



Bellary V.V. Sangha's

VIJAYANAGARA COLLEGE, HOSAPAETE

(Affiliated to Vijayanagara Sri Krishnadevaraya University, Bellary)

Accredited 'B⁺⁺' Grade by NAAC

Criteria V


5.2.1: Average percentage of placement of outgoing students during the last five years

Year	Name of the students and contact details	Programme graduated from	Name of the employer with contact number	% of students placed through campus placement
2017-18	RENUKA RAMANAGOUDA	B.Com	ICICI BANK	
	SOWMYA V P	B.Com	ICICI BANK	
	SUPRIYA T	B.Com	ICICI BANK	
	SANGEETHA A	B.Com	ICICI BANK	
2018-19	ABHISHEK	B.Com	ICICI BANK	
	SANTESH KUMAR	B.Com	ICICI BANK	
	HANASI VEERESH	B.Com	ICICI BANK	
2019-20				
	SOLOMAN RAJU	BCA	Vtech Coders, Dharwad	
	Varun	BCA	Pentagon Space	
	Devaraj	BCA	Pentagon Space	
	Gokul B A	BCA	Pentagon Space	
	Pooja G N	BCA	Pentagon Space	
	Pallavi H	BCA	Pentagon Space	
	Sameer H	BCA	Pentagon Space	
	M Nayaz Fathima	B.Sc.	Pentagon Space	
	Pavan Kumar P	B.Sc.	Pentagon Space	
	MAHALAKSHMI	BCA	India Literacy Projec	
	TABASUM	BCA	India Literacy Projec	
	SHREEHARSHA K A	BCA	RTCS	
			ALTRUIST TECHNOLOGIES	
	VENKATESH B	BCA	AKR TEC PARK	
	SRI KIRAN B R	BCA	AKR TEC PARK	

2020-21

SADIQ	BCA	Resilience Info Tech	
SWATHI B	B.com	ICICI Bank Ltd.	
SHILPA H	B.com	ICICI Bank Ltd.	
CHANDRAMOULIKA	B.com	ICICI Bank Ltd.	
VIJAYALAKSHMI	B.com	ICICI Bank Ltd.	
SNEHA V	B.com	ICICI Bank Ltd.	
SHREERAKSHA	B.com	ICICI Bank Ltd.	
SNEHA JAIN	BBA	BYJU'S Ltd.	
NITIN P BHONSLE	BBA	NEON Labs	
KIRAN M PATIL	BBA	KIRLOSKAR FIL	
	M.Sc.		
K Aidas	Chemistry	SUMS Group	
Dharshini	B.Sc.	Omega Healthcare	
Dharini	B.Sc.	HGS	
Rekha	B.Com.	HGS	
Swetha	B.Com.	Mphasis	
Nandini	B.Com.	Legato	
Soujanya	B.Com.	Mphasis	
Krithika	B.Com.	Legato	
Sadhana S	B.Com.	IntelliPatt	
		Standard Chartered	
Sai Vaibhav	BBA	Bank	


Chairman
Governing Body
Vijayanagar College, Hospet


Principal
VIJAYANAGAR COLLEGE
HOSAPETE - 583 201.

**INDIA LITERACY PROJECT**

No. 27, Narayani Apts, 3rd Floor, 2nd Cross, Ramakrishnappa
LayoutGeddalahalli, Sanjaynagar, Bangalore - 560094
Ph: 080-23519693
Web-site: www.ilpnet.org

October 1st, 2021

To:
Ms. Tabasum S.
D/o S. Sadiq Basha
House No: 41, Ward No 2
Gudekote Road
Opp Govt Hospital
VTC: Kudligi PO: Kudligi
Bellary - 583135

Mobile: 9380068691/9035245786
E mail: tabbuhpt6@gmail.com

Dear Ms. Tabasum

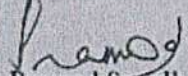
*Subject: Consultancy Service as Technical facilitator, for Taluks in Bellary District, Kalyan
Karnataka Region*

India Literacy Project is pleased to offer you consultancy services as Technical Facilitator for Taluks in Bellary Districts for implementation for our Students Skilling Project for Kalyan Karnataka Region. The terms and conditions governing this contract Consultancy are provided herewith.

As a token of your acceptance, please sign one copy of the consultancy contract for our records and the other copy is for your reference.

We look forward to your contribution and passion to enhance the working of our organization in the days to come.

With Regards,


Pramod Sreedharamurthy
Secretary - India Literacy Project





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Apart from these, you shall also be allocated with responsibilities and tasks in connection with ILP. At times this may or may not be directly related to your agreed responsibilities.

Period:

This consultancy contract is valid for six months, starting 1st October, 2021 and ending 31st March 2022. The terms and conditions of this consultancy will be reviewed at the end of this period and may be renewed by ILP for further period or periods on such terms and conditions as may be deemed fit and proper.

ILP shall be under no obligation to extend the period or give reasons for non-renewal of this contract.

This contract is an exclusive contract i.e. during the period of this consultancy contract, you shall not undertake any other assignment or work, directly or indirectly with or without remuneration, in any employment, trade, business.

Consultancy Fees:

In respect of the services rendered by you, ILP agrees to pay you a consolidated consultancy fee of ₹.15,000/month (Fifteen Thousand Only) which shall be payable to you for the period of the current contract, which is from 1st October 2021 to 31st March 2022, unless terminated earlier.

The consultancy amount is subject to deduction of 10% TDS on consolidated amount mentioned above, as per government rules and this shall be claimed by you from the government.

In case ILP terminates the contract for reasons agreed upon then this contract will be terminated and consultancy fee for the remaining period will not be paid to you.

Benefits:

You will be entitled to reimbursements for cell phone and internet usage charges based on the policy of the organization. You will be given a laptop and data card from ILP. Any physical damage to laptop or data card, beyond the normal wear and tear of the device will be borne by you.

You will be reimbursed for usage of your two wheeler on a per Km basis. This reimbursement is only applicable for use for two wheeler for visiting schools and other ILP related work.

In addition, you will be reimbursed actual expenses incurred by you for out station travel, for school visits and other ILP related work, as specified in the Travel Policy of the organization.

Work week:

For this period, the work week will be six days a week. A minimum of 8 hours a day of work is required. The work week may not include the travel time visiting a different taluk, visiting for training etc., which could extend to a weekend. Your work timing during the days when you visit the school will be based on the timing of the school. i.e. you will have to be there before the school starts, and till the end of the school. During non-school visit days you will be expected to be at the designated place for reporting, documentation and other such tasks, between 9.30 am to 5.30pm.

Compliance:

ILP shall comply with all applicable laws whether State or Central, in the performance of the obligations of this appointment. This would include deduction of TDS or Payment of Income tax, if any, on these fees will be ILP's responsibility.



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October 1st, 2021

To:
Ms. Mahalakshmi
S.J.S. Colony
Munirabad (RS)
Huligi
Koppal - 583234

Mobile: 7829258424/9986514546
E mail: mahalakshmiyadav179@gmail.com

Dear Ms. Mahalakshmi

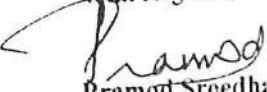
*Subject: Consultancy Service as Technical facilitator, for Taluks in Koppal District, Kalyan
Karnataka Region*

India Literacy Project is pleased to offer you consultancy services as Technical Facilitator for Taluks in Koppal District for implementation for our Students Skilling Project for Kalyan Karnataka Region. The terms and conditions governing this contract Consultancy are provided herewith.

As a token of your acceptance, please sign one copy of the consultancy contract for our records and the other copy is for your reference.

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With Regards,


Pramod Sreedharamurthy
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Heads of Terms

Employee Name ("You") & Identification No ("You")	G V Sai Vaibhav - 1669298
Employee Address	Door No.61/61 Sai General Store 21St Ward Krishna Nagar Hospet, Karnataka
SCB Employing Entity and address (the "Company", "we", us")	Standard Chartered Global Business Services Private Limited whose registered office is at Grindlays Garden, 1 st Floor Europe Building, No.1 Haddows Road, Nungambakkam, Chennai, Tamil Nadu, India 600006 (Company Identification Number U67190TN2000PTC049177)
Term (clause 1.1)	Indefinite term, subject to the terms of this Agreement.
Commencement Date (clause 1.2)	September 19, 2022
Normal notice period (clause 22.1)	3 Months
Role and Band/Grade (clause 4.1)	Analyst, Financial Crime Surveillance Unit and Band 9B
Department (clause 4.1)	FCSO-TMCB-US-Bangalore
People Leader (clause 4.1)	Manager, TMCB
Salary (clause 5)	Your commencing Total Employment Compensation (TEC) will be INR 300000/-(Rupees Three Hundred Thousand Only) gross per annum which includes basic salary of INR 120000/- (Rupees One Hundred Twenty Thousand Only) gross per annum.
Place of Work (clause 6)	Your usual place of work is Bangalore
	Your usual places of work are GBS Bangalore and Home - your home address (as recorded in Peoplesoft') The days on which you work from each location are to be agreed with your People Leader.
Designated Office (clause 6)	GBS Bangalore
Working Hours (clause 7)	Your normal total working hours per week are 40 hours, to be worked at such times and on such days of the week as agreed with your People Leader from time to time (subject to a maximum of 8 working hours per day). You will ensure that you take rest breaks in accordance with local law.
Variable Compensation target and applicable performance year (clause 8.2)	10% of your Total Employment Compensation and 2023
Annual leave days (clause 12)	21 Days
Jurisdiction (clause 26.4)	Indian law and Karnataka courts

These Heads of Terms form part of your terms and conditions of employment along with the Offer of Employment letter below and these documents must at all times be read and interpreted in conjunction with each other. In the event of conflict between the two documents, the Heads of Terms take precedence.

August 16, 2022

Strictly Private and Confidential

Dear G V Sai Vaibhav

Offer of employment

Following our recent discussions, I am pleased to offer you employment with the Company on the terms set out in this Agreement.

Defined terms are capitalised throughout, with the meanings set out in either the Heads of Terms or in the Definitions section below.

1. Term and Commencement Date

1.1 The Term is as per the Heads of Terms.

1.2 Your employment under this Agreement will begin on the Commencement Date.

2. Trial Period

2.1 The first 3 months of your Flexi working arrangement under this Agreement shall be a trial period. During this period, we will assess the suitability of any Flexi working arrangements. If in the reasonable opinion of your People Leader the arrangement is not suitable, we will seek to agree an alternative working arrangement with you. If the trial period is completed successfully, your Flexi working arrangements as set out in this Agreement will form part of your terms and conditions of employment.

3. Conditions

3.1 This offer is subject to:

- (A) you satisfying the Company's pre-employment screening and ongoing verification checks (including criminal record and adverse media checks where permitted by law) and providing references that are satisfactory to the Company;
- (B) you holding (and evidencing) all qualifications, accreditations, and certifications necessary for you to carry out your role;
- (C) all and any necessary regulatory approvals and requirements for your role having been received and remaining in force (including the Bank being satisfied of your fitness and propriety); and
- (D) the Company's receipt prior to the Commencement Date of satisfactory original evidence of your right to enter, work and reside in any relevant jurisdiction(s) and such right to work and residence remaining valid.

3.2 If any of the conditions set out in clause 3.1 are not satisfied prior to the Commencement Date, the Company reserves the right to withdraw this offer and this Agreement will have no legal effect. If any of the conditions set out in this clause are not satisfied at any time during your employment, the Company may terminate your employment with immediate effect and without notice or pay in lieu.

4. Role and Duties

4.1 Your role, department and People Leader are set out in the Heads of Terms.

- 4.2 You agree to carry out the full requirements of this role and any additional or alternative tasks or work as may from time to time reasonably be required of you (including duties which might not form part of your usual role). We may change your role (including your job title), your People Leader and/or duties as business needs reasonably require. We may appoint another person(s) to act jointly with you.
- 4.3 You will devote the whole of your working time, attention and abilities to the Company (or any other Group Company, if required) and use your best endeavours to promote and protect the general interests, welfare and reputation of the Company.
- 4.4 You will faithfully and diligently perform such duties as may from time to time be assigned to you and comply with all lawful and reasonable directions issued to you by the Company.
- 4.5 During your employment, you will not, without our prior written consent (such consent not to be unreasonably withheld), carry on or be engaged, concerned or interested directly or indirectly (whether alone or on your own behalf or on behalf of or in association or conjunction with any other person or entity), in any capacity, in any trade, business or occupation (whether paid or unpaid) other than the Company other than as a holder of an investment by way of shares or other securities of not more than 5% of the total issued share capital of any company which does not compete with any Group Company, whether or not it is listed or dealt in on a recognised stock exchange.
- 4.6 You agree that you will promptly disclose to your People Leader any information which comes into your possession which may adversely affect the Bank, the Group or any Group Company, including if you are investigated or arrested by any law enforcement agencies or charged in any court of competent jurisdiction or other forums. You will also disclose all circumstances in respect of which there is, or may be, a conflict of interest between you and the Bank or any Group Company.

5. **Salary**

- 5.1 Your commencing Total Employment Compensation(TEC) is set out in the Heads of Terms under salary. This will be subject to appropriate tax and other statutory deductions, payable monthly in arrears by equal instalments and will be deemed to accrue from day to day.
- 5.2 Salaries are generally reviewed annually. You have no entitlement to an increase in salary on such review. There will be no salary review after you or we have given notice of termination of your employment.

6. **Place of work**

- 6.1 Your usual place(s) of work is (or are) set out in the Heads of Terms.
- 6.2 Subject to People Leader approval, you may also be permitted to work from third-party co-working or serviced workspaces offered by the Bank's panel of designated supply partners. You must however agree in writing and in advance with your People Leader whether you are permitted to work from any such workspaces and whether you must do so within a limited geographical area. Any failure to do so or working other than as agreed with your People Leader will be a breach of this Agreement.
- 6.3 You agree that you will attend your Designated Office (or any other designated place, such as a client's offices or another Company office) on reasonable notice if required by your People Leader for specific events, meetings, training or as otherwise considered necessary for the proper performance of your duties. You may be required to travel both inside and outside the usual workplace country on business.
- 6.4 You are not permitted to work outside your country of employment (or tax jurisdiction) without first seeking relevant approvals.
- 6.5 The Company reserves the right to require you to work at another Group office, or to change your place of work to any other location either temporarily or permanently as the business may reasonably require or as required for regulatory reasons.

6.6 If you work remotely, you are required to inform us as soon as possible if you plan to change your remote working address. You confirm that you are not in breach of any mortgage, rental Agreement, insurance policy or other agreement by working from home.

7. **Working Hours**

7.1 Your working hours are set out in the Heads of Terms. In addition, you are required to work any additional hours which are necessary to carry out your duties properly.

8. **Discretionary variable compensation**

8.1 You may be eligible to participate in the discretionary incentive arrangements the Group has in place from time to time (your "Variable Compensation").

8.2 If applicable, your Variable Compensation target and the applicable performance year are set out in the Heads of Terms (subject to any appropriate tax and other statutory deductions). Any target is for indicative purposes only and will be pro-rated based on the Commencement Date.

8.3 Your Variable Compensation is entirely discretionary and will depend on a number of factors including but not limited to your performance, the performance of your team, the business and the Group and your adherence to the Group's valued behaviours and risk, control and conduct expectations. Any variable compensation will be subject to the Group Regulation of Variable Compensation Policy and Standard (including any deferral mechanism in cash or shared-based form if applicable) and any applicable plan rules as amended from time to time. The Group retains absolute discretion as to the amount of your Variable Compensation and reserves the right to make no award. Any award is not an indication of what you may receive in any other year.

8.4 Your Variable Compensation, if any, is subject to any appropriate tax and other statutory deductions. Variable compensation is normally awarded in March following the performance year to which it relates, although this may vary according to the type of variable compensation or at the Company's discretion. With respect to your first year of employment, any award made will be pro-rated based on the Commencement Date, although you will not be eligible for an award if your Commencement Date falls on or after 1 October.

8.5 Except as expressly provided in any applicable plan rules, your Variable Compensation in this clause is also subject to:

(A) you being in employment on the date that any award is made; and

(B) neither party having given notice to terminate your employment on the date that the award would have been made.

8.6 You will be responsible for any tax liabilities arising from any award in excess of any deductions at source. All awards are non-pensionable.

9. **Employee share plans**

9.1 You may become eligible for consideration for participation in one of the Group's employee share plans in place from time to time. The level of your participation (if any) is at the sole discretion of the Group and if you receive a grant or award under a plan in any one year, this will not give rise to a contractual entitlement to a grant or award in future years.

9.2 Any participation in any share plan and your participation (if any) will always be subject to the relevant share plan rules from time to time.

10. **Expenses**

10.1 The Company will reimburse all reasonable expenses properly and necessarily incurred by you in the course of your employment, subject to evidence of proof of expenditure and People Leader approval. For the avoidance of doubt, the Company will not reimburse:

- (A) travel expenses between any of your usual places of work or your Designated Office in this Agreement; and/or
- (B) any utility or office equipment expenses incurred as a result of your homeworking arrangement or otherwise.

11. **Benefits**

11.1 You will be eligible to receive the following benefits from the Commencement Date, subject to the terms of the relevant scheme, and the rules or insurance policy of the relevant insurance provider, in each case as amended from time to time:

- (A) retirement benefit;
- (B) life assurance; and
- (C) medical insurance.

11.2 We reserve the right to amend the rules of any such scheme and/or to withdraw any (or all) such benefits, without providing any replacement. Accordingly, such benefits are non-contractual. If the insurer refuses to provide cover to you, the Company will not be liable to provide such benefits itself or compensation in lieu.

11.3 If local law provides greater or additional statutory benefits than conferred by this clause, local law will prevail.

12. **Annual leave**

12.1 In addition to public holidays, your number of paid annual leave days per holiday year is set out in the Heads of Terms. This is inclusive of your statutory annual leave days. Our holiday year starts on 1 January and finishes on 31 December each year.

12.2 In relation to annual leave:

- (A) all annual leave must be approved in advance by your People Leader;
- (B) you must comply with the Company's minimum standards relating to annual leave entitlements, including the Group policy on block leave, which may be amended from time to time;
- (C) carry forward of leave is governed by the local employee handbook; the Company may require you to take annual leave entitlement during any period of notice of termination of employment given by the Company or by you (and you will be deemed to take any outstanding leave during any period of garden leave);
- (D) you will be entitled to a payment in lieu of annual leave which has accrued but is outstanding as at the Termination Date;
- (E) you are required to make a payment to us in lieu of any annual leave which you have taken in excess of your accrued annual leave entitlement as at the Termination Date;
- (F) payments in lieu of annual leave are calculated in line with the laws applicable to your Designated Office is located.

13. **Absence (including sickness absence)**

13.1 If you will be absent from work you must tell your People Leader (including the general reason why) by telephone or email on the first day of such absence, whenever possible.

13.2 The Company may require you to provide your People Leader with a medical certificate covering the period of absence in line with local country sickness absence policies, procedures or standards. On your return you must record your absence through the Company's online management system.

13.3 We will pay you sick pay in accordance with applicable laws. Any pay in excess of this will be at the Company's absolute discretion.

13.4 On request, we may require you to undergo a medical examination by a doctor nominated by us, at our expense, at any time and for any reason during your employment. You agree to give the Company authority to have access to any report(s) prepared as a result of such examination.

14. **Health & Safety**

14.1 You agree to comply with all health and safety guidelines and training and complete any health and safety checklists which we may issue from time to time. This may include a virtual workstation assessment (and any periodical reviews) which you will arrange with the relevant team if it is recommended that you do so.

15. **Rules, policies and procedures**

15.1 You are required to comply with all prevailing Company and Group policies, standards and procedures (including the Group Code of Conduct) as may be amended from time to time. You will also be required to comply with such other rules, policies, standards and procedures as the Company may from time to time notify to you (which may include rules, policies, standards, procedures and issued regulatory requirements).

15.2 The rules, policies, standards and procedures referred to in this clause are not contractual in nature unless otherwise expressly stated. The Company reserves the right, at its absolute discretion, to amend or withdraw any such rules, policies, standards and procedures.

15.3 In the event of any inconsistency between the terms of this Agreement and any of the Company's rules, policies, standards or procedures, the terms of this Agreement will prevail.

16. **Regulatory requirements**

16.1 You agree that you will comply with all relevant laws, regulations and rules of any applicable regulator (including the Financial Conduct Authority and Prudential Regulation Authority).

16.2 If applicable to your role, you warrant that:

(A) you will be aware of, and fully compliant with, your obligations in relation to any certified or senior manager functions which you perform;

(B) you meet the required standards of fitness and propriety for your function; and

(C) you have notified the Company of any matter which is or could be relevant to the Company's and/or any other Group Company's and/or any applicable regulator's assessment of your fitness and propriety. This is a continuing duty during your employment; if you are in doubt as to the relevance of any such information, you should discuss this with the Company without any undue delay.

16.3 If applicable to your role, your continued employment is conditional upon the Company and/or any other Group Company and/or any applicable regulator being satisfied that you continue to meet any required standards of fitness and propriety for your function. The Company reserves the right to amend your duties, or to terminate your employment with immediate effect, in the event of any breach of the above warranties or failure to meet any of the conditions set out in this clause.

17. **Intellectual property**

- 17.1 Subject to applicable laws, if at any time in the course of, or in connection with, your employment with us, you make or discover or participate in the making or discovery of any Intellectual Property directly or indirectly relating to or capable of being used in the business carried on by the Company or by any other Group Company, you will immediately disclose in writing to the Company full details of the Intellectual Property and the Intellectual Property will be the absolute property of the Company.
- 17.2 At our request and expense, you will give and supply all such information, data, drawings and assistance as may be necessary or in our opinion desirable to enable us to exploit the Intellectual Property to the best advantage (as decided by the Company), and you will execute all documents and do all things which may be necessary or in our opinion desirable for obtaining patent or other protection for the Intellectual Property in such parts of the world as may be specified by us and for vesting the same in us or as we may direct.
- 17.3 In this clause:
- (A) “Intellectual Property” means all intellectual and industrial property rights including, without limitation, all patents, rights to Inventions and Confidential Information, trademarks, rights in get-up, rights in goodwill or to sue for passing off, rights in trade names, websites, internet domain names, logos, art work, slogans, know-how, technical information, trade secrets, processes, rights in designs (whether or not registered or registrable), utility models, copyright (including rights in computer software and related preparatory and design materials), semiconductor topography rights, database rights and all rights or forms of protection of a similar nature or having equivalent effect anywhere in the world, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights; and
- (B) “Invention” means any invention idea, discovery, development, improvement or innovation, whether or not patentable and whether or not patent protection has been applied for or granted, and whether or not recorded in any medium.

18. **Confidentiality**

- 18.1 You will not at any time, either during or after the termination of your employment use, permit the use, disclose or communicate to any person whatsoever, including through any failure to exercise all due care and diligence which causes or permits any unauthorised disclosure of, any Confidential Information. In addition, you must not supply the names or addresses of any clients, customers or agents of the Company or any other Group Company to any person except in the proper course of the business of the Company or any other Group Company or as authorised in writing by the Company or as ordered by a Court of competent jurisdiction and/or a regulator.
- 18.2 You are responsible for ensuring the security of Confidential Information in your home or any other remote working environment. In particular, you undertake to:
- lock your computer terminal whenever it is left unattended;
 - ensure any wireless network used is secure;
 - keep all Company papers containing Confidential Information secure when not in use;
 - comply with the Group Information Security and Cyber Security Policy from time to time in force; and
 - comply with the privacy statement appended to this Agreement and the Group Privacy Standard and the Group Code of Conduct from time to time in force regarding the retention of personal data.
- 18.3 Nothing in this clause shall preclude you from making a disclosure under the Group Speaking Up Policy which is available on the Company’s intranet (including to a regulator). This includes protected disclosures about topics previously disclosed to another recipient.

19. **Media**

19.1 You must not at any time either during or after the termination of your employment make or release any statement (whether written or verbal) to any representative of television, radio, film, or other media and you will not write or comment on any article for the press or otherwise for publication on any matter connected with or relating to the Company or any other Group Company or its business without first obtaining the prior written approval of Corporate Affairs.

19.2 Other than to confirm the fact that you were employed by the Company, you must not at any time either during or after the termination of your employment make or share any statement (whether written or verbal) on any Networking Site on any matter connected with or relating to the Company or any other Group Company or its business or which could result in the Company being directly or indirectly associated with that statement without first obtaining this prior written approval of Corporate Affairs.

20. **Deductions**

20.1 To the extent permitted by law, you consent to the Company deducting from your remuneration any sums due from you to the Company including, without limitation, any overpayments, loans or advances made to you by the Company as part of your employment and any overpayments in respect of annual leave taken in excess of your entitlement.

21. **Suspension or garden leave**

21.1 We may, at any time and in our absolute discretion require you:

- (A) not to perform all or any of your duties under this Agreement;
- (B) not to enter any premises of the Company or any other Group Company;
- (C) to return on request any Company or Group property, including but not limited to any laptop, mobile devices and/or security pass and all documents and other materials (including copies) belonging to the Company or Group containing Confidential Information;
- (D) not to contact any client, supplier, employee, consultant or partner of the Company, unless you have specific prior approval from your People Leader;
- (E) to immediately inform your People Leader in the event that any client, supplier, employee, consultant or partner of the Company seeks to contact you; and/or
- (F) to ensure that the Company has your contact details and to remain contactable at all times.

21.2 During any period of suspension or garden leave, you will continue to be entitled to receive your base salary and contractual benefits (unless and until your employment is terminated) and you remain an employee of the Company such that all your express and implied obligations under this Agreement will continue.

22. **Termination**

22.1 **Notice**

Following notice period, and subject to the remainder of this clause, your employment may be terminated by either party by giving notice as set out in the Heads of Terms, or payment in lieu of that notice.

22.2 **Payment in lieu of notice**

Once notice has been given by either party, the Company may terminate your employment with immediate effect by making a payment in lieu of notice for the whole or part of your notice period, as applicable. Payment in lieu of notice shall be equal to TEC-Retirals (Employer Provident Fund + Employer Gratuity) only which you would have been entitled to receive during any unexpired part of your notice period (but not any other benefits), less any appropriate deductions.

22.3 **Termination without notice**

We may terminate your employment without notice, and without payment or compensation in lieu of notice, if:

- (A) you are guilty of gross misconduct or you commit any serious or repeated breach of your obligations under this Agreement (including any of the examples of gross misconduct given in our disciplinary standard as amended from time to time);
- (B) you are in our reasonable opinion negligent and/or incompetent in the performance of your duties, you fail to acquire or cease to hold any professional or regulatory qualification, certification or permission which is necessary for you to carry out your duties under this Agreement;
- (C) you are charged with and/or convicted of a criminal offence, other than an offence which in our sole discretion does not affect your position or suitability as an employee of the Company;
- (D) you bring or risk bringing the name or reputation of the Company or any other Group Company into disrepute or you prejudice the interests or business of the Company or any other Group Company; and/or
- (E) you have a bankruptcy order made against you or if you make any arrangement or composition with your creditors.

22.4 **Obligations on termination**

Upon request by the Company at any time and in any event upon termination of your employment for whatever reason, you will:

- (A) immediately return to us any remaining property of the Company and/or of any other Group Company which may be in your possession, power, custody or under your control, and if requested, you will provide us with a signed statement confirming that you have complied with this clause;
- (B) provide us with all passwords and information necessary to access any Company systems and devices which you have used in the course of your employment and ensure all powers of attorney and/or delegations of authority are handed over as appropriate;
- (C) delete any information relating to the business of the Group that is stored on any personal computer or storage media or otherwise in any electronic form and which is in your possession, custody or control;
- (D) without compensation, resign from all offices held by you in any Group Company and transfer to the Company or any relevant Group Company without payment or as the Company may direct any qualifying shares held by you as nominee for the Company or any relevant Group Company;
- (E) comply with the handover procedures contained in the Group Handover Standard from time to time in force if applicable; and
- (F) immediately repay all outstanding debts or loans due to any Group Company.

22.5 The Company's retirement age is 60. The details regarding the Company's procedure on retirement are available from the Company's Human Resources department.

23. **Ongoing assistance**

During your employment and at any time after the termination of your employment, you undertake to co-operate fully with the Company or any other Group Company or its or their advisers in relation to any internal investigation or review or other internal enquiry or any investigation or other enquiry by any regulatory authorities, clearing houses and exchanges, professional bodies, or government bodies or agencies in relation to the Company or any other Group Company or any dispute (including any litigation) brought by or against the Company or any other Group Company in any case relating (in whole or in part) to matters with which you are or were involved during your employment with the Company. This includes a dispute before any foreign tribunal, court, arbitral panel, and any enquiry or investigation conducted in any country by any foreign regulatory authorities, clearing houses and exchanges, professional bodies, or government bodies or agencies. You further undertake to inform the Company of any dispute/litigation which you are involved in that may have an impact on its business and/or reputation.

24. **Data privacy**

24.1 We will collect and process information relating to you in accordance applicable local laws, the Group's employee privacy statement, the current version of which is attached to this agreement but which we may amend from time to time.

24.2 You shall comply with the Group's Privacy Standard when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of ours.

25. **Monitoring**

25.1 In order to carry out our legal obligations as an employer (such as ensuring compliance with our IT related policies), and/or for other business reasons, we may (overtly or covertly) monitor:

- (A) telephone, email, voicemail, internet use, chat discussions and any other communications or material on the Company's or Group's networks or on your Company or Group laptop or mobile device;
- (B) information held in Company or Group mobile device applications, even if held on your personal mobile devices;
- (C) CCTV or your security card use in or around the Company's premises.

You also agree to allowing the Company to access to your personal mobile or other personal device if relevant to any Company or Group investigation or to ensure there is no Confidential Information stored on such a device. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

26. **Other**

26.1 **Entire Agreement**

This Agreement sets out the entire agreement between the parties and replaces and supersedes any existing agreement (written, verbal or otherwise) made between you and us or any other Group Company in relation to your employment which are deemed to have been terminated by mutual agreement with effect from the date on which your employment under this Agreement begins.

You warrant and agree that you are not entering into this Agreement in reliance on any representation or warranty not expressly set out in this Agreement.

26.2 **Obligations to third parties**

You warrant that, in entering into this Agreement and performing your obligations under it, you will not be in breach either directly or indirectly of any court order and/or the express or implied terms of any contract or obligation which is binding on you.

26.3 **Variation**

The Company reserves the right to make reasonable changes to these and any other agreed terms and conditions of employment. Minor changes may be made from time to time and will be effected by a general notice to employees.

26.4 **Governing law and jurisdiction**

Your terms and conditions of employment and any non-contractual obligations arising from your employment will be governed by, and construed in accordance with, the law set out in the Heads of Terms.

In relation to any legal action or proceedings arising out of or in connection with your employment, the Company and you irrevocably submit to the exclusive jurisdiction of the courts set out in the Heads of Terms.

27. **Definitions**

27.1 In this offer letter:

(A) "Agreement" means the Heads of Terms and this Offer of Employment letter together.

"Certified Person" or "Senior Manager" means a person performing one or more of the Certified Functions or Senior Management Functions respectively designated by the Prudential Regulation Authority and/or the Financial Conduct Authority;

(B) "Confidential Information" means any trade secrets or information of a confidential nature which belongs or relates to the Company or any other Group Company or its or their clients or customers or past or potential clients or customers, and which you may have received or obtained or become aware of as a result of or in any way in connection with your employment, or in respect of which the Company owes a duty of confidentiality to a third party, including but not limited to information relating to all or any of its or their staff, suppliers, agents or distributors, commercial, financial or marketing information, customer lists, technical and operational information, methods and processes and know-how comprising trade secrets;

(C) "Flexi working arrangement" means any arrangement other than working full-time, during the standard office hours for your location and with your sole place of work being your Designated Office. This means Flexi working arrangement includes any home-working, remote working, flexible hours arrangement and/or part-time hours;

(D) "Group" means the Company, each subsidiary undertaking and parent undertaking of the Company and each undertaking which is a subsidiary undertaking of the Company's parent undertaking; and "Group Company" will be construed accordingly;

(E) "Networking Site" means Facebook, LinkedIn, Twitter or any other social or professional networking website or equivalent whether in existence or not at the date of this Agreement;

(F) "Termination Date" means the date of termination of your employment with us.

(G) Capitalised terms in the Heads of Terms will also be defined terms in this Agreement.

If the terms of this offer are acceptable to you, then please sign, date and return to me the copy of this letter enclosed - if you have not done so before **September 19, 2022** then this offer will lapse.

Yours sincerely



Mohan Parkunan
VP - Resourcing Cluster Lead - IND
For and on behalf of the Company

I **G V Sai Vaibhav** agree to the terms and conditions set out in this Heads of Terms and the Offer of Employment dated **August 16, 2022**

Signed by **G V Sai Vaibhav**

.....
Signature

.....
Date

Appendix

Group Employee Privacy Statement

This Group Employee Privacy Statement relates to the collection, use and disclosure of Personal Data about any current or previous Employee (“you”, “your”) by any member of the Standard Chartered Group (“Group”, “we”, “our”). Capitalised terms are as defined in the RiskPod Glossary.

Purposes for which we may Process your Personal Data

The Personal Data (including Sensitive Personal Data) we Process in relation to you is provided by you, third parties, collected through publicly available sources or generated during your application for, and throughout, your employment with us, through any media.

The controller of your personal data is the Group entity you have a contractual employment relationship with and Group Human Resources.

The processing of your personal data is necessary to comply with any legal right or obligations to which we are subject in relation to your employment or engagement. The purposes for which your Personal Data may be processed include, but are not limited to the following:

- Recruitment;
- Pre-and post-employment verification screening, including searches with a credit reference agency, sanctions screening checks and criminal record checks, where allowed by law;
- Regulatory approvals/licenses to conduct financial regulated activities;
- Immigration and work permit checks and applications;
- Payroll and payroll administration;
- Taxation calculations and payments;
- Share scheme administration;
- Performance assessments (P3);
- Works council membership;
- The provision of employee benefits including healthcare and maternity benefits;
- Sickness, parental, volunteering and other types of leave;
- Occupational health and health and safety matters;
- Diversity (our commitment to a diverse and inclusive workforce/equal opportunities monitoring);
- Promotion and succession planning;
- Training;
- Business travel and the payment of expenses;
- Contingency planning and emergency contact;
- Internal transfers and international relocations;
- Maintaining a record of your employment history;
- Pension and pension administration (where applicable);
- The provision of references to third parties;
- Our Alumni programme;
- The Speaking Up programme;
- Conduct dashboard;
- Employee surveys;
- To monitor compliance with all internal policies and procedures, including but not limited to outside business interests, gifts and entertainment, close financial relationships, usage of electronic equipment, and where necessary, for related investigative purposes;
- For the prevention and detection of crime including, but not limited to, fraud and other financial crime;
- Management of any action, including disciplinary action, considered, instigated or taken as a result of your conduct or performance;
- System and equipment access, access rights and usage;
- Global communications (i.e. email);
- Surveillance cameras for security and protection of employees, premises and Bank assets; and
- Badge entry system access.

We may also process your personal data if we are required by law or regulation to do so.

For emergency purposes, in connection with employment benefits and as otherwise necessary in relation to your employment with us, we also Process Personal Data (including Sensitive Personal Data) you provide in relation to your family members and dependents. We may also process any personal data on your family members and dependents for the purpose of protecting the Group and its customers from fraud and other financial crime. It is your responsibility to ensure anyone about whom you provide us with personal data is made aware that you are providing their personal data and for what purpose.

To whom we may disclose your Personal Data

Your Personal Data will be Processed by Human Resources, your line management and Group functions such as Audit, Compliance, Legal and Shared Investigative Services for the purposes outlined above. In addition, we may also disclose your Personal Data to:

- professional advisers, third party service providers, agents or independent contractors providing services to the Group;
- any person in connection with litigation or other legal proceedings, to obtain legal advice or for establishing, exercising or defending legal rights;
- any person to whom disclosure is allowed or required by Law and/or Regulation;
- any court, tribunal, Regulatory Authority or Governmental Entity;
- any criminal records bureau, credit bureau or credit reference agency when conducting background checks when we are allowed by law or regulation to do so;
- any insurer or insurance broker in connection with employee benefits;
- to third parties to provide references at your request or with your consent; and
- third parties to whom we may transfer our rights and/or obligations under any agreement, including but not limited to a potential merger or acquisition of all or part of the Group's business; located in any jurisdiction.

Retaining your Personal Data

Your Personal Data is retained in line with Law, Regulation and business operational requirements and the Group Records Management Policy. Records retention schedules are included in the Group Records Management Policy

When you leave our employment, the purposes for which we will retain and may disclose your Personal Data include the following:

- maintaining historical records;
- benefits and pensions administration;
- for the provision of references to third parties at your request or with your consent
- in connection with any investigation (internal or otherwise), or litigation or regulatory enquiries or proceedings where you have been involved in the business underlying the investigation, enquiries or proceedings and/or may have relevant information;
- other purposes allowed or required by Law and/or Regulation;

in any jurisdiction.

The monitoring of Employee use of electronic communications

The monitoring of Employee electronic communications is governed by the Notice on the Monitoring of Staff Electronic Communications and Use of Group Applications and Systems which can be accessed on RiskPod [here](#).

We use internet blocking software to block access to certain sites. Reports are generated detailing who has tried to access a potentially blocked site and when. These reports may be reviewed when it is suspected that an employee may be in breach of internal rule or policy, Law and/or Regulation.

Corporate Mobile Devices

To ensure Bank confidential and restricted information cannot be disclosed or shared without authority, use of corporate devices may be monitored and all data/information on the device accessed. As the Bank may have access to the device at any time, you should not use your own existing personal Apple account on the device and if you do, the Bank may access your personal data through all and any messages, contacts, photos and other functionality/applications kept on the device. If a personal Apple account is required, please set up an account specifically for this purpose that is not linked to any personal device. You should not install personal email accounts or any applications which may contain non-Bank owned personal data. Your continued use of the Bank device is on the understanding that the Bank has access to any data, including personal data, and information on that device.

Accessing your Personal Data

Most if not all of the Personal Data Processed in relation to you is accessible through the Employee Portal. If you wish to access Personal Data you believe to be Processed in relation to you which is not accessible on the Employee Portal please email AskHR (AskHR@sc.com).

Correcting your Personal Data

Please ensure your Personal Data is up to date at all times. You can directly update some Personal Data through the Employee Portal, otherwise please email AskHR concerning deletions, updates or corrections.

Your right to erasure

You may have the right in some circumstances to ask for some of your personal data to be deleted, for example when there is no longer a valid reason to process it. This is not an absolute right to have any personal data deleted that you wish.

Your right to object to or restrict the processing of your personal data

In some circumstances you may have the right to object to how we process your Personal Data or restrict its processing but this does not mean you can decide or choose how we process your Personal Data. If you have any concerns about how we process your Personal Data, please contact AskHR.

Automated decision making and profiling

If we undertake any profiling that will result in an automated decision relating to you, we will do so on the basis we think it is necessary in relation to your employment contract or with your consent; we will let you know and you will have the right to discuss the decision.

How we protect your Personal Data

All Staff must comply with the Group Information Security Policy which imposes technical and organisational security measures to safeguard Group data assets including your Personal Data. When using external service providers, we require that they adhere to security standards mandated by the Group.

Personal Data may be transferred to, or stored at, a location outside of your country of employment where the law may not afford the same level of protection as your country of employment. Regardless of where Personal Data is transferred, when under our control we take all steps reasonably necessary to ensure that Personal Data is kept securely. If you are employed in the European Union ("EU") and your personal data is processed in a country outside of the EU, we will put in place contractual clauses approved by the EU Commission as providing an adequate level of protection. Global Business Services in India, Malaysia, China and Europe processes employee personal data on behalf of any of the Business or Functions who may process your personal data.

Third parties who may be a controller of your personal data

In some circumstances, we may provide your personal data to a third party who will determine how and why your personal data will be processed. This will include the Group's external auditors as well as third party benefits providers such as pension providers who you will have a direct relationship with.

In addition, in the course of your employment, you may as part of your role interact with corporate clients and third parties such as counterparties and service providers. Such companies may collect your Personal Data, including but not limited to, your name and contact details. In these situations, the organisation concerned is directly responsible for how they Process your Personal Data and the Group will have limited rights in this regard. If you have concerns about how such organisations Process your Personal Data you should contact the organisation direct.

Complaints

If you have a complaint in relation to the processing of your Personal Data and you are not happy with the way we deal with it, please raise through AskHR, HR Business Partner or contact the Global Head of Privacy.

You also have the right to complain to the data protection authority, if one exists, in the country where you are employed or the UK Information Commissioner. Details can be obtained from the Global Head of Privacy.

Changes to the Group Employee Privacy Statement

The Group Employee Privacy Statement may be updated from time to time and you should revisit this site regularly to check for any changes.

Your professional responsibilities

Most of us process Personal Data in the work we do every day, whether it relates to a Retail or Private Banking Client, the individuals we deal with at our Corporate Clients, third party vendor personnel or Staff. There are laws and regulations that govern every aspect of how we process personal data, from the point of collection through to destruction, the key obligations of which are set out in the Group Privacy Policy.

In your role you must process personal data in line with the Group Privacy Policy and the Group Code of Conduct. Sanctions for a breach of any aspect of privacy law can be severe, potentially leading to regulatory action being taken against the Group and/or the Employee responsible. In some circumstances a breach may be a criminal offence or lead to other sanctions such as a fine, public censure or a cease and desist order. A breach may also result in disciplinary action, including dismissal.

In some countries in which the Group operates, there is an obligation to report personal data breaches to the supervisory authority. It is important therefore you understand the Group Privacy Principles and in particular comply with the following:

- When recording free text comments only record the minimum amount of Personal Data necessary and wherever possible ensure comments are objective rather than subjective
- Ensure Personal Data recorded can be justified (in court if necessary) as being in the interest of the Bank
- Remember any or all records might have to be disclosed to a Client, regulators or a court, including emails
- Do not create or maintain unnecessary paper notes/memos/records that include Personal Data
- Do not access any Personal Data you are not authorised to access, for example having access to a client database does not authorise you to access a particular client record unless you have a specific authorised business reason to do so
- Do not access any Personal Data out of curiosity or for personal gain – Personal Data can only be accessed if you have a specific business reason for doing so
- Do not send Personal Data to any private or personal email account/s (other than your own Personal Data such as your payslip)
- Only disclose Personal Data to a third party if you are expressly authorised and instructed to do so as part of your role, ensuring the data is encrypted and password protected with the password sent by a different channel
- If you are processing Personal Data in a public space make sure you cannot be overheard by any person or video camera
- Do not discuss Personal Data where you can be overheard by people not authorised to hear it
- Always dispose of paper records that include Personal Data in a confidential or shredding bin
- Lock away paper records including Personal Data when not in use
- Comply with the Records Management Policy by deleting, disposing of or destroying Personal Data in line with the records retention schedules.
- Maintain a clear desk policy and lock your screen when you are away from your desk.
- Be careful when answering unsolicited telephone enquiries requesting Personal Data.
- Do not leave documents including Personal Data unattended on printers
- Remove any Personal Data from whiteboards and flipcharts when you exit a meeting room
- Log off and power down your laptop when in transit (i.e. travelling from the office to your home)
- Notify the loss or theft of a laptop or mobile device immediately
- Do not procure the disclosure of personal data from a third party not authorised to provide it, for example, do not ask a job applicant to provide personal data of clients of another organisation they might introduce to the Bank if successful in their application
- Do not forward emails which contain personal data that the recipient is not authorised to see
- Do not allow anyone to use your unique user identifier or password to access Personal Data
- Comply with the requirements of the Information and Cyber Security Policy and Standards.



ನೋ.ಸಂ: ಸನಿ-14/ಬಿ-1/ಆರ್‌ಜಿಎಸ್/ಸೌಕಾ/5257/2019-20

ಕೊಪ್ಪಳ ಲಕ್ಷ್ಮಿ ಪತ್ತಿನ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ನಿಯಮಿತ ಕೊಪ್ಪಳ

KOPPAL LAXMI PATTINA SOUHARDA SAHAKARI [N]

ಹೈದರಾಬಾದ್ ಸರ್ಕಲ್ ಸಾಲಾರ್ ಬಂಗ ರೋಡ್ ಕೊಪ್ಪಳ-583231 ph: 990075250

Mr. M PRASHANT

Sub: Appointment as an MANAGER of KOPPAL LAXMI PATINA SOUHARDHA SAHAKARI NI (Bank)

I am pleased to inform you that the shareholders of the Bank in the first Annual General Meeting held on DEC 10/2021 have approved your appointment as MANAGER of the Bank.

(Handwritten Signature)
ಅಧ್ಯಕ್ಷರು

ಕೊಪ್ಪಳ ಲಕ್ಷ್ಮಿ ಪತ್ತಿನ ಸೌಹಾರ್ದ ಸಹಕಾರಿ ನಿಯಮಿತ, ಕೊಪ್ಪಳ



Ref. No.NLP/SL/NPB/2021

BY COURIER

December 18, 2021

Mr. Nitin.P.Bhonsle

S/o Prakash Bhonsle, 2nd flr,Veerabadreshwar,
Nilay a, Nr. Krishna Store,Hamadu, 3rd stage,
Banashankari ,Banglore-560050

CONFIDENTIAL

Dear Nitin,

Re : **OFFER OF EMPLOYMENT ON PROBATION**

We refer to your application and subsequent interview you had with us, we have pleasure in offering you Employment on Probation in our organization on following terms and conditions:

(1) **Basic Salary** : Rs. 8000/- (Rs. Eight Thousand, Only.)

(2) **Designation** : **TERRITORY MANAGER**

(3) **Period of probation :**

The initial period of **probation will be six months** from the date of joining the duty, but the management reserves the right to extend this period if necessary and you shall continue to remain on probation till the time your service is confirmed in writing.

(4) **Place of Work :**

Posting will be communicated to you by separate letter. You are liable to work at any place in India as per directives and instructions given from time to time by the management or your Superior. Your present position will be communicated to you by separate letter.

(5) **Validity of Offer :**

This offer letter is valid for acceptance within 15 days from the date of issue thereof.

(6) **Sincerity and Punctuality :**

You shall devote your attention exclusively to the work entrusted to you. You will not engage yourself directly or indirectly to work for any person, firm or company in any capacity nor to do any private business/private work without obtaining permission of the company in writing. Though you will be entitled for weekly day for rest, which will be normally on Sunday, however, for exigencies of the company's need and requirements, this weekly day may be altered to any other day.

Page 1 of 6



Mr. Nitin.P.Bhonsle

December 18, 2021

(7) **Physical Fitness :**

Your appointment on probation and continuation in the employment will always be subject to yours remaining physically and mentally fit and alert. The Management may send you for a medical checkup/ Examination, at such intervals as decided by the management to any Doctor / Registered Medical Practitioner/ Hospital and at any time during the course of employment. The decision of such a Doctor in this behalf shall be final and binding upon you.

(8) **Leave :**

No Leave of any kind is permissible during the period of Probation. In case you remain absent without prior permission for consecutive period of 10 days or more, it will entail loss of your line on the job and your service shall automatically come to an end without any notice or intimation to you by the management. The Management will presume that you have abandoned the employment on your own accord.

Only after confirmation in service of the Company, You will be entitled to take leave in accordance and subject to the company's leave rules for the time being in force.

(9) **House Rent Allowance :**

You will be eligible for House Rent Allowance in accordance with provisions of Mumbai House Rent Allowance Act. At Present Company gives 10% House Rent Allowance.

(10) **Daily Working Allowance :**


You will be eligible for Daily Working Allowance in accordance with company's Rules & Regulations in force.

(11) **Metro City Allowance :**

Mumbai, Chennai, Delhi and Kolkata are the only metro Cities and the candidate who is working in any of the above cities will be entitled for the Metro City Allowance as per Company's Rules Regulations in force.

(12) **Transfer :**

Your Service are transferable to any place in India, where Management feels it suitable, under the same terms and conditions.

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Mr. Nitin.P.Bhonsle

December 18, 2021

(13) **Notice :**

During the period of probation the management may terminate the contract of Probation by giving notice of 24 hours or even a shorter period without assigning any reasons. However, you cannot terminate the contract without giving the notice of 24 Hours in writing giving the effect of the termination of the contract and without handing over the company's property lying with you such as Stocks in trade, physician Samples, Stationeries and appliances, equipments and any other things given by the Company.

After confirmation, your appointment can be terminated by the management, giving one-month notice and similarly you will be required to give one month notice before leaving the service. However, the management can terminate your appointment by giving one-month salary in lieu of notice period, if management desires to relieve you immediately. If you desire to get yourself relieved immediately, then the management may relieve you or not depending on the exigencies of work, but if management relieves you then, in that case you will not be entitled for one month salary.

(14) **Discipline :**

- (A) You shall obey all instructions given to you by your superiors. You also hereby undertake to submit true and faithful information and/or explanation when required in respect of matters entrusted to you.
- (B) You shall not accept any present, gift, commission or any kind of gratification in case or in kind from any person, factory, firm or company having dealings with this company and if you are offered any, you should report the same immediately to the management in writing.
- (C) You shall not at any time during the terms of your training or thereafter, disclose or divulge any of our trade secrets, information, scientific investigations or results thereof, suggestions, discussion, problems, practice, arts formula, records, correspondence with and communication, accounts, transactions or dealing of company, because all these information are strictly confidential in nature.
- (D) You will not appear in any examination or test, or join any full time or part time course without express prior permission of the management in writing.
- (E) Your address as given in your application form and as mentioned at the beginning of this letter will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address, you will inform to the management in writing within 3 days of such a change. Any communication sent to you at your last known address will be deemed to have been served upon you.

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Mr. Nitin.P.Bhonsle

December 18, 2021

- (F) Your duties will be to organise and canvass the sale of the products/goods of the Company in the areas as assigned to you from time to time.
- (G) You will maintain a necessary detail of your tours/visits at different places and the results of your contacting the Doctors/Chemists/Hospitals/Institutions for the sale of our products/goods. Your tour program should be duly approved by your supervisor /Controlling Officer before three commencement of your tour as per the procedure of the Company. You will prepare and submit/post your daily and monthly report as per the company's format prescribed from time to time regularly within the time framework advised to you so as to enable the company to guide you from time to time. Any negligence in the reporting will be constrained as an act of misconduct and gross indiscipline.
- (H) The appointment of agent/s or stockiest/in your area for promotion and sale of the products/goods of our Company will be recommended by you, after verifying their antecedents and integrity. Appointments of such agents/stockiest will be made only by the competent authority appointed by the Company.
- (I) You will be responsible for payment dues for the sales effected by the agents/stockiest in your area. You will organise that all agents/stockiest of your area will forward Demand Draft/Cheque of Company's Outstanding directly to Head Office by Registered post only. Collection by way of cash is not permitted.
- (J) You will strictly work for the company and will not keep or carry with you order book, forms or sample of products anywhere else for any product or goods and in case you are found canvassing or intending to procure orders or in possession of samples or/and other documents, papers etc., showing that you are interested in anyone else, you will be held guilty of serious misconduct and breach of trust resulting in termination of training.
- (K) You will maintain and upkeep the discipline and decency of dress, conduct and behavior as per practice of the company while you are on training.
- (L) During the course of your employment, you shall not engage in or be concerned with or be interested in any business or profession other than of the Company, Breach of this condition on your part will entitle the Company to immediately terminate your employment.
- (M) In according with the standard practice of any company, you are expected to treat the term and conditions of this letter as strictly confidential.

Page 4 of 6 *AL*

Mr. Nitin.P.Bhonsle

December 18, 2021

(15) Retirement Benefits :**Gratuity :**

You will be eligible for Gratuity in accordance with the company's Gratuity Fund Rules for employees.

(16) Transport :

You will use the convenient and economical public Transport Services to perform your training. In case you use your own vehicle for carrying out company's duty, you will do so at your own risk and cost. Since the company covers personal Accident Policy for all employees, the company is not responsible for any compensation or any liability arising out of unwanted incidence.

(17) Jurisdiction :

It is hereby understood and agreed by both the parties that any legal dispute, arising out of this appointment, shall be solely subject to Mumbai Jurisdiction only and that both the parties, shall abide by the decision of the High Court, Mumbai, Maharashtra.

(18) You will report to our Mr. -----
 on ----- at -----.

(19) **Documents :** please bring the Following documents in original and first contact our Mr.----- on the date of Joining at.....

- A) Detailed Bio- data form duly completed in all respects in original
- B) Proof of Age - either SSC Certificate or School Leaving Certificate.
- C) Relieving Certificate from previous Employer
- D) Experience Certificate from previous Employer
- E) Medical fitness certificate issued either by MBBS or designated Doctor by the company
- F) Copy of Passport duly attested by Gazette Certificate
- G) Attested copied of Educational Qualification Certificate.
- H) Attested copy of Identity Card issued by Election Commission.

Page 5 of 6





Neon Laboratories Limited

140 Damji Shamji Ind. Complex, M. Caves Rd., Andheri (E), Mumbai - 400 093.
Fax: 91-22-26873502 • www.neongroup.com • e-mail: info@neongroup.com

Mr. Nitin.P.Bhonsle


December 18, 2021

(20) Acceptance of Offer :

Please sign the duplicate copy of this letter of acceptance of offer as a token of acceptance of all above terms and conditions.

(21) Notwithstanding anything stated in this letter, the management reserves its exclusive right to terminate this appointment immediately without giving any notice or compensation for any acts of breach of conduct, misbehavior with your superiors, gross negligence of duty or for violation of any of the above conditions on your part and in such a case decision of the management of this Company shall be final and binding on both the parties.

For **NEON LABORATORIES LIMITED**




HR DEPARTMENT

I have read and understood the above all terms and conditions. I accept the same without any coercion and undue influence.


.....
(SIGNATURE)

.....
(NAME)

.....
(DATE)

.....
(TIME)

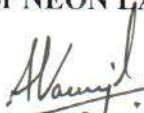

.....
(PLACE)

Page 6 of 6 

Ref.No: NLP/SL/NPB/2021

December 18, 2021

SALARY STRUCTURE

Name	Mr. Nitin.P.Bhonsle	
Department	Marketing	
Designation	Territory Manager	
DOJ	20th December, 2021	
Particulars	Monthly (In Rs.)	Annually (In Rs.)
Basic	8000	96000
HRA {10% of (Basic+Spl Allo.)}	1300	15600
Special Allowance	5000	60000
Stationary Allowance *	500	6000
Information Allowance *	400	4800
Dress Allowance*	600	7200
Telephone Reimbursement *	600	7200
Children Education Allowance	200	2400
Company Contribution to PF	1560	18720
Bonus	1400	16800
CTC (In Figures)	19560	234720
CTC (In Words)	Nineteen Thousand Five Hundred Sixty, Only.	Two Lakhs Thirty Four Thousand Seven Hundred Twenty, Only.
For NEON LABORATORIES LIMITED   HR DEPARTMENT		
Note: * Bonus is payable subject to change in rules under the bonus act.		

NEON LABORATORIES LIMITED
JOB DESCRIPTION OF MEDICAL REPRESENTATIVE


JOB PURPOSE SUMMARY

1. To effectively convey the qualities of company's products, their indications, dosage, packing, mode of action, prices etc. to concerned doctors in his territory so as to generate business from them.
2. To discuss company's products, their features like prices, packing etc. with various stockiest, purchase officers, retailers, pharmacies etc. and try making them available at maximum such counters.
3. To keep a control on timely supplies, timely payments, expiry from his various customers to stockiest and stockiest to distributors.
4. To implement all company's strategies and campaigns through various modes of communication to his various customers in his assigned territory.
5. To build good rapport and contacts with customers through his proper communication and providing best services to all customers.
6. To keep an eye on competitors, their activities, overall market scenario and convey the same to company managers and H.O. from time to time.
7. To listen, understand, solve any queries from customer and convey to company if queries are beyond his preview like adverse drug reactions.
8. To report his working details and results as per company's requirements.

Areas Of Responsibility

1. To learn, understand and acquire capabilities to express product knowledge, company strategies etc. to various types of customers.
2. To convey the above knowledge effectively to various types of customers assigned to the concerned TM with a view to generate maximum business.
3. To meet optimum number of customers on daily, weekly and monthly basis for optimum customer coverage and proper survey with a view to generate expected business.
4. To monitor proper supplies of required products from stockiest to various types of customers, also understand and solve their queries which arise from time to time and manage timely payments.
5. To keep in touch and meet the customers in case of any adverse drug reactions, lack of efficacy, quality problem etc. and convey the same to company in required format duly filled in all aspects on urgent basis.
6. Regularly attend companies meetings, product launches, seminars, training etc. to update skills.
7. To send various kind of reports to seniors and H.O. as required by company.

For Neon Laboratories Ltd



Authorized Signatory
HR Department


Read & Accepted

Employee's Signature



Annexure I- Compensation Details

Name	Ms. Snehakumari Bagarecha
Designation	Business Development Associate - Sales
Date of Joining	18 April 2022
Total Cost to Company (CTC)	1000000
Fixed Compensation	700000
Variable Compensation**	300000
Total Cost to Employee (CTE)	678400

Component Category	Annual
<u>EARNINGS</u>	
Basic Pay	350000
HRA*	175000
Statutory Bonus	0
Leave Travel Allowance	84000
PF(employer part)	21600
Special Allowance	69400
<u>DEDUCTIONS</u>	
PF(employees part)	As per Rules
Professional Tax	As per Rules
TDS	As per Rules

*For House Rent Allowance, declaration and original receipts to be submitted once a year.

Variable Compensation Performance Pay**

You are eligible for a yearly performance pay of up to Rs.300000/-, which will be paid monthly upon completion of your individual sales targets and performance numbers. The payment is subject to your being active on the company rolls on the date of announcement of the Performance Pay. The Performance Pay is subject to review and may undergo change based on the actual performance of the company and your ongoing individual performance. This allowance is payable based on the company's Productivity/performance, and as such will be treated as productivity bonus in lieu of statutory profit bonus.

Offer Cum Appointment Letter

Date: 18 April 2022

Name: Snehakumari Bagarecha

Address: 10/14 Vijaya Fancy Stores, Basaveshwara Bazar, Hagaribommanahalli - 583212.

Dear Ms. Snehakumari Bagarecha,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment in our company, on the following Terms and Conditions:

1. Date of Joining & Work Location:

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **18 April 2022**.

Your work location would be **Bangalore** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Department, Designation:

Department: - **Business Development**

Designation: - **Business Development Associate - Sales**

3. Cost to the Company:

Your annual Compensation including Performance Pay and Benefits is **Rs.1000000/-**. Your salary comprises of a Fixed Compensation, Variable Compensation and Other benefits (Refer **Annexure 1** for detailed breakup).

Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances
- (e) Or any other applicable statutory deductions

The Income Tax Liability with regards your salary and perks will your liability, and will be governed by the tax laws of the country as applicable from time to time.

 Sign here

[Employee's Signature]

To,
Sadhana S

Date: 29th May 2022

Subject: Internship Offer Letter

Dear Sadhana S,

In reference to your application, we would like to congratulate you on being selected for internship with IntelliPaat Software Solutions Pvt. Ltd. Your work is scheduled to start from **13th JUNE 2022** for a period of 6 Months. During this period, you will get paid **Rs. 22,000/month** (Rupees Twenty-Two Thousand Only) and you will be working as '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your first month salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get up to Rs200,000/- as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, Pre-Placement Offer will be released before the completion of your internship at IntelliPaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30 days of notice period without fail, or else the management of IntelliPaat can hold your salary/ experience letter / relieving letter/ any background verification in the future.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.
- No examination preparatory leaves will be provided during this period
- If the college / university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.

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

Yours truly,
For IntelliPaat Software Solutions Private Limited



Dewaker Singh Bisht
Director - Human Resources

IntelliPaat Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068



AMR Tech Park 3, Ground
Floor, Tower B, Hongasandra
Village, Bommanahalli,
Hosur Road, Bengaluru-560068
(M)+91 7022374614
www.intellipaate.com

FORM 'A'

Date: November 17th 2022

To,
**Shreelakshmi A K
Bangalore**

Dear Shreelakshmi A K,

We are pleased to forward to you, your Offer Letter, enclosed hereby and would like to formally welcome you to the growing family of IntelliPaat Software Solutions Private Limited.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

**AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka Mobile:
+91 7022374614**

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same. We look forward to a mutually beneficial and long-lasting relationship with you.

**Yours truly,
IntelliPaat Software Solutions Private Limited**



**Dewaker Singh Bisht
Director- Human Resources**

Date: November 17th, 2022

To,

Shreelakshmi A K
Bangalore

Dear Shreelakshmi A K,

Subject: Offer Letter

As per the discussion we had during your interview and based on your performance in the same, you have been shortlisted, and we are pleased to appoint you at IntelliPaat Software Solutions Pvt. Ltd., on the following terms and conditions:

1) Designation:

Your designation will be '**Business Development Trainee**'

2) Compensation & Benefits:

- a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b) Your Annual Compensation will be Rs **9,00,000/-** (Rupees Nine Lakhs only) per annum. (The employee is eligible for Rs.**1, 00,000/-** of insurance after 3 months of joining).
- c) Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d) Your salary and its components, incentives, performance bonus, sign-on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

3) Effective Date of Joining:

- a) You are requested to report for duty on **November 28th, 2022**. Your appointment will come into effect from your date of joining.

4) Notice Period:

Subject to any other agreement between you and the company:

- a) The probation period is of **4 months**.
- b) Your employment is terminable by Intellipaate without giving notice in writing in the probation period.
- c) You need to serve **2 months** of notice period without fail, or else the management of Intellipaate can hold your salary/experience letter/relieving letter after joining
- d) The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- e) In the event of any breach of the terms and conditions stated in the Services Conditions and/or Non- Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

5) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions and Nondisclosure Agreement.
- b) These terms and conditions, in the Service Conditions and Non-Disclosure Agreement, are subject to statutory requirements and the company policy.

Note:

- Number of working days is **6 days** in a week.
- Minimum working duration must be **9 hours** including one-hour lunch/dinner break.
- Your incentives will be calculated on a **Monthly** basis.
- On achievement of the incentives, it will be disbursed only on the following month.
- Your first month's salary will be dispersed along with your **4th** month's salary.

Yours truly,

For Intellipaate Software Solutions Private Limited



Dewaker Singh Bisht
Director- Human Resources

I, agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

Name: _____

Place: _____

Signature: _____

Date: _____



**Annexure 1
Name : Shreelakshmi A K**

Particulars	First Six Months	After Six Months	Annual Salary
Basic Salary	11,322	18,972	2,27,664
HRA	4,440	7,440	89,280
Conveyance Allowance	800	800	9,600
Mobile bill	350	350	4,200
Broadband bill	350	350	4,200
Medical reimbursement	1,250	1,250	15,000
Special allowance	3,488	7,838	94,056
Total Net Salary (A)	22,000	37,000	4,44,000
Professional Tax	200	200	2,400
Total Gross Salary (B)	22,200	37,200	4,46,400
Fixed Cost to Company	22,200	37,200	4,46,400
Performance Based Incentives	15,000	37800	4,53,600
Total (Fixed CTC + Variables)	37,200	75,000	9,00,000

Documents required during Joining.

1. **ID Proof:** Copy of Aadhar card/Passport/Pan card/Voter ID card/Other Government Photo ID card.

2. **Address Proof:** Copy of driving license/Passport/Voters ID/Lease Agreement/Ration Card

3. Employment Verification Documents

- a) Copy of current employer's Appointment/Confirmation/Appraisal Letter.
- b) Copy of current employer's Relieving and Work Experience Letter.
- Copy of last 3 months' Salary Slip / Certificate.

4. Other Documents:

- a) Passport Size Photographs (3).
- b) Copy of PAN Card.
- c) Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

**Yours truly,
For IntelliPaat Software Solutions Private Limited**



**Dewaker Singh Bisht
Director- Human Resources**



AMR Tech Park 3, Ground
Floor, Tower B, Hongasandra
Village, Bommanahalli,
Hosur Road, Bengaluru-560068
(M)+91 7022374614
www.intellipaat.com

Date: November 17th, 2022

FORM 'A'

To,
Tripthi A Dubey
Bangalore

Dear Tripthi A Dubey,

We are pleased to forward to you, your Offer Letter, enclosed hereby and would like to formally welcome you to the growing family of IntelliPaat Software Solutions Private Limited.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

**AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka Mobile:
+91 7022374614**

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same. We look forward to a mutually beneficial and long-lasting relationship with you.

Yours truly,
IntelliPaat Software Solutions Private Limited



Dewaker Singh Bisht
Director- Human Resources



AMR Tech Park 3, Ground Floor,
Tower B, Hongasandra Village,
Bommanahalli, Hosur Road,
Bengaluru-560068 (M):
+91 7022374614
www.intellipaate.com

Date: November 17th, 2022

To,

**Tripthi A Dubey
Bangalore**

Dear Tripthi A Dubey,

Subject: Offer Letter

As per the discussion we had during your interview and based on your performance in the same, you have been shortlisted, and we are pleased to appoint you at IntelliPaat Software Solutions Pvt. Ltd., on the following terms and conditions:

1) Designation:

Your designation will be '**Business Development Trainee**'

2) Compensation & Benefits:

- a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b) Your Annual Compensation will be Rs **9,00,000/-** (Rupees Nine Lakhs only) per annum. (The employee is eligible for Rs.**1, 00,000/-** of insurance after 3 months of joining).
- c) Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d) Your salary and its components, incentives, performance bonus, sign-on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

3) Effective Date of Joining:

- a) You are requested to report for duty on **November 28th, 2022**. Your appointment will come into effect from your date of joining.

4) Notice Period:

Subject to any other agreement between you and the company:

- a) The probation period is of **4 months**.
- b) Your employment is terminable by Intellipaate without giving notice in writing in the probation period.
- c) You need to serve **2 months** of notice period without fail, or else the management of Intellipaate can hold your salary/experience letter/relieving letter after joining
- d) The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- e) In the event of any breach of the terms and conditions stated in the Services Conditions and/or Non- Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

5) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions and Nondisclosure Agreement.
- b) These terms and conditions, in the Service Conditions and Non-Disclosure Agreement, are subject to statutory requirements and the company policy.

Note:

- Number of working days is **6 days** in a week.
- Minimum working duration must be **9 hours** including one-hour lunch/dinner break.
- Your incentives will be calculated on a **Monthly** basis.
- On achievement of the incentives, it will be disbursed only on the following month.
- Your first month's salary will be dispersed along with your **4th** month's salary.

Yours truly,
For Intellipaate Software Solutions Private Limited



Dewaker Singh Bisht
Director- Human Resources

I, agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

Name: _____

Place: _____

Signature: _____

Date: _____



Annexure 1
Name : Tripthi A Dubey

Particulars	First Six Months	After Six Months	Annual Salary
Basic Salary	11,322	18,972	2,27,664
HRA	4,440	7,440	89,280
Conveyance Allowance	800	800	9,600
Mobile bill	350	350	4,200
Broadband bill	350	350	4,200
Medical reimbursement	1,250	1,250	15,000
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Total Gross Salary (B)	22,200	37,200	4,46,400
Fixed Cost to Company	22,200	37,200	4,46,400
Performance Based Incentives	15,000	37800	4,53,600
Total (Fixed CTC + Variables)	37,200	75,000	9,00,000

Documents required during Joining.

1. **ID Proof:** Copy of Aadhar card/Passport/Pan card/Voter ID card/Other Government Photo ID card.
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3. Employment Verification Documents

- a) Copy of current employer's Appointment/Confirmation/Appraisal Letter.
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- c) Copy of last 3 months' Salary Slip / Certificate.

4. Other Documents:

- a) Passport Size Photographs (3).
- b) Copy of PAN Card.
- c) Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Yours truly,
For IntelliPaat Software Solutions Private Limited



Dewaker Singh Bisht
Director- Human Resources

Date: 26/12/2022

SLRM/HR/Appt.Ord/ 2237

Ms. THM Sahana
D/o THM Mallikarjuna
House no 385, 27 th Ward, Basalingappa Compond Opp MJ Nagar 3rd cross,
Chapparadahalli, Hospet, Vijayanagar Karnataka – 583201

Dear Ms. THM Sahana,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Trainee" in "Finance & Accounts" Department, on the following terms and conditions.

1. Your immediate appointment will be as "Trainee"
2. Your appointment will be effective from 26/12/2022 to 25/12/2023.
3. Initially you will be posted at our Lokappana Hola Plant. However, it is agreed & understood that you will be liable to be assigned other works and responsibilities and or transfer to any of our company's establishment / units or works when required by the management without being entitled to any extra remuneration.
4. Your CTC (Cost To Company) will be Rs. 16000/- (Rupees sixteen Thousand only) per month.
5. You will be governed by the Certified Standing Orders and Company's Rules & Regulations applicable to you, which are in force for the time being or may be framed and / or made applicable to the employees of your Cadre from time to time.
6. You will be covered under Group Medical Insurance Policy / Group Personal Accident Insurance Policy as per the rules of the company.
7. You will devote your whole time attention and ability to the affairs of the Company.
8. You are to treat strictly confidential affairs of the Company and its customers of which you may be cognizant and particularly drawings, quotations, specifications and other connected information.



Page 1 of 4

Corporate Office :

519, Phase V , Udyog Vihar,
Gurugram -122016(Haryana)
T : +91-124-4071892 / 93 / 94
E : gurgaon_office@slrm.in

www.slrmetaliks.com
www.slrm.co.in

Works :

Sy. No. 632, 636, Narayandevarakere,
Village : Lokappana Hola, Tq. H.B. Halli,
Dist Vijayanagara - 583 222, Karnataka.

T : +91-08394-294061
E : info@slrm.co.in

CIN No. U27106DL2005PLC142596

Regd. Office:

A-2/452, Sec-8, Rohini,
New Delhi-110085
E : infodel@slrm.co.in



Ref: KFIL-K/HRM/TOL/2022/2416

Date: 22-12-2022

Ms. SHREE LAKSHMI
VIRABARESVAR KRUPA
SAI COLONY
Post : MP PRAKASH NAGAR
Taluk : HOSPET
Dist : VIJAYANAGARA
State : KARNATAKA

Training Offer Letter

Dear Ms. SHREE LAKSHMI,

This has reference to the discussions you had with us during the campus recruitment on 17-12-2022. We are pleased to inform you that you have been selected as "COMMERCIAL TRAINEE" (CTR) in our organization, subject to the following terms and conditions:

1. You are advised to report on 01-01-2023, at 10.00 am, at Kirloskar Ferrous Industries Limited, Bevinahalli - 583 234, Koppal [Tq & Dist], Karnataka State, (Tel No : 08539 - 286715) along with original certificates, three recent passport size photographs, xerox copy of all qualification certificates, identity and address proof, PAN card copy, blood group certificate and bank account number with IFSC details.
2. Your training period shall be of 24 (twenty four) months duration from the date of your joining. The Company reserves the right to extend your training beyond twenty four months period based upon your performance.
3. You shall be initially trained at the Company's Plant / Office at Bevinahalli Village. You are liable to be transferred to any department within the plant or in the group companies, for completion of your training.
4. You may be allowed to join for training, subject to qualifying in the medical examination.
5. The stipend payable to you during your two years training period will be as per "Annexure - A".
6. Apart from the above payments, you will not be entitled to any other allowances or benefits during the said training period.
7. Your progress in relation to your performance, conduct, attitude, discipline will be continuously monitored during the period of your training and at any time during this training period. If it is found that the progress is unsatisfactory, the management may discontinue your training without any notice or any compensation in lieu thereof.


Authorised Signatory

(Signature)

Cont'd

Kirloskar Ferrous Industries Limited

A Kirloskar Group Company

Works: Bevinahalli Village & Post - 583234, Taluk & Dist. Koppal, Karnataka (India)

Phone: +91 (8539) 286711, 286715

Email : kfil.info@kirloskar.com | Website : www.kirloskarferrous.com

CIN: L27101PN1991PLC063223

- 2 -

8. Your training shall automatically stand terminated in case you absent from training without prior permission of your superiors.
9. You shall observe rules and regulations of the Company and changes made in it from time to time and shall perform, observe and confirm to such duties, directions and instructions, assigned or communicated to you by the Company and those authority over you.
10. You shall take good care of and be responsible for the work, documents, files and other items, entrusted to you from time to time.
11. You shall have to pay the entire stipend amount paid to you and related training costs in case you desire to discontinue training on your own before the completion of **twenty four months** or extended training period, if any.
12. You shall not at any time during your training or after, disclose to anyone any information, know-how, methods, plans etc., of the Company.
13. Your training will automatically come to an end on the expiry of **twenty four months** period or at the end of extended period, if any.

However in case of any vacancies available in the Company, your candidature may be considered for the regular employment in the Company.

14. All the terms and conditions of this training offer letter are subject to the prevailing law of the country as existing now and as may be changed from time to time. The Company reserves the right to make suitable changes as may be required, should any such law or as may be legislated in future having a bearing on this training offer letter.

This training offer letter is in duplicate. Please sign and return the duplicate copy of this letter in token of your acceptance.

With best wishes,

Thanking you,

Yours faithfully,

for **Kirloskar Ferrous Industries Limited**


Authorised Signatory

I have gone through the terms and conditions of training offer letter. I accept the same and sign in confirmation thereof.

Signature: _____

Date : _____

Ref: KFIL-K/HRM/TOL/2022/2416
Ms. SHREE LAKSHMI

ANNEXURE - A
Date: 22-12-2022

COMPENSATION PACKAGE
Grade : COMMERCIAL TRAINEE

Particulars	Amount (Rs/Month) Fist Year	Amount (Rs/Month) Second Year
Basic pay @	8831	8831
Shift Allowance	671	1211
Heat Allowance	448	808
House Rent Allowance	2000	2100
Uniform Maint. Allowance	50	50
TOTAL - 'A'	12,000	13,000
Other Indirect Benefits:		
Provident Fund - 12 % of @	1060	1060
ESI	389	421
Canteen Subsidy	897	897
Transport Subsidy	1110	1110
Loyalty Bonus**		1000
TOTAL - 'B'	3,456	4,488
Grand Total A + B (Cost to the Company)	15,456	17,488

** The Loyalty Bonus will be paid after successful completion of two years training period. In case of extension of training period / discontinuation / termination of training, you are not entitle for Loyalty Bonus.

for Kirloskar Ferrous Industries Limited


Authorised Signatory

I have gone through the compensation package and accept the same and sign in confirmation thereof.

Signature : _____

Name : _____

BOARD OF APPRENTICESHIP TRAINING (SOUTHERN

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

CIT Campus , Taramani , Chennai - 600113

Phone No: 044 - 22542235 / 22542703 Fax No: 044 - 2254 2292 Email: director@boat-srp.com

Website: <http://www.mhrdnats.gov.in/>



APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

Name Manojkumar	Gender Male	Date of Birth 10-Aug-2001	Age 21	
Father / Mother Name Rukmini	Enrollment Number SKAN027220900001	Caste OBC	PWD NO	
Address for Communication Near santemarket hitnal, Hitnal Koppal, KOPPAL KARNATAKA - 583234		Mobile Number 9035202539	Email Address mbilamkar230@gmail.com	

EDUCATIONAL QUALIFICATION

Name of the Institution / College / University VIJAYANAGARA COLLEGE, HOSPET.	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn S1913699	Month & Year of passing Sep-2022	Educational Qualification Graduate in PCM (Non-Engineering)
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TRAINING DETAILS

Training start date 14-Nov-2022	Period of Training 12 Months	Stipend Rs. per month 11000.0	The apprentice would be undergoing training under section 22 (1)
Contract Regn. No. NA	Approved On NA	Approved By NA	

NAME AND ADDRESS OF THE EMPLOYER

DIA STEELS LIMITED - SKAKPP000006 KUNIKERE HIREBAGANAL, KUNIKERE HIREBAGANAL, KUNIKERE HIREBAGANAL KOPPAL, KARNATAKA - 583231

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. However, we declare that the 50% stipendiary reimbursement for this contract shall not be claimed from the Government of India. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

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

NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.
IP address of Establishment submitting this request: 172.31.3.254 IP address of student accepting this request: NA

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

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)
 2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer
NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.
 3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
 4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment
ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly
iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor
iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer
v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)
vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend
vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
 5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser
ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser
iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down
 6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.
ii) The stipend of a particular month shall be paid on or before the 10th of the following month
 7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference
- Graduate indicates both Engineering and Non-Engineering



HOSPET STEELS LIMITED

(A Strategic Alliance of Kalyani Steels Ltd. & Mukand Ltd.)

CIN : U27104KA1998PLCO23759



Ref: -HSL/HR/Offer Letter/2023

Date: 17-Jan-2023

To,
Mr. R Pramod Rao,
S/o R Ravindranath, 35th ward Akashwani,
Tq-Hospete, Dist- Bellary.

OFFER OF EMPLOYMENT - CONFIDENTIAL

Dear Mr. R Pramod Rao,

Congratulations!

With reference to your application and the subsequent discussions, we are pleased to offer you the position of "Junior Engineer Trainee" in our Company. Your initial place of posting will be at our Hospet Plant in Steel Making Operations.

Your annual compensation has been explained in the Annexure I.

You will be on probation for a duration of two years date of joining.

You are requested to join us on or before 21-Jan-2023. In the event of you not joining us on the said date, this offer will automatically stand withdrawn.

This offer is subject to you being found medically fit by the Company's Medical Officer.


We would be verifying your credentials through reference checks and background verifications. Please note that furnishing of false information or suppression of any factual information relating to your employment as well as submission of false/ fake/ forged documents will result in cancellation of this offer.


Please countersign the duplicate of this offer letter mentioning the date of your joining as a token of your acceptance and return the same to us in the next two working days from the date of issuing this letter, post which this offer would be deemed to have been rejected by you.

Please carry the original documents along with additional copy/copies as specified in the Annexure II on the first day of joining.

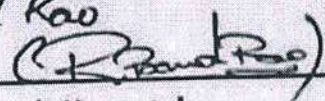
We are sure that our working environment will be conducive for your professional and personal growth. We welcome you to the House of Hospet Steels Limited and look forward to your valued contribution in taking Hospet Steels Limited to greater heights.

For Hospet Steels Ltd.


A. V. Ratnaprasad
Chief Executive Officer


Duggappa V.P
Head- HR IR& Admin

I confirm and accept the above and will join on _____

Name & Signature : R. Pramod Rao




HOSPET STEELS LIMITED

(A Strategic Alliance of Kalyani Steels Ltd. & Mukand Ltd.)

CIN : U27104KA1998PLCO23759



Ref: -HSL/HR/Offer Letter/2023

Date: 17-Jan-2023

To,
Mr. Devaraj,
S/o Nagappa Madivalar, #288, Ward -02,
H.Hosalli. Tq-Koppal. Dist-Koppal - 583234.

OFFER OF EMPLOYMENT - CONFIDENTIAL

Dear Mr. R Pramod Rao,

Congratulations!

With reference to your application and the subsequent discussions, we are pleased to offer you the position of "**Junior Engineer Trainee**" in our Company. Your initial place of posting will be at our Hospet Plant in **Steel Making Operations**.

Your annual compensation has been explained in the **Annexure I**.

You will be on probation for a duration of two years date of joining.

You are requested to join us on or before **21-Jan-2023**. In the event of you not joining us on the said date, this offer will automatically stand withdrawn.

This offer is subject to you being found medically fit by the Company's Medical Officer.

We would be verifying your credentials through reference checks and background verifications. Please note that furnishing of false information or suppression of any factual information relating to your employment as well as submission of false/ fake/ forged documents will result in cancellation of this offer.

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Please carry the original documents along with additional copy/copies as specified in the Annexure II on the first day of joining.

We are sure that our working environment will be conducive for your professional and personal growth. We welcome you to the House of Hospet Steels Limited and look forward to your valued contribution in taking Hospet Steels Limited to greater heights.

For Hospet Steels Ltd.

A. V. Ratnaprasad
Chief Executive Officer

Duggappa V.P
Head- HR IR& Admin

I confirm and accept the above and will join on 18/03/2023

Name & Signature @y (DEVARAJ)