment and teamwork with professional conduct as mentioned in the reporting procedures. All questions and concerns should be directed through your immediate supervisor as well as the office administrator/HR.

If you have any questions, please feel free to reach out to us.

Congratulations on the corporate training!

Best Wishes,

Thanks & Regards,  
**Manager, HR**

**Note: - This is a computer-generated document. No signature is required.**



HDFC Bank Ltd.

12 Sept 2019  
Applicant No. 52662290

<b>Name : Shrimanwar Sagar Vidhyasagar</b>		
<b>Grade: Assistant Manager</b>		
<b>Vertical: CREDIT CARDS</b>		
<b>Location : Nashik</b>		
<b>Contact No : 9967950900</b>		
	<b>Per Month (Rs)</b>	<b>Per Annum (Rs.)</b>
<b>Base</b>	<b>27500</b>	<b>330000</b>
<b>HRA</b>	<b>4800</b>	<b>57600</b>
<b>Conveyance</b>	<b>5890</b>	<b>70680</b>
<b>Medical</b>	<b>5500</b>	<b>66000</b>
<b>Lunch Allowance</b>	<b>3700</b>	<b>44400</b>
<b>Personal Pay</b>	<b>8500</b>	<b>102000</b>
<b>Other Allowance</b>	<b>11000</b>	<b>132000</b>
<b>LTA</b>		<b>10920</b>
<b>Total fixed cost (A)</b>	<b>67800</b>	<b>813600</b>
<b>Provident Fund</b>	<b>3200</b>	<b>38400</b>
<b>Retirals (B)</b>	<b>3200</b>	<b>38400</b>
<b>Total Fixed Pay (A+B)</b>	<b>71000</b>	<b>852000</b>

Welcome to the HDFC Bank family.

12 Sept 2019  
52662290  
Shrimanwar Sagar Vidhyasagar  
Nashik

**Dear Sagar**

Further to the interview and discussion you had with us, we are pleased to offer you the position of **SALES MGR-DSA-PYMT BUSINESS** in HDFC Bank subject to the following terms and condition:

Band	: E1
Base Salary	: Rs. 330000/- p.a.
(This salary will be taken into the consideration while computing retrial benefits)	
HRA	: Rs. 57600/- p.a.
Conveyance	: Rs. 70680/- p.a.
Medical	: Rs. 66000/- p.a.
Lunch Allowance	: Rs. 44400/- p.a.
Personal Pay	: Rs. 102000/- p.a.
Other Allowance	: Rs. 132000/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Leave Travel Allowance:**

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

**Applicant No. 52662290**

**2**

**Personal Pay:**

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

**Hospitalisation Benefit:**

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

**Probationary Period:**

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

**Job description:**

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

**Location:**

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

**Secrecy:**

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

**Alternative Employment:**

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.



**Maternity Benefits:**

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

**Crèche facility:**

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

**Applicant No. 52662290**

**4**

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

**Yours truly,**  
**For HDFC BANK LIMITED,**

( Digitally Signed by R Gandhi.)

**This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.**



HDFC Bank Ltd.

12 Sept 2019  
Applicant No. 52663281

<b>Name : Patil Manisha Dnyandeo</b>		
<b>Grade: Assistant Manager</b>		
<b>Vertical: CREDIT CARDS</b>		
<b>Location : Nashik</b>		
<b>Contact No : 9527262225</b>		
	<b>Per Month (Rs)</b>	<b>Per Annum (Rs.)</b>
<b>Base</b>	<b>27500</b>	<b>330000</b>
<b>HRA</b>	<b>4800</b>	<b>57600</b>
<b>Conveyance</b>	<b>5890</b>	<b>70680</b>
<b>Medical</b>	<b>5500</b>	<b>66000</b>
<b>Lunch Allowance</b>	<b>3700</b>	<b>44400</b>
<b>Personal Pay</b>	<b>8500</b>	<b>102000</b>
<b>Other Allowance</b>	<b>11000</b>	<b>132000</b>
<b>LTA</b>		<b>10920</b>
<b>Total fixed cost (A)</b>	<b>67800</b>	<b>813600</b>
<b>Provident Fund</b>	<b>3200</b>	<b>38400</b>
<b>Retirals (B)</b>	<b>3200</b>	<b>38400</b>
<b>Total Fixed Pay (A+B)</b>	<b>71000</b>	<b>852000</b>

Welcome to the HDFC Bank family.

Applicant No. 52663281

1

12 Sept 2019  
52663281  
Patil Manisha Dnyandeo  
Nashik

Dear Manisha,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

Band	: E1
Base Salary	: Rs. 330000/- p.a.
(This salary will be taken into the consideration while computing retrial benefits)	
HRA	: Rs. 57600/- p.a.
Conveyance	: Rs. 70680/- p.a.
Medical	: Rs. 66000/- p.a.
Lunch Allowance	: Rs. 44400/- p.a.
Personal Pay	: Rs. 102000/- p.a.
Other Allowance	: Rs. 132000/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Leave Travel Allowance:**

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 52663281

2

**Personal Pay:**

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

**Hospitalisation Benefit:**

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

**Probationary Period:**

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

**Job description:**

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

**Location:**

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

**Secrecy:**

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

**Alternative Employment:**

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

**Maternity Benefits:**

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

**Crèche facility:**

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

**Applicant No. 52663281**

**4**

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



a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

**Yours truly,**  
**For HDFC BANK LIMITED,**

( Digitally Signed by R Gandhi.)

**This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.**

**Applicant No. 52663281**

**6**

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

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618

HDFC Bank Ltd.

12 Sept 2019  
Applicant No. 52653218

<b>Name : Derle Komal Ravsaheb</b>		
<b>Grade: Assistant Manager</b>		
<b>Vertical: CREDIT CARDS</b>		
<b>Location : Nashik</b>		
<b>Contact No : 7507075489</b>		
	<b>Per Month (Rs)</b>	<b>Per Annum (Rs.)</b>
<b>Base</b>	<b>27500</b>	<b>330000</b>
<b>HRA</b>	<b>4800</b>	<b>57600</b>
<b>Conveyance</b>	<b>5890</b>	<b>70680</b>
<b>Medical</b>	<b>5500</b>	<b>66000</b>
<b>Lunch Allowance</b>	<b>3700</b>	<b>44400</b>
<b>Personal Pay</b>	<b>8500</b>	<b>102000</b>
<b>Other Allowance</b>	<b>11000</b>	<b>132000</b>
<b>LTA</b>		<b>10920</b>
<b>Total fixed cost (A)</b>	<b>67800</b>	<b>813600</b>
<b>Provident Fund</b>	<b>3200</b>	<b>38400</b>
<b>Retirals (B)</b>	<b>3200</b>	<b>38400</b>
<b>Total Fixed Pay (A+B)</b>	<b>71000</b>	<b>852000</b>

Welcome to the HDFC Bank family.

Applicant No. 52653218

1

12 Sept 2019  
52653218  
Derle Komal Ravsaheb  
Nashik

Dear Komal,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

Band	: E1
Base Salary	: Rs. 330000/- p.a.
(This salary will be taken into the consideration while computing retrial benefits)	
HRA	: Rs. 57600/- p.a.
Conveyance	: Rs. 70680/- p.a.
Medical	: Rs. 66000/- p.a.
Lunch Allowance	: Rs. 44400/- p.a.
Personal Pay	: Rs. 102000/- p.a.
Other Allowance	: Rs. 132000/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Leave Travel Allowance:**

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 52653218

2



**Personal Pay:**

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

**Hospitalisation Benefit:**

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

**Probationary Period:**

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

**Job description:**

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

**Location:**

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

**Secrecy:**

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

**Alternative Employment:**

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

**Maternity Benefits:**

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

**Crèche facility:**

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

**Applicant No. 52653218**

**4**

a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.



We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

**Yours truly,**  
**For HDFC BANK LIMITED,**

( Digitally Signed by R Gandhi.)

**This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.**

HDFC Bank Ltd.

12 Sept 2019  
Applicant No. 52654613

<b>Name : Patil Rahul Satish</b>		
<b>Grade: Assistant Manager</b>		
<b>Vertical: CREDIT CARDS</b>		
<b>Location : Nashik</b>		
<b>Contact No : 9923076293</b>		
	<b>Per Month (Rs)</b>	<b>Per Annum (Rs.)</b>
<b>Base</b>	<b>27500</b>	<b>330000</b>
<b>HRA</b>	<b>4800</b>	<b>57600</b>
<b>Conveyance</b>	<b>5890</b>	<b>70680</b>
<b>Medical</b>	<b>5500</b>	<b>66000</b>
<b>Lunch Allowance</b>	<b>3700</b>	<b>44400</b>
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<b>Other Allowance</b>	<b>11000</b>	<b>132000</b>
<b>LTA</b>		<b>10920</b>
<b>Total fixed cost (A)</b>	<b>67800</b>	<b>813600</b>
<b>Provident Fund</b>	<b>3200</b>	<b>38400</b>
<b>Retirals (B)</b>	<b>3200</b>	<b>38400</b>
<b>Total Fixed Pay (A+B)</b>	<b>71000</b>	<b>852000</b>

Welcome to the HDFC Bank family.

12 Sept 2019  
52654613  
Patil Rahul Satish  
Nashik

Dear Rahul,

Further to the interview and discussion you had with us, we are pleased to offer you the position of SALES MGR-DSA-PYMT BUSINESS in HDFC Bank subject to the following terms and condition:

Band	: E1
Base Salary	: Rs. 330000/- p.a.
(This salary will be taken into the consideration while computing retrial benefits)	
HRA	: Rs. 57600/- p.a.
Conveyance	: Rs. 70680/- p.a.
Medical	: Rs. 66000/- p.a.
Lunch Allowance	: Rs. 44400/- p.a.
Personal Pay	: Rs. 102000/- p.a.
Other Allowance	: Rs. 132000/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Leave Travel Allowance:**

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Applicant No. 52654613

2

**Personal Pay:**

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

**Hospitalisation Benefit:**

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

**Probationary Period:**

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank.

During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

**Job description:**

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

**Location:**

Your initial place of posting will be NASHIK. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

**Secrecy:**

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

**Alternative Employment:**

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.



**Maternity Benefits:**

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

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f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

**Crèche facility:**

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

**Applicant No. 52654613**

**4**



a) The Bank receiving satisfactory character references from referees as provided by you (both the referees have to be your Supervisor / Supervisor's Supervisor / HR Official / Ex-Supervisor from your current organization only i.e. prior to joining of HDFC Bank)

Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.

b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c) The Bank receiving a copy of the relieving letter from your previous employer.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

**Yours truly,**  
**For HDFC BANK LIMITED,**

( Digitally Signed by R Gandhi.)

**This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.**



19<sup>th</sup> OCT 2019

Sub: Offer of employment by Pin Click

Dear **Shaikh Aayesha Akbar**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 7.86 LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



**Offer of Employment Accepted**

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

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

Anticipated Start Date: \_\_\_\_\_

Date: 16<sup>th</sup> October 2019

Name of Candidate: **Ms. Pagare Shweta Suhas**

Subject: Offer Letter

Dear **Ms. Pagare Shweta Suhas**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **03<sup>rd</sup> June 2019**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Pagare Shweta Suhas**

Annexure I

	<b>Per Month</b>	<b>Annually</b>
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- *\*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 16<sup>th</sup> October 2019

Name of Candidate: **Mr. Shubham Hanumansing Pardeshi**

Subject: Offer Letter

Dear **Mr. Shubham Hanumansing Pardeshi**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **03<sup>rd</sup> June 2019**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Shubham Hanumansing Pardeshi**

Annexure I

	<b>Per Month</b>	<b>Annually</b>
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- *\*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*



Date: 16<sup>th</sup> October 2019

Name of Candidate: **Mr. Vaishnav Karpe**

Subject: Offer Letter

Dear **Mr. Vaishnav Karpe**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **03<sup>rd</sup> June 2019**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Vaishnav Karpe**

Annexure I

	<b>Per Month</b>	<b>Annually</b>
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- *\*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

Date: 16<sup>th</sup> October 2019

Name of Candidate: **Mr. Jadhav Tejas Abhiman**

Subject: Offer Letter

Dear **Mr. Jadhav Tejas Abhiman**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Andheri** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **03<sup>rd</sup> June 2019**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol RealtyPvt.Ltd.**

**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Jadhav Tejas Abhiman**

Annexure I

	<b>Per Month</b>	<b>Annually</b>
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive	40000	480000
Total CTC (Including Incentive)	65000	780000

- *Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.*
- *\*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.*

01/17/2019,05.20PM

Dr. Moonje Institute of Management & Computer Studies, Nasik Mail - List of selected Candidates\_DMIMCS Nashik



placementmba dmimcs <placement.mba@moonjeinstitute.com>

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## List of selected Candidates\_DMIMCS Nashik

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hrsmyak<hr@samyakfinserv.co.in>

Mon, Jan 14, 2019 at 10.20 AM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Sir/ Madam,

Following students selected at Samyak Finserve from MBA final year at final round of interview.

We offer the position of Management Trainee to the selected candidates of **CTC 7 LPA**

Palakkal Melvin Anthony
-------------------------

Pal Monu Asharam
------------------

**Thanks & Regards,**

**Executive HR Head**

**Samyak Finserve**

12/18/2019,2.05PM

Dr. Moonje Institute of Management & Computer Studies, Nashik Mail - Campus Placement\_MBA\_DMI Nashik



placementmba dmimcs <placement.mba@moonjeinstitute.com>

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## Campus Placement\_MBA\_DMI Nashik

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asthaj<astha.jain@tmf.co.in>

Mon, Dec 16, 2019 at 15.12PM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Sir,

We are happy to inform you that two students from DMI have cleared the final interview session.

### **Position- Management Trainee-Finance department**

1) Patil Puja Shrikant (CTC-Rs. 6.8LPA)

2) Dinesh Kapdnis (CTC-Rs. 6.8LPA)

Request you to check with the students and get back to me so that we can initiate the next steps.

Thank you for your all support

**Thanks and Regards,**

**Talent Acquisition-**

**TATA Motors**



19<sup>th</sup> OCT 2019

Sub: Offer of employment by Pin Click

Dear **Akshay Borse**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Akshay Borse</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			





ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Akshay Borse</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



**Offer of Employment Accepted**

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



19<sup>th</sup> OCT 2019

Sub: Offer of employment by Pin Click

Dear **Chirag Mankar**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Chirag Mankar</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Chirag Mankar</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



**Offer of Employment Accepted**

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



7<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear **Jayesh Vaidya** ,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Jayesh Vaidya</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			





ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	Jayesh Vaidya	
	<b>Designation</b>	Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	1st Week of Jan 2020	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



## Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



7<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear **Nahush Mohole**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Nahush Mohole</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Nahush Mohole</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



## Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_





7<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear **Vishwajit Kathe** ,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Vishwajit Kathe</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Vishwajit Kathe</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

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We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



## Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



7<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear **Yash Kadwe** ,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Yash Kadwe</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			





ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Yash Kadwe</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

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We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



## Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
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I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



7<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear **Nahush Mohole**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
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8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Nahush Mohole</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Nahush Mohole</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



## Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



7<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear **Vishwajit Kathe** ,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Vishwajit Kathe</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Vishwajit Kathe</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



## Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



7<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear **Yash Kadwe** ,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Yash Kadwe</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Yash Kadwe</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



## Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_





19<sup>th</sup> OCT 2019

Sub: Offer of employment by Pin Click

Dear **Santosh Sonawane**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Santosh Sonawane</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Santosh Sonawane</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



**Offer of Employment Accepted**

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



19<sup>th</sup> OCT 2019

Sub: Offer of employment by Pin Click

Dear **Shreyas Phadke**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Pune** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Shreyas Phadke</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	<b>Name</b>	<b>Shreyas Phadke</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder





**Offer of Employment Accepted**

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_



19<sup>th</sup> OCT 2019

Sub: Offer of employment by Pin Click

Dear **Umesh Gaikwad**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “ **Property Advisor**”, with effect from **1st Week of Jan 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



The details of your annual earnings are as **Annexure A.**

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Umesh Gaikwad</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	<b>Sub-Total I / Gross Pay</b>	<b>23,265</b>	<b>2,79,180</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	<b>Sub Total II</b>	<b>1,735</b>	<b>20,820</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Umesh Gaikwad</b>	
	<b>Designation</b>	<b>Property Advisor</b>	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	<b>1st Week of Jan 2020</b>	
	<b>C &amp; B CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	9000	108000
	House Rent Allowance	7500	90000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	5,538	66456
	<b>Sub-Total I / Gross Pay</b>	<b>28,488</b>	<b>3,41,856</b>
<b>Benefits</b>			
<b>B</b>	PF Employee	1080	12960
	Gratuity	432	5184
	<b>Sub Total II</b>	<b>1512</b>	<b>18144</b>
<b>Total A + B</b>	<b>Cost to the Company</b>	<b>30000</b>	<b>3,60,000</b>
<b>C</b>	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement            * The Offer/ Salary Is Subjective to Completion of Training            *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click. For

For Pin Click Property Management Pvt Ltd.,

Mr.Manik Kinra  
Co Founder



**Offer of Employment Accepted**

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

02/18/2020,06.18PM

Dr. Moonje Institute of Management & Computer Studies, Nasik Mail - Selected student at Sahyadri Farm\_MBA\_DMI



placementmba dmimcs <placement.mba@moonjeinstitute.com>

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## Selected student at Sahyadri Farm\_MBA\_DMI

---

abasaheb<abasaebk@sahyadrifarm.com>

Tue, Feb 18, 2020 at 11.16AM

To: placementmba dmimcs <placement.mba@moonjeinstitute.com>

Cc: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>, placementmba dmimcs <placement.mba@moonjeinstitute.com>

Dear Sir,

It was really nice interacting and meeting with you.

Many Thanks for cooperation's and Hospitality.

Please find below the 11 candidate selected for **Business Development Executive** position having CTC of **4.6LPA**

Patil Manisha Dnyandeo
Harshal Chaudhari
Kulkarni Abhishek Rajendra
Wagh Neha Bhagwan
Darji Shwetakumari Ravindrabhai
Freezwala Zainab Juzer
Gaikwad Nishigandha Shirish
Kuwar Pravin Sharad
Chawala Reema Dharampal
Chobe Mayuresh Gokul
Wani Kelasi Udaykumar

Regards,

**HR Executive-TA**  
**Sahyadri Farms,**



Seeding goodness



PRIVATE AND CONFIDENTIAL

**Reference No. - 1383833238**  
**Applicant ID - 3353138**

01-Jun-2019

Raut Omkar N

Dear Raut,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : lalita.ganesan@icicibank.com

Telephone No. :

Yours sincerely,

Lalita Ganesan

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1383833238

Applicant ID - 3353138

01-Jun-2019

Raut Omkar N

Dear Raut,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at MUMBAI - GHATKOPAR (E)\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 21-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, 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 Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
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Reference No. - 1383833238

Raut Omkar N

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank 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 Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank 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 Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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:3:

**Reference No. - 1383833238**

Raut Omkar N

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

**ICICI Bank Limited**  
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**Reference No. - 1383833238**

Raut Omkar N

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

JAISEE MEHTA  
CHIEF MANAGER

Digitally signed by JAISEE SUNIL MEHTA  
Date: 2019.06.01 16:17:43 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
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Vadodara 390 007, India.



:5:

**Reference No. - 1383833238**

Raut Omkar N

**Annexure:**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,98,000/- (Rupees One Lakh Ninety Eight Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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**Reference No. - 1383833238**

Raut Omkar N

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by JAISEE SUNIL  
MEHTA  
Date: 2019.06.01 16:17:44 +05:30  
Reason: Offer Letter  
Location: Mumbai

  
Signature of Applicant





## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheet (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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### Remuneration Details

**Name :** Raut Omkar N

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	16,500	1,98,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>24,550</b>	<b>2,94,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>25,973</b>	<b>3,11,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>28,223</b>	<b>3,38,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

Digitally signed by JAISEE SUNIL MEHTA

Date: 2019.06.01 16:17:44 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**  
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Vadodara 390 007, India.



19-20



PRIVATE AND CONFIDENTIAL

Reference No. - 1383833087  
Applicant ID - 3740640

01-Jun-2019

Dhodare Komal Bhimrao

Dear Dhodare,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [lalita.ganesan@icicibank.com](mailto:lalita.ganesan@icicibank.com)

Telephone No. :

Yours sincerely,

Lalita Ganesan

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383833087

Applicant ID - 3740640

01-Jun-2019

Dhodare Komal Bhimrao

Dear Dhodare,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at MUMBAI - PRABHADEVI\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 19-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, 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 Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





Reference No. - 1383833087

Dhodare Komal Bhimrao

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank 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 Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank 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 Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodra 390 007, India.



**Reference No. - 1383833087****Dhodare Komal Bhimrao**

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



Reference No. - 1383833087

Dhodare Komal Bhimrao

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

Digitally signed by KARAN AGGARWAL  
Date: 2019.06.01 12:06:44 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L85190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1383833087**  
**Dhodare Komal Bhimrao**

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,98,000/- (Rupees One Lakh Ninety Eight Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**ICICI Bank Limited**  
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**Regd. Office : ICICI Bank Tower,**  
**Near Chakli Circle,**  
**Old Padra Road,**  
**Vadodara 390 007, India.**



:6:

**Reference No. - 1383833087**

**Dhodare Komal Bhimrao**

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by KARAN AGGARWAL  
Date: 2019.06.01 12:06:44 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
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Vadodara 390 007, India.





## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icdicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.

**Name :** Dhodare Komal Bhimrao  
**Position:** Assistant Manager  
**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	16,500	1,98,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>24,550</b>	<b>2,94,600</b>
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>25,973</b>	<b>3,11,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (Incl PLRP)</b>	<b>28,223</b>	<b>3,38,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 01-Jun-2019

Digitally signed by KARAN AGGARWAL  
Date: 2019.06.01 12:06:45 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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Regd. Office : ICICI Bank Tower,  
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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1383833288**

**Applicant ID - 3739900**

01-Jun-2019

Anushka Sanjay Navale

Dear Anushka,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1383833288

Applicant ID - 3739900

01-Jun-2019

Anushka Sanjay Navale

Dear Anushka,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - HINJEWADI PHASE - 2\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 21-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, 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 Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
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Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1383833288**

Anushka Sanjay Navale

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank 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 Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank 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 Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Vadodara 390 007, India.



**Reference No. - 1383833288**

Anushka Sanjay Navale

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



**Reference No. - 1383833288**

Anushka Sanjay Navale

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

Digitally signed by KARAN AGGARWAL  
Date: 2019.06.01 16:13:07 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

A Navale  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
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Near Chakli Circle,  
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**Reference No. - 1383833288**  
Anushka Sanjay Navale

**Annexure:**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

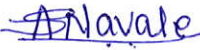
**Reference No. - 1383833288**

Anushka Sanjay Navale

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by KARAN AGGARWAL  
Date: 2019.06.01 16:13:08 +05:30  
Reason: Offer Letter  
Location: Mumbai

  
Signature of Applicant



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
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Regd. Office : ICICI Bank Tower,  
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Vadodara 390 007, India.



**Remuneration Details**

**Name :** Anushka Sanjay Navale  
**Position:** Assistant Manager  
**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

Digitally signed by KARAN AGGARWAL  
Date: 2019.06.01 16:13:08 +05:30  
Reason: Offer Letter  
Location: Mumbai



PRIVATE AND CONFIDENTIAL

Reference No. - 1383839829

Applicant ID - 3739565

01-Jun-2019

Ashish Masi

Dear Ashish,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383839829

Ashish Masi

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank 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 Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank 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 Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383839829

Applicant ID - 3739565

01-Jun-2019

Ashish Masi

Dear Ashish,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at MANMAD - MALEGAON ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 21-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, 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 Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

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:3:

**Reference No. - 1383839829**

Ashish Masi

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

**ICICI Bank Limited**  
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Reference No. - 1383839829

Ashish Masi

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

JAISEE MEHTA  
CHIEF MANAGER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

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:5:

**Reference No. - 1383839829**

Ashish Masi

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.



:6:

**Reference No. - 1383839829**

Ashish Masi

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

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## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheet (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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### Remuneration Details

**Name :** Ashish Masi

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

**ICICI Bank Limited**  
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Vadodara 390 007, India.

To,  
**Nikita Mulchandani**  
201,202, Rajan Complex,  
Opposite to Grape City Hotel,  
Dattamandir stop,  
Nashik Road,  
Nashik-422101

Dear Nikita,

Re: **Offer Letter for the post of Data Research Analyst**

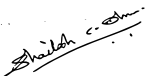
Following our discussions, I am pleased to offer you, on behalf of Decimal Point Analytics Private Limited, a position as “**Data Research Analyst**”.

Your fixed cost to company would be **Rs. 2,83,800 per annum**. This includes a retention bonus of **Rs. 28,380** which shall be payable at the completion of one successful year of your service from your date of joining and gratuity as per rules.

We look forward to your joining us on or before **1<sup>st</sup> June 2020**. By accepting this letter, you agree to bind yourself to the terms of the employment, including notice period as decided by the company.

I would like to reiterate our high regard for you, and in the interim, if I can be of help, please do not hesitate to call me.

Sincerely,



**Shailesh Dhuri**  
**Chief Executive Officer**  
**May 29, 2020**

I accept this letter & agree to abide by the terms of employment of the company.

Encl:

- a. Terms & Conditions
- b. Acceptance Copy
- c. Annexure – I

# **STATEMENT OF TERMS OF EMPLOYMENT**

**BETWEEN**

**DECIMAL POINT ANALYTICS PRIVATE LIMITED**

**AND**

**NIKITA MULCHANDANI**

# STATEMENT OF TERMS OF EMPLOYMENT

This Statement includes the particulars of employment and is made between the following parties:

**Decimal Point Analytics Private Limited and**

**Nikita Mulchandani**

The terms and conditions of your employment with Decimal Point Analytics Private Limited are set out below and also in certain sections of the Company's Employee Handbook. In the event of any inconsistency between the terms set out in this Statement and the Employee Handbook, the terms set out in the Statement take precedence.

The Company reserves the right to vary and amend the terms and conditions of employment from time to time and will give reasonable notice of any such change.

In this Agreement, the following words shall have the following meanings:-

"Associated Company" shall mean in relation to the Company, another company which is connected or under common ownership of the Company or the principal shareholders of the Company;

"the Board" shall mean the Executive Board of Directors from time to time of the Company including any committee of the Board duly constituted by it;

"Gross Misconduct" shall include but is not limited to discrimination, harassment, fighting, alcohol or drug abuse, fraud, competing with the Company, theft, destruction of Company property, any breach of the Company's e-mail/Internet policy, serious breaches of health and safety rules and breach of a statute which has a direct effect on your ability to undertake your duties under this Agreement;

"Incapacity" shall mean any illness, accident or other like cause which prevents you from performing your duties hereunder.

## **1. JOB TITLE AND REPORTING LINE**

Your job title, reporting line and grade at Decimal Point Analytics Private Ltd, is as set out in Annexure I of this agreement. Based on your performance and Company requirements, your designation, grade and reporting line may be reviewed by the Company as an amendment to Annexure – I of the agreement.

You have a duty to carry out all reasonable instructions and comply with all policies and procedures that the Company imposes. The Company may also reasonably require you to work at other jobs, or undertake the duties of another position, at a similar level within the business (whether for the Company and/or for an Associated or Subsidiary Company), after proper consultation.

## **2. DATE OF START OF EMPLOYMENT**

Your employment with Decimal Point Analytics Private Limited will begin on or before **1<sup>st</sup> June 2020**. No employment with a previous employer will count as part of your period of continuous employment with the Company.

## **3. PLACE OF WORK**

Your initial place of work will be Gupta House, Gupta Wadi, Shri Shyamlal Gupta Marg, Near Dr. Kakatkar Hospital, Opp Ved Mandir, off Trimbak Road, Nasik -2, The Company reserves the right to require you to change your place of work to any of the Company's office locations, its Client's offices or any other location worldwide, as may be required by the Company. In the event of any proposed relocation, the Company will consult with you and provide you with as much notice as practical.

It is a condition of your employment that you are prepared to relocate anywhere within India and, if necessary, overseas at the request of the Company. Any such relocation shall be as per policy laid down by Company.

## **4. WORK RELATED TRAVEL**

The Company has offices in multiple locations in India and abroad. In addition, the Company has clients all over the world. You may be required to work at any of these locations or elsewhere, for short term or long term durations, from time to time.

It is a condition of your employment that you are prepared to travel within India and, if necessary, overseas at the reasonable request of the Company. You shall travel by such means and in accordance with such travel tariff as the Company may from time to time determine. The Company will meet properly substantiated expenses in accordance with Company policy, the details of which are set out in the Employee Handbook.

## **5. HOURS OF WORK**

Work Timings in Decimal Point Analytics reflect the requirements of business.

The working hours expected of each Decimal Point employee is of 9 (nine) hours a working day and 45 hours per week, including a 30 minute lunch/dinner break and 2 rest breaks of 15 minutes each.

Due to the nature of business at Decimal Point, hours of work may vary and you are expected to work such additional hours as necessary to meet business requirements and fulfill the duties and responsibilities of your role. No overtime payments would be made for such additional hours of work.

## **6. DUTIES**

During the course of your employment you will discharge your duties efficiently, diligently and to the best of your abilities. You shall devote your whole time and attention to the business interests of the Company and generally carry out duties and work as assigned to you, and shall obey and comply with all the lawful orders and directions given to you by your superiors. You shall honestly, diligently and faithfully serve the Company and endeavour to promote the business interests of the Company at all times.

## **7. LEAVES AND HOLIDAYS**

During your entire period of service, you will be entitled to leaves, holidays and all other benefits as per the rules and regulations prevailing in the Company for each such benefit from time to time. A detailed policy on the same is available in the Employee Handbook.

## **8. SALARY**

Your fixed cost to company would be **Rs.2, 83,800 per annum**. This includes a retention bonus of **Rs. 28,380** which shall be payable at the completion of one successful year of your service from your date of joining and gratuity as per rules.

Any Bonuses lying unpaid on the date of resignation is subject to forfeiture at the sole discretion of the company.

Our performance year is January 01 to December 31 of each year. Your performance for the year will be reviewed by January 31 of the following year. Based on the review, your fixed annual salary will be reviewed and adjusted (merit increase) in the month of April of the following year. A revision letter will be given to you on 31<sup>st</sup> January after the completion of the performance review.

## **9. MONITORING OF E-MAILS, INTERNET AND TELEPHONE CALLS**

There are times when the Company may need to monitor the use of e-mails, the Internet and telephone calls by its employees, for example, to investigate suspected misuse, breaches of the law or Company rules and procedures. By signing this Statement, you consent to the Company so doing, without providing any notice to you.

You should also refer to the Company's policy on e-mail, use of Internet and Business communication in the Employee Handbook.

## **10. ADDITIONAL AGREEMENTS**

You may be required by the Company to sign additional agreements that may be specific to clients or projects; you are required to work for.



## 11. TERMINATION OF EMPLOYMENT

Your appointment can be terminated by the Company if your Medical Screening or Background Verification check reports have major discrepancies. The management's decision in all such cases will be final and binding.

The minimum period of notice that both you and the Company must give to terminate your employment is **three** months. Notice must be given in writing.

Failure to provide the agreed notice period shall render you liable to pay the Company notice period salary in lieu thereof and shall entitle the Company to deduct / withhold this amount from any and all dues payable by the Company to you. The management may decide to accept salary in lieu of Notice Period or adjust against leave, at its own discretion.

The management may also decide to waive off the Notice Period and relieve you prior to the expiration thereof based on the requirements of the company. The management's decision in all such cases will be final and binding.

It is your responsibility to complete your handover during the notice period before leaving the organization. This is required to ensure smooth transition of processes in the absence of the resigning employee.

Upon leaving the Company, you must return to the Company all of its property that is in your possession including all relevant intellectual property and confidential business information.

Once either you or the Company has given notice to terminate your employment, or if you resign without giving proper notice, the Company may direct you to take "Garden Leave" for the unexpired period of notice. This means that the Company may require you to serve your notice period away from the workplace, to perform only such duties as it may allocate to you or not to perform any duties, and to have no contact with any employees or clients of the Company without the express written permission of an officer of the Company. In cases where the Company directs you to take "Garden Leave" your salary and all contractual benefits will continue to be paid till the end of your notice period.

Upon termination of your employment for whatever reason, you agree that at the request of the Company you will immediately resign (without claim for compensation) from all directorships and other offices which you may hold in the Company or in any Associated Company and, if applicable, transfer any qualifying or nominee shares held by you, issued to you with respective provisions of terms of issue from time to time, to the Company and/or any Associated Company. In the event of your failure to notify the Company that you will resign within seven days of a request by the Company, you hereby irrevocably authorise the Company to appoint a person to execute any documents and to do everything necessary to effect such resignation on your behalf. Further, if you fail to transfer such shares within seven days of such request, the Company may effect such transfers on your behalf.

Upon termination of your employment, for any reason other than those mentioned in clause 12.2, all unpaid increments, bonuses, whether retention or performance or any other bonus, revised salary will stand forfeited and no bonus and revisions will be payable to you during the notice period or after termination of employment.

The termination of your employment for whatever reason shall not affect those provisions of this Agreement which are expressed to have effect thereafter.

## 12. SUMMARY TERMINATION

If you:

- 12.1.1 shall commit any act of dishonesty whether relating to the Company, any Associated Company, an employee or otherwise; or
- 12.1.2 are guilty of any Gross Misconduct or commit any serious breach of any of your obligations to the Company or any Associated Company or refuse or neglect to comply with lawful orders given to you by the Board; or reporting officer
- 12.1.3 are guilty of any conduct which in the reasonable opinion of the Company brings you, the Company or any Associated Company into disrepute; or
- 12.1.4 shall be prohibited or disqualified by law from holding the office which you hold in the Company or any Associated Company or shall resign from any such office without the prior written consent of the Board; or
- 12.1.5 are in the reasonable opinion of the Company incompetent in the performance of your duties; or
- 12.1.6 fail to observe and perform in all material respects the terms and provisions of this Agreement (where such conduct does not fall within Clause 12.1.3) and fail to remedy any such non-observance or non-performance (where capable of remedy) within fourteen (14) days after prior written notice from the Company requiring you so to do; or
- 12.1.7 are declared bankrupt ; or
- 12.1.8 are convicted of any arrestable criminal offence ; or
- 12.1.9 are prevented from performing your duties due to Incapacity (including any illness caused by your own negligence) for a period of 120 working days in aggregate in any period of 12 months; or
- 12.1.10 fail to observe and comply with the requirements and obligations of any law which is required to be observed in performance of your duties,

THEN the Company shall be entitled at its absolute discretion to terminate your employment immediately without notice or payment in lieu of notice whereupon you shall have no claim against the Company for damages or otherwise by reason only of such termination. Further, it is hereby agreed that the Company shall be entitled to terminate your employment under Clause 12.1.9 notwithstanding that to do so would disentitle you to any benefits in force at the date of such termination.

12.2 This Agreement shall automatically terminate on your 60th birthday.

12.3 The Company may suspend you for the purpose of investigating any misconduct alleged against you and during any such period, you shall not, except with the prior consent in writing of the Board, or your reporting officer, attend at any premises of the Company or any Associated Company or contact any employee, customer or supplier of the Company or any Associated Company. The Company shall be under no obligation to provide any work for you during such period and you shall, at the request of the Company, immediately deliver to the Company all or any of its property.

### **13. DEDUCTIONS FROM SALARY**

The Company reserves the right in its absolute discretion to deduct from your pay any sums which you may owe the Company including, without limitation, any overpayments or loans made to you by the Company or loss suffered by the Company as a result of your negligence or breach of the Company's rules, any TDS dues, any tax dues, any other statutory dues.

### **14. OUTSIDE INTERESTS**

You will not, during the course of your employment, be employed or engaged in any capacity in any other business without the prior written consent of a Director of the Company.

### **15. CONFIDENTIALITY**

You acknowledge that in the course of your employment with the Company you will have access to, and be entrusted with, information in respect of the business and financing of the Company, its Clients, its Clients' clients, its employees, its dealings, transactions and affairs including any parent or subsidiary company, another subsidiary of parent company, joint venture company and associated companies (together "Group companies"), all of which information is or may be confidential.

You must not, either during your employment or at any other time after completion of employment with the Company, divulge to any person or organisation any confidential information relating to the Company, its Clients, its Clients' clients, its employees and any Group company, except where required to do so as part of your duties while employed by the Company.

"Confidential information" includes all information which has been specifically designated as confidential by the Company, its Clients, its Clients' clients, its employees or any parent company, another subsidiary of parent or subsidiary company, joint venture company (hereinafter collectively referred to as Group Company(ies)), any information imparted in circumstances which imply that it is confidential, and any information relating to the technical, strategic planning, marketing, pricing or financial activities of the Company, its Clients, its Clients' clients, its employees or any Group Company, the unauthorised disclosure of which would embarrass, harm or prejudice the Company or any Group Company. It does not include information which is legitimately in the public domain.

You must not, at any time during your employment with the company and thereafter, share the name of any Client of the Company or Clients client, either directly or indirectly, or in such

terms that any third person is able to ascertain the name of the Client or Client's client, in any social networking site such as LinkedIn and Facebook or any job portal or site such as Naukri, Monster and TimesJobs without the express prior written approval of a Director of the Company.,

Breach of the Group's confidentiality rules during your employment will normally lead to summary dismissal for gross misconduct or any other legal recourse available to the Company.

## **16. INTELLECTUAL PROPERTY**

All relevant Intellectual Property and all Intellectual Property Rights therein shall to the fullest extent permitted by law belong to, vest in and be the absolute, sole and unencumbered property of the Company or if it originates mainly from an Associated Company it shall be the property of such Associated Company, or if it originates mainly from a Client Company, it shall be the property of such Client.

- 16.1 You hereby acknowledge that because of the nature of your duties and the particular responsibilities arising from the nature of your duties you have and at all times during your employment will have a special obligation to further the interests of the undertakings of the Company and of any Associated Company;
- 16.2 You hereby undertake to notify and disclose to the Company in writing the full details of all relevant Intellectual Property forthwith upon the production of the same, and promptly whenever requested by the Company and in any event upon the determination of your employment with the Company deliver up to the Company all correspondence and other documents, papers and records, and all copies, whether physical or electronic, or on any magnetic or optic or any other media thereof in your possession, custody and power relating to any relevant Intellectual Property;
- 16.3 You hereby undertake to hold upon trust for the benefit of the Company or any Associated Company any relevant Intellectual Property and the Intellectual Property Rights therein to the extent the same may not be and until the same are vested absolutely in the Company or any Associated Company;
- 16.4 You hereby assign for the benefits of the Company by way of future assignment all copyright, design rights and other proprietary rights (if any) in all relevant Intellectual Property;
- 16.5 You hereby, unconditionally and irrevocably waive your rights to be identified as the author of any of the relevant Intellectual Property in which copyright subsists and not to have the work subjected to derogatory treatment; and this waiver is made expressly in favour of the Company and shall extend to licenses and successors in title to the copyright in the work;
- 16.6 You hereby acknowledge that, save as provided by law, no further remuneration or compensation other than that provided for herein is or may become due to you in respect of the performance of your obligations under this Clause; and
- 16.7 You hereby undertake at the expense of the Company to execute all such documents, make such applications, give such assistance and do such acts and things as may in the opinion of the Company be necessary or desirable to vest in and register or obtain letters patents in the name of the Company, its clients, its clients' clients, its employees or any Associated Company and otherwise to protect

and maintain the relevant Intellectual Property and the Intellectual Property Rights therein.

To the extent that by law any relevant Intellectual Property or the Intellectual Property Rights therein do not, or are not permitted to, vest in or belong to the Company or any Associated Company you agree immediately upon the same coming into existence to offer to the Company or any Associated Company in writing a right of first refusal to acquire the same on arm's length terms to be negotiated and agreed between the parties in good faith.

## **17. POST TERMINATION OBLIGATIONS**

17.1 For the purpose of this Clause, the following expressions shall have the following respective meanings:

"Business" means the carrying on of the business of providing financial and investment services and support services to companies in the financial services sector and any other sectors that the Company or any Group Company provides services to, including the sales and marketing of research data produced by the Company or any Group Company and any other business which may at the termination of this Agreement be carried on by the Company or any Group Company at the date of termination of your employment and in which you have been concerned to a material extent at any time in the 24 months immediately preceding such termination.

"Key Employee" means any person who at the date of termination of your employment is employed or engaged by the Company or any Group Company (i) with whom you have had material contact during the course of your employment and (ii) either (a) is employed or engaged in the carrying on of the business of Company's Business and any other business or (b) is in possession of confidential information or (c) is directly managed by or reports to you or (d) in the event that such Key Employee is found to have been solicited by you prior to the date of termination of your employment, who would have been so employed but for your actions.

"Restricted Area" means any part of the world in which you have undertaken your duties to a material extent at any time in the 24 months immediately preceding the termination of your employment.

"Restricted Period" means the period of 36 months and calculated from the date of termination of your employment, subject to a reduction for any period spent on Garden Leave, as mentioned under the Clause "Termination of Employment".

17.2 You hereby undertake that you will not for the Restricted Period without the prior written consent of the Company either alone or jointly with or on behalf of any person directly or indirectly whether as manager, agent, consultant, employee or otherwise:

17.2.1 in connection with the carrying on of any business in competition with the Business, canvass, solicit, approach or do business, either directly or indirectly, with any person or organization who or which has at any time during the period of 24 months immediately preceding the date of the termination of your employment

done business with the Business as a client and with whom or which you have had dealings during the course of your employment; or

- 17.2.2 solicit or entice away or endeavor to solicit or entice away from the Business any Key Employee who at the date of the termination of your employment is employed or engaged by the Company (whether or not the Key Employee would commit a breach of contract by accepting such an approach).

## **18. SHARE DEALINGS**

You shall comply with all relevant rules of the Company, regulations and laws in force in relation to share dealings, debentures or other securities.

## **19. GENERAL**

- 19.1 No failure or delay by the Company in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof nor shall any single or partial exercise by the Company of a right, power or privilege preclude any further exercise thereof or the exercise of any other right, power or privilege.
- 19.2 This Agreement supersedes all other agreements whether written or oral between the Company or any Associated Company and you relating to your employment and you acknowledge and warrant to the Company that you are not entering into this Agreement in reliance on any representation not expressly set out herein.
- 19.3 You warrant that by virtue of entering into this Agreement you will not be in breach of any express or implied terms of any contract with, or of any other obligation to, any third party binding upon you.
- 19.4 If your employment under this Agreement is terminated by reason of the liquidation of the Company for the purpose of reconstruction or amalgamation and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions not less favorable than the terms of this Agreement then you shall have no claim against the Company in respect of the termination of your employment under this Agreement.
- 19.5 You confirm that you have received or have had the opportunity to receive independent legal advice as to the terms and effect of this Agreement and, in particular, to the restrictions contained in the Confidentiality and Intellectual Property and Post-termination Obligation clauses above.

## **20. NOTICES**

- 20.1 Any notice or other communication given or made under this Agreement shall be in writing and shall be delivered to the relevant party or sent by registered post to the address of that party specified in this Agreement or such other address in India



as may be notified by that party from time to time for this purpose, and shall be effectual notwithstanding any change of address not so notified.

20.2 Unless the contrary shall be proved each such notice or communication shall be deemed to have been given or made, if by registered post, 48 hours after posting and, if by delivery, at the time of delivery.

## 21. GOVERNING LAW

This Agreement shall be governed by and construed in all respects in accordance with Indian law and the parties agree to submit to the non-exclusive jurisdiction of the Courts of Mumbai as regards any claim or matter arising in respect of this Agreement.

You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

I have read, understood and agree to the terms and conditions set out in this Statement of Terms of Employment, with Annexure – I and in the Company's Employee Handbook. I also confirm that they supersede any other terms and conditions that may have been in force at the time of signing this Statement.

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

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

**Nikita Mulchandani**

Signed on behalf of the Company by:

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

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

**Shailesh Dhuri**  
**Chief Executive Officer**  
**Decimal Point Analytics Private Limited**

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

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

**Vidula Padwal**  
**Vice President - Talent Management**  
**Decimal Point Analytics Private Limited**

## **ANNEXURE – I to Agreement between Decimal Point Analytics Private Limited and Nikita Mulchandani**

### **JOB TITLE AND REPORTING LINE**

Your job title is **Data Research Analyst** of Decimal Point Analytics Private Limited and you would be reporting to **Paresh Sharma- Executive Director**.

Based on your performance and Company requirements, your designation, and reporting line may be reviewed by the Company.

### **PROBATION AND CONFIRMATION**

Confirmation of your employment with the Company would be effective upon your satisfactory completion of the first 6 months of employment (also called as Probation / Training period) with the Company. This stipulated period should be sufficient for you to get trained and start delivering the desired standards of work based upon the goals and objectives agreed to with your manager.

### **Documents to be submitted on your DOJ:**

The employee on joining Decimal Point Analytics should submit the following documents to the Talent Management Department:

1. 3 copies of latest passport size photograph.
2. Scanned copies of all the educational certificates and mark sheets. (Attested).
3. Scanned copies of proof of date of birth i.e. birth certificate or school leaving certificate (Attested).
4. Scanned copies of Relieving letter and service certificate from the last employer (if applicable).
5. Scanned copies of Last salary slips from last employer (if applicable).
6. Scanned copy of PAN Card
7. Scanned copy of Address Proof (Passport, Electricity bill, Ration card) any one
8. Scanned copy of Aadhaar Card



**ESDS SOFTWARE SOLUTION PVT. LTD.**

Plot No. B - 24 & 25, NICE Industrial Area, Satpur MIDC,  
Nashik - 422 007 | Toll Free No.: 1800 209 3006  
Ph. No. +91 253 66 36 500 | Fax No.: +91 95 95 247 247  
Email : relationship@esds.co.in | Website : www.esds.co.in

**To**  
**Mr. Avinash Ghode**  
H.No.106/2333,  
Dharmaji colony, shivaji nagar,  
Nashik-422007

**Date: 12-December-2019**

**Sub: - Confidential - Letter of Offer**

**Dear Avinash,**

Welcome to **ESDS Software Solution Pvt. Ltd!**

At **ESDS Software Solution Pvt. Ltd**, Passion, Execution, Quality and Customer Delight are not just a destination but a journey in which every employee contributes significantly. We invite you to be part of this inspiring journey:

This has reference to your application and personal interview with us; we are pleased to offer you as **Technical Associate** in **Technical Dept.** at our **Nasik** location. Your total annual cost to the company CTC will be **Rs. 2,80,000/-** all Inclusive. Tax will be deducted as per government norms.

Please note that the compensation details are strictly confidential between you and the Company and should not be divulged to anyone.

We expect you to join us on or before **3rd February 2020**. Please note that this offer is valid subject to your acceptance communication to us latest by **14th December 2019**.

Please note that if you do not report on duty on **3rd February 2020**, this offer stands invalid and withdrawn.


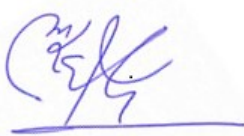
If you resign from the organization within 1 year of your joining, you will have to pay the company 25% of your Annual CTC or INR 1,00,000/-, whichever is higher.

Please note that company may conduct your background check/reference check from your previous employers and if any report and reference has been found negative, disciplinary action will be taken including termination of services.

We welcome you to the organization and look forward to a long term association with us.

Yours truly,

**For ESDS Software Solution Pvt. Ltd,**



**Dr. Chandra Mauli Dwivedi**  
**Chief Human Resource Officer**

I agree and accept employment and report on duties on or before **3rd February 2020**

Name and signature

Date



**ESDS Software Solution Pvt. Ltd.**  
**Compensation & Benefits Worksheet**

Name: Avinash Ghode		DOJ : 3rd February 2020	
Title : Technical Associate		Dept : Technical	
Location : Nasik		Grade : T2	
Sr No	Component	Monthly wef 3rd Feb 2020	Annual wef 3rd Feb 2020
<b>Fixed Salary</b>			
1	Basic	9,255	1,11,063
2	HRA	3,702	44,425
3	Conveyance Allowance	1,600	19,200
4	Education Allowance	1,250	15,000
5	Special Allowance	4,628	55,531
6	Medical Allowance	1,250	15,000
<b>Total Gross Salary</b>		<b>21,685</b>	<b>2,60,220</b>
7	Provident Fund (Employer)	1,203	14,438
8	Gratuity	445	5,342
<b>Cost to Company</b>		<b>23,333</b>	<b>2,80,000</b>



**Approved By:**

**Dr. Chandra Mauli Dwivedi**  
**Chief Human Resource Officer**  
**ESDS Software Solution Pvt. Ltd.**

**Additional Benefits**

Personal Accident Insurance for self -as per company current GPAI Policy  
Medical reimbursement for self & dependants (spouse & 2 kids)

**Note**

\*\*Income Tax, Professional Tax and other applicable taxes/statutory contributions shall be deducted from the salary on a monthly basis as per Government Policies.



placementmba dmimcs <placement.mba@moonjeinstitute.com>

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## Selected students at Datamatics

---

hrdatamatics<hr@datamatics.com>

Thu, Octo 17, 2019 at 4.04PM

To: kirti bhalerao <kirti.bhalerao@moonjeinstitute.com>

Cc: placement.mba@moonjeinstitute.com

Dear Madam,

Kindly find the list of candidates who are selected at Datamatics for Taxation process from MBA final year students of DMIMCS, Nashik  
CTC-2.6 LPA

Singh Manish Omprakash
Solanki Kamlesh Omprakash
Sonawane Dhirajkumar Brijlal
Swapnali Shelar
Amit Talkhe
Korde Sakshi Vijay
Sagar Chavanke
Mayur Mankar
Bhushan Borse
Kajal Pandhare
Mangesh Gangurde

**Thanks & Regards,**  
**HR, Team**  
**Datamatics**

**Date: 04-Feb-2020**

**Kiran Loya  
D/O: Shankarlal Loya,  
Trimbakeshwar, Pach Ali,  
Nashik, Maharashtra - 422212**

**Dear Ms. Loya,**

**Welcome to HDFC Sales Pvt. Ltd.**

**Subsequent to the panel interview dated 14-Dec-2019, we are pleased to inform you that you have been selected for the role of "Management Trainee".**

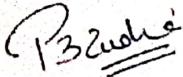
**Your Total Fixed Cost to Company will be Rs. 2,30,000.00 per annum (CTC break-up will be mentioned in the appointment letter); this is subject to clearance of joining formalities with submission of all relevant documents, positive background verification & successful completion of your professional education degree with "Sandip Institute of Engineering and Management". Your appointment letter will be given to you on the date of joining.**

**You are requested to return a copy of this letter in acceptance of the above terms.**

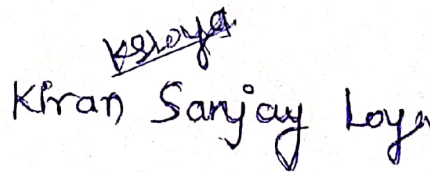
**We look forward to you joining our team.**

**Yours sincerely,**

**For HDFC Sales Pvt. Ltd**



**Authorised Signatory**

  
**Kiran Sanyoj Loya**

**HDFC Sales Pvt. Ltd.**  
A group company of HDFC LTD.

Wing A/4th Floor, HDFC HOUSE, H T Parekh Marg, 165, 166, BackBay Reclamation,  
Churchgate, Mumbai - 400020 Tel: +91 22 61552400. Fax: +91 22 61552440  
Email : response@hdfcsales.com. Website : www.hdfcsales.com  
CIN : U65920MH2004PTC144182



November 25, 2020

Dear Mayur Mankar

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Assistant Manager**, at Grade **M1** in our organization at **Nashik**.

Your annual compensation in terms of cost to company will be INR. 200,000.00/-(Two Lakhs only). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

<b>Compensation Breakup</b>		
<b>Components</b>	<b>P.M.</b>	<b>P.A.</b>
Basic Salary	11,014.00	132,168.00
House Rent Allowance	1,598.00	19,181.00
Professional Allowance	-	-
Bonus	2,203.00	26,434.00
Leave Travel Assistance	-	-
<b>Gross</b>	<b>14,815.00</b>	<b>177,783.00</b>
Contribution to Gratuity Fund	-	6,357.00
Contribution to Provident Fund	-	15,860.00
<b>Total</b>	<b>16,667.00</b>	<b>200,000.00</b>
<b>*Company contribution towards PF is 12%.</b>		
<b>Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death.</b>		

- The mentioned CTC is not indicative of monthly take home salary

Please note that this email is intended for your understanding of the salary components only and should not be construed as a formal offer of employment. We shall issue a formal

**Kotak Mahindra Bank Ltd.**

CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,  
Zone 4, 2nd Floor, Infiniti Park,  
Off Western Express Highway,  
General AK Vaidya Marg,  
Malad (E), Mumbai 400097,  
Maharashtra, India.

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

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



Kotak Mahindra Bank

appointment letter once you give an email acceptance of the above to us. Only post receiving the Appointment Letter should you initiate your exit formalities with your current employer.

Yours sincerely,

**For Kotak Mahindra Bank Ltd,**

**Sana Chiplunkar  
Manager  
Human Resources**

**Kotak Mahindra Bank Ltd.**

CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,  
Zone 4, 2nd Floor, Infiniti Park,  
Off Western Express Highway,  
General AK Vaidya Marg,  
Malad (E), Mumbai 400097,  
Maharashtra, India.

T +91 22 66056825  
F +91 22 67259071  
[www.kotak.com](http://www.kotak.com)

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



**ESDS SOFTWARE SOLUTION PVT. LTD.**

Plot No. B - 24 & 25, NICE Industrial Area, Satpur MIDC,  
Nashik - 422 007 | Toll Free No.: 1800 209 3006  
Ph. No. +91 253 66 36 500 | Fax No.: +91 95 95 247 247  
Email : relationship@esds.co.in | Website : www.esds.co.in

**Date: 30<sup>th</sup> August 2019**

To ,

**Jadhav Gaurav Ramdas,**

Anandwawali, Gangapur Road, Nashik.

**Subject: Trainee Letter**

**Dear Gaurav,**

With reference to your application we would like to congratulate you on being selected as a **Trainee** in **Projects Department** with us based at **Nashik**, Maharashtra, India. Your training is scheduled to begin with effective from **03<sup>rd</sup> September 2019** for a period of 6 (Six) months.

As such, your training tenure will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.

You stipend would be in Indian Currency Rs. 10,000/- (Rupees Ten Thousand Only) per month during your period of Training with us.

The project details and other pertaining information will be shared with you on or before commencement of training.

Your service shall be terminable by either party giving the other one months' notice or one months' salary including allowances in lieu thereof.

Again, congratulations and we look forward to work with you.

**For ESDS Software Solution Pvt. Ltd.**



**Chandra Mauli Dwivedi**  
**Chief Human Resource Officer.**





05 February 2020

Miss Pooja Naik

Re: Offer of Employment

Dear Pooja,

It is a pleasure to extend to you our written offer of employment for the position of associate executive trainee (Information Technology) at our office in Nashik, Maharashtra. This position will report to Vaishali Bahirav. Your gross base starting **salary will be ten thousand rupees per month**. This position is classified as Regular Full Time salaried exempt position.

You will be eligible for one off day weekly which you will have to adjust with your co worker /colleague in order to keep office and responsibilities continue for 365 days. Your probation period starts from the date of joining till next six months. After that, according to your capabilities and learning skills it will be decided by management if the candidates would continue with the team or not.

While we are seeking to have your employment commence with Suman India Biz Solutions Pvt Ltd as soon as possible, this offer of employment is contingent upon your:

- (i) acceptance of this written offer of employment via this offer letter;
- (ii) not being subject to any secrecy, confidentiality, non-compete or other agreement with a third party which would restrict or interfere with your ability to perform all responsibilities of the position;

(iii) your execution of Suman India biz Solutions Pvt Ltd's standard confidentiality agreement; and

(iv) passage of a reasonable background check conducted by Suman India Biz Solutions Pvt Ltd based on your completion of an employment application and furnishing professional references. You will be an employee "at will" of Suman India Biz solutions Pvt Ltd.

As a formality we would request that you sign this offer letter below as your acceptance of this offer by 07/02/2020 13:00 Indian Time zone. If we do not receive your written acceptance by that time, this offer is void.

We are looking forward to your joining our team. Meanwhile, if there is any further information we can provide regarding this offer or the position, please do not hesitate to contact me at 9075817489.

Sincerely,

Vaishali Bahirav

Human Resource Development Head

Acceptance of Offer:

Signature of Candidate with date.



05 February 2020

Miss Harshali Shinde

Re: Offer of Employment

Dear Harshali,

It is a pleasure to extend to you our written offer of employment for the position of human resource executive trainee at our office in Nashik, Maharashtra. This position will report to Vaishali Bahirav. Your gross base starting **salary will be ten thousand rupees per month**. This position is classified as Regular Full Time salaried exempt position.

You will be eligible for one off day weekly which you will have to adjust with your co worker /colleague in order to keep office and responsibilities continue for 365 days . Your probation period starts from the date of joining till next six months. After that, according to your capabilities and learning skills it will be decided by management if the candidates would continue with the team or not.

While we are seeking to have your employment commence with Suman Hospitals Pvt Ltd as soon as possible, this offer of employment is contingent upon your:

(i) acceptance of this written offer of employment via this offer letter;

(ii) not being subject to any secrecy, confidentiality, non-compete or other agreement with a third party which would restrict or interfere with your ability to perform all responsibilities of the position;



(iii) your execution of Suman Hospitals Pvt Ltd's standard confidentiality agreement; and

(iv) passage of a reasonable background check conducted by Suman Hospitals Pvt Ltd based on your completion of an employment application and furnishing professional references. You will be an employee "at will" of Suman Hospitals Pvt Ltd.

As a formality we would request that you sign this offer letter below as your acceptance of this offer by 07/02/2020 13:00 Indian Time zone. If we do not receive your written acceptance by that time, this offer is void.

We are looking forward to your joining our team. Meanwhile, if there is any further information we can provide regarding this offer or the position, please do not hesitate to contact me at 9075817489.

Sincerely,

Vaishali Bahirav

Human Resource Development Head

Acceptance of Offer:

Signature of Candidate with date.



05 February 2020

Miss Swapnali Shelar

Re: Offer of Employment

Dear Swapnali,

It is a pleasure to extend to you our written offer of employment for the position of finance executive trainee at our office in Nashik, Maharashtra. This position will report to Vaishali Bahirav. Your gross base starting **salary will be ten thousand rupees per month**. This position is classified as Regular Full Time salaried exempt position.

You will be eligible for one off day weekly which you will have to adjust with your co worker /colleague in order to keep office and responsibilities continue for 365 days . Your probation period starts from the date of joining till next six months. After that, according to your capabilities and learning skills it will be decided by management if the candidates would continue with the team or not.

While we are seeking to have your employment commence with Suman India Biz solutions Pvt Ltd as soon as possible, this offer of employment is contingent upon your:

- (i) acceptance of this written offer of employment via this offer letter;
- (ii) not being subject to any secrecy, confidentiality, non-compete or other agreement with a third party which would restrict or interfere with your ability to perform all responsibilities of the position;

(iii) your execution of Suman India Biz solutions Pvt Ltd's standard confidentiality agreement; and

(iv) passage of a reasonable background check conducted by Suman India Biz solutions Pvt Ltd based on your completion of an employment application and furnishing professional references. You will be an employee "at will" of Suman India Biz solutions Pvt Ltd .

As a formality we would request that you sign this offer letter below as your acceptance of this offer by 07/02/2020 13:00 Indian Time zone. If we do not receive your written acceptance by that time, this offer is void.

We are looking forward to your joining our team. Meanwhile, if there is any further information we can provide regarding this offer or the position, please do not hesitate to contact me at 9075817489.

Sincerely,

Vaishali Bahirav

Human Resource Development Head

Acceptance of Offer:

Signature of Candidate with date.



**ESDS SOFTWARE SOLUTION PVT. LTD.**

Plot No. B - 24 & 25, NICE Industrial Area, Satpur MIDC,  
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Ph. No. +91 253 66 36 500 | Fax No.: +91 95 95 247 247  
Email : relationship@esds.co.in | Website : www.esds.co.in

**Date: 30<sup>th</sup> August 2019**

To ,

**Kunal Jadhav,**

65/3/1A, Plot No.:3, Near Navasha Ganpati Mandir,  
Anandwawali, Gangapur Road, Nashik.

**Subject: Trainee Letter**

**Dear Kunal,**

With reference to your application we would like to congratulate you on being selected as a **Trainee** in **Projects Department** with us based at **Nashik**, Maharashtra, India. Your training is scheduled to begin with effective from **03<sup>rd</sup> September 2019** for a period of 6 (Six) months.

As such, your training tenure will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.

You stipend would be in Indian Currency Rs. 10,000/- (Rupees Ten Thousand Only) per month during your period of Training with us.

The project details and other pertaining information will be shared with you on or before commencement of training.

Your service shall be terminable by either party giving the other one months' notice or one months' salary including allowances in lieu thereof.

Again, congratulations and we look forward to work with you.

**For ESDS Software Solution Pvt. Ltd.**



**Chandra Mauli Dwivedi**  
**Chief Human Resource Officer.**

