

AXISB/LOA/RH1024323/70177
15/11/2022

Debopriyo Das
9330678799

LETTER OF APPOINTMENT

Dear Debopriyo,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of Business Development Executive in RB - BB, RL & Products.

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

Terms of Employment

1. Compensation

- 1.1 The annual compensation payable to you will be INR **1,96,965** subject to tax deductions at source, as applicable by law. A detailed break up of this amount and other benefits is provided as an Annexure to this letter.
- 1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

2. Code of Conduct & Ethics

- 2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.
- 2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.
- 2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

3. Whole-time / Alternative Employment

- 3.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.
- 3.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation and no monetary gains. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

4. Fidelity & Secrecy

- 4.1 You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

5. Probation Period

- 5.1 The nature of your employment is Permanent, however you will be on probation till the performance criteria specified by the Bank is satisfied (Upto a maximum period of 13 months from the date of joining).
- 5.2 On satisfactory completion of probation you will be confirmed in the services of the Bank.
- 5.3 On your confirmation of services in the Bank, you will be promoted to the grade of "Officer - Sales" and will be designated as "Officer - Sales".
- 5.4 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the joining formalities.

6. Mandatory Induction Certification

- 6.1 Induction Certification is a mandatory requirement for Confirmation - post completion of probation period.
- 6.2 100% attendance and 100% assessment clearance is required to be Induction Certified.
- 6.3 Non-adherence to Induction certification may lead to the following:
 - 6.3.1 You will not be able to join your team till you are Induction Certified.
 - 6.3.2 Not attending induction session on a particular day will result in loss of pay.
 - 6.3.3 Not meeting the attendance and assessment criteria within the stipulated time period would result in termination of services.

7. Transfer

- 7.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
- 7.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 7.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

8. Separation/ Retirement

- 8.1 Separation during probation
 - 8.1.1 On account of Resignation: During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
 - 8.1.2 On account of Termination: During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons.
- 8.2 Separation after Confirmation:
 - 8.2.1 On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
 - 8.2.2 On account of Termination: Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.
- 8.3 Separation arrangement
 - 8.3.1 Voluntary resignation should be initiated on the exit management portal of the Bank. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.
 - 8.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.

8.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.

8.3.4 It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.

8.4 Retirement

8.4.1 The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

9. Reimbursement of Notice Period Pay

In certain cases of business criticality, the Bank, at its discretion and post approval from the Head - Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-

- 9.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.
- 9.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

10. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

- 10.1 Submission of self-declaration of medical fitness provided on our onboarding portal.
- 10.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.
- 10.3 Submission of all necessary documents:
 - 10.3.1 Self-attested copies of all your degrees, professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
 - 10.3.2 Proof of date of birth
 - 10.3.3 Copy of Pan Card and Address Proof
 - 10.3.4 One recent passport size color photograph
 - 10.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer
- 10.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 1 month from the date of joining, failing which your salary after 1st month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

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

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the company policies accessible through the Bank's intranet. These shall be made available to you, post joining.

Kindly note that Axis Bank does not charge any money/deposit for giving employment offers/conducting employment interview, to anyone seeking a job at the bank, nor does it appoint any agent/agency/individuals to make or issue offers of employment/benefits on its behalf.

For any further information / clarifications please feel free to contact:-



Md Haider

Md1.Haider@axisbank.com

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Suresh Mehra', with a horizontal line underneath.

Suresh Mehra,

Head - Talent Acquisition

Human Resources

STRICTLY PRIVATE AND CONFIDENTIAL

REF: GICHF:HR:2022-23

07 September 2022

To,

Mr. Souradip Nandy

Add – 12/4 Botanical Garden Road,
Shibpur, Near IEST 2 Gate,
Patanjali store, Howrah, 711103
Contact No - 8017453192, 9836748372

Re: Appointment as 'Junior Executive'

Dear Sir,

Pursuant to your Interview, we are pleased to appoint you as '**Junior Executive**' on the following terms and conditions-

Your appointment to the position mentioned above would be effective from the date of your joining **GIC Housing Finance Limited**, you will report at **Kolkata Branch Office, West Bengal**, Address- *National Insurance Building, Ground Floor, Opp.to G.P.O.5, Netaji Subhas Road, Kolkata – 700001*, where you will undergo an "On-the-Job Training" during the initial period of 15 days, post which you will be provided with your place of posting. You will be expected to carry out duties appropriate to this appointment.

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of GICHF are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Probation Period

You will be on probation for an initial period of one year from the date of your joining. The probation may be extended if the performance during the probation is unsatisfactory. Your confirmation will be subject to satisfactory performance, as per the policy of the Company. The probation will extend till such time you are confirmed in service and during the said period of probation your services is liable to be discharged from service without assigning any reason.

Compensation

Your appointment as Junior Executive on probation will be on a monthly salary of Rs 25,000/. On successful completion of probation, you will also be entitled for promotion as per the rules of the Company.

↓

Leave

You will be governed by GICHF's Leave rules of the company. Please note that your employment is liable to be terminated if you absent yourself from the services of the Company, without prior written permission or overstay sanctioned leave for a period exceeding seven days, except in cases of medical exigencies (Which will need to be supported by a medical certificate).

Notice Period / Separation/ Termination

It is understood and agreed that this engagement may be terminated by either party by giving to the other at any time, notice in writing.

During Probation notice in writing of 30 days or payment of one months' gross salary on the basis of last salary drawn.

On confirmation, notice in writing of 90 days or payment of three months' gross salary on the basis of last salary drawn. The termination shall take effect at the end of such notice period.

Termination without Notice

At the sole discretion of the company your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor or any offence which may or may not be directly connected with the business of the company.

Mobility

In view of the nature of our business, it may become necessary to require you to work in different departments, offices or locations of GICHF. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Retirement

The age of retirement in GICHF is 60 years.

Other terms and conditions

This offer is subject to your being found fit during the pre-employment medical examination to be carried out by a qualified Medical Practitioner and submitting proof of having passed Graduation Course before 31st October, 2022. In case of unsuccessful submission, the services of the candidate are liable to be terminated by the Company.

Kindly note that at any time, during your tenure of services with the Company or after termination of your services, you shall not, without the consent in writing from the Company, disclose or make available to any third party information concerning finance / affairs of the company which you have acquired / come to know during the period of your service.

4

1

Your appointment shall be subject to the terms and conditions of service of employees of GIC Housing Finance Ltd., as approved by Board of Directors on 30/05/1995 and amended from time to time and also subject to GIC Housing Finance Ltd., (Conduct, Discipline and

Appeal) Rules, 2008 as in force from time to time. You shall carry out instructions and other orders given to you from time to time. The company reserves the right to effect, alter, change, modify and amend the terms and conditions as also the rules and regulation from time to time and you shall abide by the same while in services of the Company.

You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with GICHF.

You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of GICHF.

You shall not do anything or cause to do anything, which shall bring dishonor and / or disrepute to the company or engage in unlawful / immoral activities.

If at any time you are involved in any legal administrative quasi-judicial proceeding(s) you shall immediately inform the Company, the details thereof.

You shall not at any time use your association with the company to gain unfair advantage for personal purposes.

In case you are presently employed, you shall submit the Discharge Certificate secured from your present employer on the date of your reporting to the Company.

Duplicate copy of this letter of appointment duly signed by you, signifying acceptance of the terms and conditions mentioned herein above, shall be submitted along with the Personal Data form (enclosed) duly completed in all respects, Discharge Certificate secured from your employer if any on the date of your reporting.

In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and/or the candidate has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will be cancelled. If shortcoming is detected even after appointment or during the course of service, the service of the candidate are liable to be terminated forthwith without assigning any reason thereof, the candidate should ensure that he/she fulfills all the eligibility criteria.

An Employee Agreement Bond will be executed for a period of one year commencing from the date of your joining. As part of the agreement, you will be liable to pay to the Company Rs. 1,00,000/- (*Rupees One Lakh only*) in case you resign or abstain during the term of the Agreement. The above liability arises only in the event you resign or abstain from the services of the Company and not when the Company terminates your services.

8

Your salary package is confidential and not to be shared with anyone.

You shall follow all directions, instructions, guidelines and policies of the Company issued from time to time in discharge of your duties.

Validity

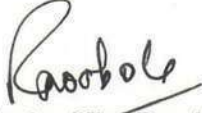
You should join duties on **13th September 2022**.

In case you do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by GICHF, in writing. Upon your joining duties this letter of offer shall be deemed to be your appointment letter. Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.

We welcome you as a member of our team and wish you a successful career with GIC Housing Finance Ltd.

Thanking you,

Yours faithfully,



Senior Vice President

I acknowledge that I have read and understood each and every term and condition set out in this Appointment letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions and confirm that I shall report for duty on _____.

Accepted By:

Name:

Signature:

Date:

Annexure I

You are requested to get in touch with your Reporting Officer **Mr. Santosh Singh - 9836319500** at least 2 days before your date of joining.

Before reporting to GICHF

Candidate need to carry all original documents for verification before reporting to GICHF. A printed copy (Self attested) of all the documents mentioned below is to be submitted to HR Dept.

- 1 Copy of the appointment letter (Self attested)
- 2 3 Passport size photographs
- 3 Resume
- 4 A copy PAN Card (Self attested)
- 5 A copy of Aadhaar Card (Self attested)
- 6 A copy of Photo ID and Address Proof (Driving license, Passport, Voter ID, etc.)
- 7 Mark sheets and Degree Certificates (Post-Graduation, Graduation, XII, X)
- 8 Copy of Achievement Certificates (if any)
- 9 Work ex certificates
- 10 Last drawn salary slip
- 11 2 Original Character Certificates (not older than six months) issued by Gazetted officer/ institute
- 12 Personal Statement regarding health form (Duly filled)
- 13 Pre-employment Medical Form (Duly filled by LIC empanelled doctor)
- 14 Original medical test report *

* Medical Test includes the following -

- 1) ECG Test
- 2) Clinical Routine Urine
- 3) Clinical C.B.C.
- 4) Clinical E.S.R.

Note:

- **Original of all the above-mentioned documents to be brought prior to the day of joining for verification purpose.**
- **Submission of all the above mentioned documents is mandatory**

On Day of Joining at place of posting:

- Present this letter to your Reporting Officer before joining at the place of posting.
- Your Reporting Officer will send your joining intimation to the HR Dept.
- You will receive an e-mail containing your Employee Code, Login id and Password for your HRMS during the induction.
- The attendance of employees will be marked through HRMS. To mark attendance, employee has to Log into the system with Employee Code and Password

Issued Date: 30/09/2021

Mr. Gyan Prakash Ram
Usha Appt, 5/247, Mahajati Nagar,
3Rd Floor, Flat No-D-4, Panihati (M),
North 24 Parganas

Offer Cum Employment Letter

Dear Gyan,

Congratulations! We are pleased to confirm you that with reference to your application and the subsequent interview and discussion we had with you, we offer you an employment in our organization with effect from **01st Oct 2021** as **Financial Associate** in our Branch **Tobin Road** and your monthly target will be **95000 INAP** per month subject to your acceptance of following terms and conditions.

1) **Documentation:** Please note that your appointment is contingent upon satisfactory evidence and verification of your credentials viz –Address Verification, Educational Qualification, Past Experience, Pay Slips and any other supporting documents required. Your joining can be withdrawn/terminated at any point of time if the information provided by you is found incorrect /false. At the time of joining, you are required to submit your all joining documents.

2) **Place of Posting:** Your initial place of posting will be at **Tobin Road**. However, the organization reserves its right to transfer you at any other Office Branch, Subsidiary or Associate Company of the organization, in India that is in existence or may come into existence at a future date. On your transfer you will be governed by the Company's rules applicable to the establishment to which you are posted to.

Note: Non-compliance of the transfer order or not joining at the place of transfer within the stipulated time shall amount to indiscipline/insubordinate entailing automatic termination of service.

3) **Remuneration:** During your employment with us you shall be paid remuneration of **Rs. 8000/- (Inclusive of TDS Deduction as per applicable)** Per Month.

4) **Probation Period:**

You will be on Probation for a period of Six months from the date of your joining. During the probationary period company can terminate your services for any reason whatsoever, without notice or payment in lieu thereof. On the successful completion of the probation period, the employer shall meet and review progress as on date. In case of unsatisfactory performance during the probation period company can terminate the employment any time.

5) **Increment & Promotion:**

Your increments/promotions/demotion shall be at the sole discretion of the management depending upon your performance during the period and also on the propriety of the Company.

Important: As mutually agreed, you will achieve your Minimum Performance as conveyed verbally and/or in writing by your reporting manager and in case you fail to achieve the same, the Management reserves the right to release your salary in the same proportion as per your achievement.

Employer's Signature: _____

Employee's Signature: _____

02-Nov-2022

**ARUPOTA, DHAPA , PRAGATI MAIDAN, KOLKATA
WEST BENGAL**

700105

Dear CHANDAN MONDAL,

Congratulations!!! With reference to your application and subsequent discussions, we are pleased to offer you an appointment with PNB MetLife India Insurance Co Ltd., (herein referred as 'Company' or 'the Company' or 'PNB MetLife') as per the following terms:

1	Designation	Life Insurance Manager
2	Grade	G1
3	Total Fixed Pay	INR 60,000 p.a. (Rupees Sixty thousand only) inclusive of all taxable and non-taxable emoluments, allowances, and statutory contributions
4	Incentives	You would be eligible to participate in the various Sales Incentive plan, as applicable, in a given financial year, by the Company in its sole discretion and in keeping with its policies
5	Date of Joining	On or before 01-Dec-2022
6	Place of Work	Kolkata - Kakurgachi

DATE OF JOINING AND DAYS OF EMPLOYMENT

1.1 You are required to commence your employment with the Company no later than and your appointment shall be effective from the first day that you commence your employment with the Company. Failure to report for duty by the aforesaid date will automatically make this appointment letter invalid and it will be deemed to be withdrawn, with immediate effect, without any further act or deed by the Company or any further reference to you.

1.2 Being a **Part Time Employee**, you are only required to work for 4 days in a month. In this regard you will be required to report for work at the base branch to which you are mapped. The said 4 days can be mutually agreed between you and your reporting manager/Company.

2. PROBATION

2.1 You shall be in probation for the initial twelve (12) months of your employment (""). The Company reserves its right to extend your Probationary Period for a further period of one (1) month ("**Extended Probation Period**") from the date of expiry of 12 months of Probation Period without assigning any reason, should this be considered necessary by your manager. During the Probation Period or Extended Probation Period, the Company at its sole discretion may terminate/non-confirm your employment without giving any notice or reasons thereof.

2.2 During the Probation Period, you would be evaluated on a range of parameters, including but not limited to the achievement of the targets/performance mentioned in your Goal Sheet, with the objective of assessing your suitability and fitment for the assigned role. At the end of the Probation Period the Company will conduct a final review with you and if your conduct and performance have been found to be satisfactory, then your employment will be confirmed unless otherwise determined by the Company in accordance with its process and policies as amended from time to time.

3. TRAINING AND INDUCTION

Notwithstanding anything contained herein, throughout the course of your employment (during your induction, probation and after confirmation of your employment), you are required to compulsorily, and successfully complete all the trainings specified by the Company within such time period as determined by the Company from time to time, at its sole discretion, in accordance with its processes and policies as amended from time to time to the satisfaction of the Company.

- 3.1 In case you fail to successfully and satisfactorily complete any or all of the training courses specified by the Company, the Company reserves the right to take appropriate disciplinary action against you which may include termination of your contract of employment. Participation in the training specified by the Company is compulsory and no employee shall have the right to reject or refuse to attend any training without providing a legitimate reason acceptable to the Company.

4. PERFORMANCE & TARGETS

At relevant times during the course of your employment, including from the time when you join the Company, a communication regarding the minimum performance level (“**Goal Sheet**”) required to be achieved and maintained by you during the course of your employment would be issued to you. The Company in its sole discretion reserves an absolute right to revise/update/amend and communicate your Goal Sheet at any time, by any mode(s) which it may deem fit and convenient.

- 4.1 At such intervals or at any time during the course of your employment the, Company would evaluate your performance against the level prescribed in your Goal Sheet as amended from time to time as per the changing business requirements. You explicitly understand and agree with the company that the Goal Sheet shall be amended/updated /changed by the Company at its sole discretion to meet its business requirements from time to time.
- 4.2 If you fail to successfully and satisfactorily achieve the targets as set out in your Goal Sheet at any time during the course of your confirmed employment the Company reserves the right to terminate your employment by giving one working month’s (4 days) notice or your one month’s (4 days) salary in lieu thereof.
- 4.3 In addition to complying with rules, sales practices and upon successful and satisfactory completion of training and/or certification prescribed by the Company, you shall be eligible to solicit life insurance business from customers. You shall not authorize any person to act on your behalf to solicit insurance business. Further, you would disclose your identity to prospective/existing customers and present your identity card to any customer, when requested. Any violation of the clause in addition to the other prescribed terms and policies of the Company would attract appropriate disciplinary proceedings.
- 4.4 You are expected to sign and return your Goal Sheet, separately, as an express acceptance of it. Notwithstanding anything contained herein, the Company shall be at liberty to revise the performance target, without taking separate consent from you, from time to time to keep pace with the changing business requirements.

5. REMUNERATION

- 5.1 For your part-time employment, you will be paid an amount of Rs. **60,000/-**per annum as your remuneration subject to your performance, attendance and actual working days. This amount **is** inclusive of all taxable and non-taxable emoluments, allowances, perquisites and benefits and other statutory contributions. Your remuneration would be subject to statutory deductions/contributions as appropriate and consistent with the laws and regulations of India.
- 5.2 In addition to the above compensation, you may be awarded incentives/bonus, as applicable, in a given financial year by the Company, in its sole discretion and in keeping with its policies as amended from time to time. The Company reserves the right to adjust or recover any such incentives/bonus against any dues payable by you to the Company.
- 5.3 It is agreed and understood by you that notwithstanding the nomenclature of your appointment as **Life Insurance Manager**, you would not claim parity with other employees of the Company and further you recognize the uniqueness of your relationship with PNB MetLife i.e. you are a PART TIME EMPLOYEE.

5.4 The break-up of your compensation package is enclosed along with this Letter as Annexure A.

6. STATUTORY BENEFITS

6.1 As a PART TIME EMPLOYEE who would work for the Company for 4 days in a month, you will be provided with all statutory benefits which may be applicable and for which you are eligible including the Provident Fund and ESI with Company's contribution being computed in accordance with the applicable law. You will be eligible to receive benefits under the Payment of Gratuity Act, 1972. You will make appropriate disclosures to the company in writing with respect to your subscription to applicable social security laws to assist PNB MetLife in ensuring the proper compliance and to avoid any conflict of interests as per the process and policies of PNB MetLife from time to time.

7. ATTENDANCE & PAYMENT OF SALARY:

7.1 As an **Life Insurance Manager**, you would be required to attend base branch to which you are mapped for 4 days in a month, which have been mutually agreed between you and the Company. You will regularize your attendance for your actual working days subject to maximum of 4 days in a month through the HR systems/tools or such other modalities as prescribed by the Company with due approval from your reporting manager/Company and your actual working days will be reckoned basis your relevant/approved attendance records with the Company for the payment of your monthly fixed salary.

7.2 During the remaining period of month, when you are not employed by the Company, you may continue to pursue your business/profession or avocation on such days subject to the condition that you will not be employed to sell life insurance products of any of the Company's competitors or engage in the same or similar line of business which directly or indirectly competes with the business of the Company. The Company clarifies that the present appointment letter has been issued to you based on your representation that you are not prohibited or restricted by any agreement or arrangement or understanding with any third party including but not limited to a company, partnership firm, an individual or any other person, from associating or being employed with the Company on a Part Time basis.

8. TRANSFER

8.1 Your employment can be transferred by the Company in such capacity or to such department as the Company may determine, from time to time, anywhere in India or abroad, as per the business needs of the Company. Such transfers will not automatically create any rights to a revision in your salary or result in any modification to the other terms and conditions of your employment.

9. CONFIDENTIALITY

9.1 The Company considers the protection of its confidential information and proprietary materials to be very important. All work or materials developed by you during the course of your employment with the Company will remain the sole and exclusive property of the Company. Any unauthorized disclosure of confidential or proprietary materials of the Company would attract appropriate action from the Company including and not limited to termination of your employment and legal prosecution as necessary. You shall not disclose or divulge or cause to be disclosed or divulged confidential information even when you are no longer in the employment of the Company.

10. RESIGNATION

10.1 You may resign from the employment of the Company by providing one working month's (4 days) notice or one month's (4 days) salary in lieu thereof (computed based on the basis of your basic salary as on the month of your resignation). The Company may, at its absolute discretion, waive the above-mentioned notice period that is required to be given/served by you, as per the exit policy of the Company. You are fully aware and agree with the Company irrevocably that your failure to serve the notice period, either on your resignation or on termination of your employment by the Company may result in the recovery of the pay in lieu of notice from your full and final settlement.

11. TERMINATION

11.1 You agree with the Company that either you or the Company at any time during the subsistence of this contract of employment could terminate this contract of employment without any reason whatsoever by providing the other party with one working month's (4 days) notice or your one-month's (4 days) salary in lieu thereof.

- 11.2 You are aware and you agree with the Company that the Company reserves the right to terminate your employment without any notice or salary in lieu thereof for reasons including but not limited to misconduct, negligence of duty, disloyalty, dishonesty, insubordination, misrepresentation, indiscipline, disobedience, acts of fraud, breach of your obligations under the Non-Disclosure Agreement or this agreement, irregular attendance, inefficiency, poor performance, redundancy of job, violating your obligation to not to work for competitors while being on the rolls of the Company or committing any act, as determined by the Company, detrimental to the interests of the Company.
- 11.3 You are aware and agree with the Company irrevocably that your service could be terminated by the Company or you will be put on loss of pay or with both if you fail to work on your working days or fail to discharge your official duties or fail to attend and succeed in the trainings or fail to submit your post joining kit and complete the formalities thereof or fail to submit and complete the mandatory documentation or fail to mark your attendance or fail to regularize your attendance within the timeframe decided by the Company and communicated to you from time to time. You are fully aware and agree with the Company irrevocably that in case the particulars mentioned in your application/CV/joining kit at any point of time are found to be false, incorrect, incomplete, suppressed or unsatisfactory, your services would be terminated without any pay in lieu of notice.
- 11.4 You are fully aware that and agree with the Company irrevocably that you are hired for selling the insurance products of the Company and supervisory/managerial activities associated to it and your failure to meet the targets (including the persistency parameters) assigned by the Company to you from time to time may lead to your separation from the Company in accordance with its processes and policies as amended from time to time. You are required to declare to the Company about any serious ailments or critical illness which you are suffering. The Company has the right to get you medically examined by any certified medical practitioner for the same or for any other reason, during the period of your service. In case you are found medically unfit to continue with the job, 30 days' time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the Company. You are fully aware and agree with the Company irrevocably that your indulgence in any unethical, unfair or fraudulent sales practices that may result in a financial loss, loss of reputation or loss of business to the Company may result in the termination of your services, at Company's sole discretion, and the Company may claw back /recover/set off the incentives or such amount paid to you including from your full and final settlement or from any amount due to you from the Company with or without terminating your services. You are fully aware and agree with the Company irrevocably that the Company may at its sole discretion may or may not issue a relieving letter/experience letter to you.

FORCE MAJURE

- 12 You are fully aware and agree with the Company irrevocably that in any event of *Force Majure*/war/acts of terrorism/internal disturbances in the country/failure of constitutional mechanism/Declaration of emergency by the Government/invoking the Disaster Management Act/Spread of epidemic/pandemic/information technology crisis/Invoking of internal BCP (Business Continuity Plan), etc. that could result in permanent/temporary redundancy of your job in the opinion of the Company, may culminate in the change of working conditions including the reduction of your wages/loss of pay/leave without wages and/or discharge of your services.

13. NO DUES CLEARANCE UPON SEPARATION

- 13.1. On termination of employment and/or your resignation, you shall handover all the Company properties like tools, accessories, documents, specifications, books, etc. of whatsoever nature or media in your custody, care or charge and hand over the charge to the person nominated by your reporting manager and also obtain clearance from the relevant person(s), office(s), department(s), on production of which alone, your dues, if any, will be settled by the Company.

14. RETIREMENT

- 14.1 Your age of retirement from the employment of the Company will be on completion of fifty-eight years. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

15. NON-COMPETE/NON-POACHING

- 15.1 On termination of your employment and/or your resignation, if you join any of the companies operating in the insurance industry, you will not assist, whether directly or indirectly, in the hiring of the Company's employees

Registered Office : Unit Nos 701, 702 & 703, 7th Floor, West Wing, Raheja Tower, 26/27, M.G Road, Bangalore -560001

IRDAI Registration Number: 117, CI No.: U66010KA2001PLC028883, Phone: 080 – 66006969 / 26438638

Fax : 080 – 22421970, Website: www.pnbmetlife.com, Email: indiaservice@pnbmetlife.co.in

and/or financial advisors, for a minimum period of 6 months from cessation of your employment with us. For a minimum period of 6 months from the cessation of your employment with us, you will not directly or indirectly solicit/contact/attempt to solicit or attempt to contact the customers of PNB MetLife with whom you have acquainted or transacted under the brand of PNB MetLife during the course of your employment with PNB MetLife. Any violation of this Clause may result in the initiation of appropriate legal proceedings against you by PNB MetLife.

16. PAST RECORD

- 16.1 If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material facts, in your application for employment or otherwise, your employment is liable to be terminated without any notice or compensation whatsoever.

17. HOLIDAYS & LEAVE

- 17.1 You will be eligible for holidays and leave as per the policies of the Company in respect of leave and holidays. Eligible employees will have right to avail benefits under Maternity Benefits Act, 1961, as amended from time to time.

18. OTHER TERMS AND CONDITIONS

- 18.1 You are bound to abide by and adhere to the policies, rules and regulations enforced by the Company from time to time including those related to conduct, discipline, benefits, salary review, retirement and any other matters as though these policies, rules, and regulations were part of your contract of employment. Such policies, rules and regulations may be amended from time to time, at the sole discretion of the Company, and in the event of such an amendment, you shall be governed by the amended policies, rules, and regulations. Notwithstanding anything contained herein, this appointment letter is strictly subject to the conditions specified in your offer letter. Any failure to comply with any of the conditions specified in your offer letter or any omission or violation of any of the conditions of your offer letter by you shall be deemed to be an instance of fraudulent material breach of your obligations to the Company amounting to Act of dishonesty and fraud by you, warranting the summary termination of your services, without any notice or pay in lieu of your notice.
- 18.2 During the term of your employment with the Company, you would not utilize company property, resources, information or any other facility for the purposes of promoting your personal business, profession or avocation and/or any other interest which directly or indirectly competes with the business of the Company.
- 18.3 You understand and agree with the company that incentives and performance bonus are paid by the company at its sole discretion and strictly subject to your performance and policies of the company from time to time and you cannot independently claim incentives and performance bonus as a matter of right.

19. VALIDITY OF APPOINTMENT

- 19.1. This letter is issued in two counterparts. Your appointment is subject to your acceptance of terms and conditions contained herein. Please sign in the place provided and return one counterpart to us as you're token of acceptance of the same.

20. EQUAL EMPLOYMENT OPPORTUNITY

PNB MetLife India Insurance Co. Ltd. is committed to the principle of equal employment opportunity for all employees and applicants. All employment decisions at PNB MetLife are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family or parental status, or any other status protected by the laws or regulations. PNB MetLife will not tolerate discrimination or harassment based on any of these characteristics.

21. If any part of this contract is struck down or held to be non-enforceable under law, then the remaining part of the Contract shall survive as much as it could meet the intention of the parties.

ANNEXURE A - COMPENSATION STRUCTURE

Total Fixed Pay (TFP)	Total Fixed Pay	60,000
	Basic Salary	33,000
	Provident Fund - Employer Contribution #	3,960
	Employee State Insurance - Employer Contribution #	1,714
	Statutory Bonus	6,600
	House Rent Allowance	13,139
	Gratuity	1,587
# In addition to the employer contribution, the employee contribution shall be a deduction from Total Fixed Pay (BASIC SALARY)		
Variable Pay	Production Incentive (As applicable) will be paid as per Company Policy.	
	Group Personal Accident coverage of 2,50,000 in case of permanent disablement	
	Employee Deposit Linked Insurance Scheme of Rs 7,00,000 to mitigate financial losses, in case of any eventuality	
	* All Benefits are subject to applicable terms and conditions and may be revised from time to time, at the Company's sole discretion	

Please fill the attached documents appropriately and return the same to us on your date of joining.
We look forward to working together to build a successful business.

Best wishes,



Shishir Agarwal
Chief Human Resources Officer

I Accept

CHANDAN MONDAL

ANNEXURE A

Name: CHANDAN MONDAL
Designation: Life Insurance Manager
Location: Kolkata - Kakurgachi

Dear CHANDAN MONDAL,

We are pleased to share with you, your Goal Sheet for the next 12 months. The same Goal sheet will be renewed after completion of 12 months. Your performance will be evaluated based on the targets mentioned in your Goal Sheet.

Goal sheet performance determines your earning potential and also enables your career progression with PNB MetLife, subject to your meeting the required metrics and standards.

Goal Sheet	
Designation	Life Insurance Manager (LIM)
Annual Goal Sheet	Weighted New Business Premium (WANBP) of Rs.7.80 Lacs
Monthly Goal Sheet	Weighted New Business Premium (WANBP) of Rs.65,000 per month
LPM Creation	1 Life Portfolio Manager
Annual Activity	LIM has to be at 100% of his YTD Goal Sheet in any given month

Mandatory Training	Life Insurance Manager Induction School by end of M2
--------------------	--

Please note that any Cancellation/Lapsation of the policy in its 1st year or during its 13th Month, will be deducted from your performance under this Goal Sheet, which shall impact your Goal Sheet achievement, career progression and Incentives.

LIM Production Incentive Grid	
Goal Sheet Slab (in Lacs)	% Payout (Including Salary)
7.80	9.00%

- Salary will be paid on Monthly Basis however Production Incentive will be paid on T+2 Months on achievement of slabs over and above 7.80 Lacs.
- Minimum 7.80 lacs of achievement in Goal sheet period is required to release Production Incentive

Production Incentive Payout Methodology		
Production Incentive	1st Year	80.00%
	2nd Year	30.00%
	Total Payout	110.00%

- 80% of Production Incentive will be paid in the first year. Persistency gate criteria is 85% (for the same business on which incentive was paid in earlier year)
- Remaining 20% of Incentive will be deferred to next year. Instead of 20%, incentive to the tune of 30% will be paid on the active business post receiving 13th Month Premium.
- Gate criteria for earning accrued incentives is 85% Persistency (for the same business on which incentive was paid in earlier year)
- Final payable amount will be in proportion to the 13th month Persistency for the same business block, if above 85%.
- RnR is excluded from the above incentive payouts

All part-time employees will have to raise their **Attendance Regularization (AR) request** in mPower for marking attendance. The attendance for the day would be considered only when the AR request is approved by the Central Agency Team. All attendance regularization can be raised maximum up-to last 60 days only.

The Company reserves the right to change/modify any incentives criteria in future.

Wishing you success in your endeavor and a rewarding association with PNB MetLife

Declaration

I _____ acknowledge that I have received my Goal Sheet for the next 12 months, along with my Letter of Appointment. I declare that I have read my Goal Sheet and fully understand that my Goal Sheet performance determines my incentive earnings with PNB MetLife subject to meeting required metrics and standards. I also agree and accept that in the event of me failing to meet/achieve my Goal Sheet herein above, PNB MetLife shall be entitled to take appropriate action against me, which might even include termination of my employment.

Name:

Employee Code:

Signature:

STRICTLY PRIVATE AND CONFIDENTIAL

REF: GICHF:HR:2022-23

07 September 2022

To,

Ms. Priya Singh

Add – C/O - Chandra Mohan Singh 54/3/1F,
Debendra Chandra Dey Road,
Kolkata - 700015
Contact No - 7003144820, 7003286054

Re: Appointment as 'Junior Executive'

Dear Madam,

Pursuant to your Interview, we are pleased to appoint you as '**Junior Executive**' on the following terms and conditions-

Your appointment to the position mentioned above would be effective from the date of your joining **GIC Housing Finance Limited**, you will report at **Kolkata Branch Office, West Bengal**, Address- *National Insurance Building, Ground Floor, Opp.to G.P.O.5, Netaji Subhas Road, Kolkata – 700001*, where you will undergo an "On-the-Job Training" during the initial period of 15 days, post which you will be provided with your place of posting. You will be expected to carry out duties appropriate to this appointment.

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of GICHF are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Probation Period

You will be on probation for an initial period of one year from the date of your joining. The probation may be extended if the performance during the probation is unsatisfactory. Your confirmation will be subject to satisfactory performance, as per the policy of the Company. The probation will extend till such time you are confirmed in service and during the said period of probation your services is liable to be discharged from service without assigning any reason.

Compensation

Your appointment as Junior Executive on probation will be on a monthly salary of Rs 25,000/. On successful completion of probation, you will also be entitled for promotion as per the rules of the Company.

12

✓

Leave

You will be governed by GICHF's Leave rules of the company. Please note that your employment is liable to be terminated if you absent yourself from the services of the Company, without prior written permission or overstay sanctioned leave for a period exceeding seven days, except in cases of medical exigencies (Which will need to be supported by a medical certificate).

Notice Period / Separation/ Termination

It is understood and agreed that this engagement may be terminated by either party by giving to the other at any time, notice in writing.

During Probation notice in writing of 30 days or payment of one months' gross salary on the basis of last salary drawn.

On confirmation, notice in writing of 90 days or payment of three months' gross salary on the basis of last salary drawn. The termination shall take effect at the end of such notice period.

Termination without Notice

At the sole discretion of the company your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor or any offence which may or may not be directly connected with the business of the company.

Mobility

In view of the nature of our business, it may become necessary to require you to work in different departments, offices or locations of GICHF. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Retirement

The age of retirement in GICHF is 60 years.

Other terms and conditions

This offer is subject to your being found fit during the pre-employment medical examination to be carried out by a qualified Medical Practitioner and submitting proof of having passed Graduation Course before 31st October, 2022. In case of unsuccessful submission, the services of the candidate are liable to be terminated by the Company.

Kindly note that at any time, during your tenure of services with the Company or after termination of your services, you shall not, without the consent in writing from the Company, disclose or make available to any third party information concerning finance / affairs of the company which you have acquired / come to know during the period of your service.



Your appointment shall be subject to the terms and conditions of service of employees of GIC Housing Finance Ltd., as approved by Board of Directors on 30/05/1995 and amended from time to time and also subject to GIC Housing Finance Ltd., (Conduct, Discipline and

Appeal) Rules, 2008 as in force from time to time. You shall carry out instructions and other orders given to you from time to time. The company reserves the right to effect, alter, change, modify and amend the terms and conditions as also the rules and regulation from time to time and you shall abide by the same while in services of the Company.

You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with GICHF.

You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of GICHF.

You shall not do anything or cause to do anything, which shall bring dishonor and / or disrepute to the company or engage in unlawful / immoral activities.

If at any time you are involved in any legal administrative quasi-judicial proceeding(s) you shall immediately inform the Company, the details thereof.

You shall not at any time use your association with the company to gain unfair advantage for personal purposes.

In case you are presently employed, you shall submit the Discharge Certificate secured from your present employer on the date of your reporting to the Company.

Duplicate copy of this letter of appointment duly signed by you, signifying acceptance of the terms and conditions mentioned herein above, shall be submitted along with the Personal Data form (enclosed) duly completed in all respects, Discharge Certificate secured from your employer if any on the date of your reporting.

In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and/or the candidate has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will be cancelled. If shortcoming is detected even after appointment or during the course of service, the service of the candidate are liable to be terminated forthwith without assigning any reason thereof, the candidate should ensure that he/she fulfills all the eligibility criteria.

An Employee Agreement Bond will be executed for a period of one year commencing from the date of your joining. As part of the agreement, you will be liable to pay to the Company Rs. 1,00,000/- (*Rupees One Lakh only*) in case you resign or abstain during the term of the Agreement. The above liability arises only in the event you resign or abstain from the services of the Company and not when the Company terminates your services.

8

Your salary package is confidential and not to be shared with anyone.

You shall follow all directions, instructions, guidelines and policies of the Company issued from time to time in discharge of your duties.

Validity

You should join duties on **13th September 2022**.

In case you do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by GICHF, in writing. Upon your joining duties this letter of offer shall be deemed to be your appointment letter. Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.

We welcome you as a member of our team and wish you a successful career with GIC Housing Finance Ltd.

Thanking you,

Yours faithfully,


Senior Vice President

I acknowledge that I have read and understood each and every term and condition set out in this Appointment letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions and confirm that I shall report for duty on _____.

Accepted By:

Name:

Signature:

Date:

Annexure I

You are requested to get in touch with your Reporting Officer **Mr. Santosh Singh - 9836319500** at least 2 days before your date of joining.

Before reporting to GICHF

Candidate need to carry all original documents for verification before reporting to GICHF. A printed copy (Self attested) of all the documents mentioned below is to be submitted to HR Dept.

- 1 Copy of the appointment letter (Self attested)
- 2 3 Passport size photographs
- 3 Resume
- 4 A copy PAN Card (Self attested)
- 5 A copy of Aadhaar Card (Self attested)
- 6 A copy of Photo ID and Address Proof (Driving license, Passport, Voter ID, etc.)
- 7 Mark sheets and Degree Certificates (Post-Graduation, Graduation, XII, X)
- 8 Copy of Achievement Certificates (if any)
- 9 Work ex certificates
- 10 Last drawn salary slip
- 11 2 Original Character Certificates (not older than six months) issued by Gazetted officer/ institute
- 12 Personal Statement regarding health form (Duly filled)
- 13 Pre-employment Medical Form (Duly filled by LIC empanelled doctor)
- 14 Original medical test report *

* Medical Test includes the following -

- 1) ECG Test
- 2) Clinical Routine Urine
- 3) Clinical C.B.C.
- 4) Clinical E.S.R.

Note:

- **Original of all the above-mentioned documents to be brought prior to the day of joining for verification purpose.**
- **Submission of all the above mentioned documents is mandatory**

On Day of Joining at place of posting:

- Present this letter to your Reporting Officer before joining at the place of posting.
- Your Reporting Officer will send your joining intimation to the HR Dept.
- You will receive an e-mail containing your Employee Code, Login id and Password for your HRMS during the induction.
- The attendance of employees will be marked through HRMS. To mark attendance, employee has to Log into the system with Employee Code and Password

STRICTLY PRIVATE AND CONFIDENTIAL

REF: GICHF:HR:2022-23

07 September 2022

To,

Ms. Aishwarya Nath

Add – 1/25 Bagpara Main,

Rishra, Hooghly - 712250

Contact No - 9830851466, 8017361031

Re: Appointment as 'Junior Executive'

Dear Madam,

Pursuant to your Interview, we are pleased to appoint you as '**Junior Executive**' on the following terms and conditions-

Your appointment to the position mentioned above would be effective from the date of your joining **GIC Housing Finance Limited**, you will report at **Kolkata Branch Office, West Bengal**, Address- *National Insurance Building, Ground Floor, Opp.to G.P.O.5, Netaji Subhas Road, Kolkata – 700001*, where you will undergo an "On-the-Job Training" during the initial period of 15 days, post which you will be provided with your place of posting. You will be expected to carry out duties appropriate to this appointment.

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of GICHF are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Probation Period

You will be on probation for an initial period of one year from the date of your joining. The probation may be extended if the performance during the probation is unsatisfactory. Your confirmation will be subject to satisfactory performance, as per the policy of the Company. The probation will extend till such time you are confirmed in service and during the said period of probation your services is liable to be discharged from service without assigning any reason.

Compensation

Your appointment as Junior Executive on probation will be on a monthly salary of Rs 25,000/. On successful completion of probation, you will also be entitled for promotion as per the rules of the Company.



Leadership
through innovation

SRMB SRIJAN PRIVATE LIMITED

Registered & Corporate Office

SRMB House | 7 Khetra Das Lane | Kolkata 700 012 | India

Phone +91 33 6600 6600

www.srbmsteel.com | SMS srbm to 54646

CIN No. U74994WB2001PTC093969

REF NO.:SRMBOL527

Date--17-Dec-2022

To

Mr.HRITHIK DAS

Near Nabaday Songho, 77/A Thakur Bari Sarani,

Nandan Nagar, Kolkata

West Bengal

PIN-700083

OFFER LETTER

Dear Mr.HRITHIK DAS,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment in the position **TRAINEE-MARKETING (BACK OFFICE)** at **Kolkata** as per the terms and conditions already made clear to you. A Formal Appointment letter will be issued to you on joining.You are advised to join latest by **19-Dec-2022**. This offer letter will remain valid up to **19-Dec-2022** provided you submit a receipted copy of your resignation from present employment within 3 days from this letter.

The Management will have the right to verify and check, at any period of time, the declaration and or references given by you or information or documents furnished by you in your curriculum vitae to the company found false or if you are found to have willfully suppressed any material information, in such cases your offer of appointment will be deemed void ab initio and will be liable for automatic cancellation.

Thanking You,

Yours Faithfully

For, **SRMB SRIJAN PRIVATE LIMITED**

DEEPIKA DAS

GENERAL MANAGER-HR



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20222718908/Kolkata/BPS/BTN
Date: 22/11/2022

Mr. Subha Sarkar
69 A/B Surya Sen Street
69 Surya Sen Street Calcutta University College Square
Kolkata
Kolkata-700009
West Bengal
Tel# 91-6294750997

Dear Mr. Subha Sarkar,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

Date: November 07, 2022

Emp Temp Code: 3312068698

Suparna Das

66 Agapur Ward No 09 New Barrackpur North 24 Parganas - 700131,
West Bengal, India

Contact No: +917595889609

Letter of Appointment

Dear Suparna,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Service Associate- Voice**. You are required to report for duties on **November 07, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Kolkata**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Business Services India Limited.

Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Goregaon (West), Mumbai - 400 104, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2005PLC157255 | Email: contactus@teleperformancedibs.com

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

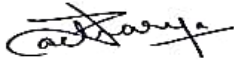
10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **September 26, 2002**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Business Service Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Suparna Das**, residing at **66 Agapur Woard No 09 New Barrackpur North 24 Parganas - 700131, West Bengal, India** do hereby accept the terms and conditions in this letter.

Employee Signature	Accepted On 07 Nov 2022 dassuparna621@gmail.com
Employee Name	Suparna Das

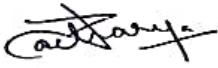
Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, applicable under **WAHA-[Work at Home]** (**Annexure IV**)

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 3312068698

Annexure I
Compensation Details

Employee Name:	Suparna Das	
Designation:	Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	November 07, 2022	
City:	Kolkata	
Pay Components	Amount in Indian (INR)	
Basic Pay	6,352.00	
Housing Rent Allowance (HRA)	₹ 3,811.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	529.00	
Gross Fixed Salary (1)	10,692.00	
Provident Fund (Employee) (2)	762.00	
ESIC (Employee) (3)	80.00	
Net Take Home [1-(2+3)]	9,850.00	
Provident Fund (Employer) (4)	762.00	
ESIC (Employer) (5)	347.00	
Gratuity* (6)	306.00	
Total Fixed Cost (1+4+5+6)	12,107.00	
Annual Fixed CTC	145,284.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	0.00	
For Teleperformance Business Service Limited,  Preeti Amit Shirke Senior Vice President - Talent Acquisition		
<p>*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note". #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p>		

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 07 Nov 2022 classuparna621@gmail.com
Employee Name	Suparna Das

ANNEXURE II
DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Suparna Das** residing at **66 Agapur Woard No 09 New Barrackpur North 24 Parganas - 700131, West Bengal, India**, and working as **Customer Service Associate- Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Business Service Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	Accepted On 07 Nov 2022 dassuparna621@gmail.com
Employee Name	Suparna Das

Annexure III

Personal Data - Declaration

Article I.

I **Suparna Das** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	3312068698
Employee Signature	Accepted On 07 Nov 2022 dassuparna621@gmail.com
Employee Name	Suparna Das



Offer: Computer Consultancy

Ref: TCSL/DT20217977241/Trivandrum

Date: 12/12/2021

Mr. Diptadip Dutta
Panchwati Apartment Flat No. - 1d254/1 Panchanantala Road,
Howrah,
Howrah-711101,
West Bengal.
Tel# 91-9830005771

Dear Diptadip Dutta,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

TCS Confidential
TCSL/DT20217977241

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kuzumegai PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Diptadip Dutta
Designation	Graduate Trainee
Institute Name	City College, Calcutta

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



29-DEC-2021

Letter Of Appointment

Ms. Susmita Koley
TCS - Kolkata

Dear Ms. Susmita,

Further to your acceptance of our offer letter vide TCSL/DT20218882205/- Kolkata dated 18-Dec-2021 we are pleased to appoint you in our organisation in grade YG as Graduate Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 29-DEC-2021 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 2239973.

Yours sincerely,
For TATA Consultancy Services Limited

GIRISH V NANDIMATH
Global Head – Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



Date: 27/08/2021

Name: mayuri dey

Address: khardha

Subject: Letter of Offer (Stipend–NAPS)

Dear mayuri dey,

This is in reference to your application and the subsequent interview with us for the position of “**Customer Care Associate**” in our organization. We are pleased to inform you that you have been selected against this vacancy for our organization. Please refer to your offered salary as mentioned below:

Offered Stipend: CTC Rs. 9000./- p.m.

We look forward to have you onboard with us on 2021-09-03

You are required to carry the following documents at the time of your joining:

1. Copy of all your educational certificates,
2. Accepted resignation letter of the last organization and last drawn salary slip (in original)
3. Salary bank statement of last six months
4. Appointment / experience letter of the last organization,
5. Passport size photographs-4,
6. Passport Copy
7. PAN Card Copy
8. AADHAR Card Copy
9. Proof of Residential address if address is different than Aadhar Card,
10. Medical Fitness Certificate
11. Your joining will be confirmed post providing the Vaccination Documents

You are requested to confirm your acceptance by signing a copy of this offer letter and contact the HRD representative on the mutually agreed date of joining. You shall be issued a formal letter of appointment with detailed compensation structure upon joining the organization.

Congratulations and best wishes,

For WINDOW TECHNOLOGIES PVT LTD.

I hereby accept the above offer



To

Priya Maitra

Emp Id-TP0112

Sub: Letter of Appointment

Dear Priya

Congratulations, and welcome to the Tumbler team

This is reference to your application and subsequent personal interview you had with us. We are pleased to extend our offer of employment with Tumbler Studios private Limited ('the company' or 'Tumbler') in Kolkata with effect from 1st April,2021. Your title will be "**production coordinator**" in **Animation** department and you would be reporting to Biplab Mal and or such other person as decided by the company from time to time.

1. Place of work

a) You will be employed to work at the principal offices of the company in Kolkata but shall work at such other place or places as the company may reasonably require for the proper performance of your duties.

B) You may also required to travel in order to fulfill your duties, as such times and to such places as the company may reasonably require.

2. Date of joining

Your date of joining will be 1st April 2021

3. Hours of work

The nature of your position is a result oriented one. Hence your working hours will be fixed subject to the actual timing of duty being fixed by the management from time to time.

Remuneration

Your annual salary & benefits will be as per annexure I.

Probation & Confirmation

You shall be on probation for a period of six months. The company would have the sole discretion regarding the extension of the said period of six months. You shall continue to remain as a probationer even on the completion of the said period until and unless you are confirmed in writing. During the probation period you shall not be entitled to any benefit other than as stated above.

During the probation period either party may terminate the employment by giving 30 days notice in writing, provided always that the company shall be at liberty to terminate your employment on payment to you by the payment of base salary in the lieu of notice

Post confirmation, either party may terminate the employment by giving, 60 days' notice in writing, provided always that the company shall be at liberty to terminate your employment on payment to you by the payment of base salary in the lieu of notice

Taxation

You shall be responsible for payment of all your income and other taxes to the relevant tax authorities. The company shall deduct from the monthly salary payment the amount payable as tax in accordance with Indian regulations. In the event of termination, and subject to any applicable legislation, the company may withhold an amount of your final payments for tax as required by law.

Duties/Deliverables

Your key deliverables for each review year (Oct to Sept) will be determined in mutual consultation between you and such person as directed by the company. Your initial duties and deliverables are detailed in Annexure I and are subject to review and change from time to time by the company.

Devotion to duties

You shall not during the tenure of your employment, either on your own account or for any other person, firm, company or association, in any capacity whatsoever be engaged or concerned in, or provide services to any business or engagement other than that of the company or any Group company without prior approval from the company. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you. Your performance will be subject to annual appraisal by the company.

Confidential Information

In the performance of your duties, you will come to possess information connected with the operation, processes, discoveries, inventions, financials and other matters relating to the company's business. Such information shall be deemed confidential and shall be held by you in the strictest of confidence. Notwithstanding anything contained herein disclosing or conveying of such information to any person outside the company or person(s) within the company, who is not authorized to receive such information, will entitle the company to terminate your services immediately without notice or payment of salary in lieu thereof along with penal interest as decided by the company. Depending on the severity, the company would take appropriate legal action.

Further, during your employment with the company and after its termination (however this occurs), you must not disclose any manual or computer records, databases or lists containing details of customers/ suppliers, and any details of contracts with customers/ suppliers and / or of their requirements, business plans and policies, marketing strategies, sales report and research; financial reports, budgets, trading strategies, sales reports and research results; financial reports, budgets, trading statements and pricing lists, pricing structures and/ or pricing and operations devised, owned or used by the company and /or its group companies which is not in the public domain including, but not limited to, unpublished inventions, designs, computer programs, research activities, formulae and ideas; source codes and computer systems; personnel, information, including the identity of executives, officers, and consultants employed or engaged by the company or any group company, or any other professional information regarding such personnel; and any document marked "confidential" (or similar), or any information that you have been advised is confidential or which you might reasonably expect the company (or any group company) would regard as confidential.

Sickness or injury

The company reserves the right to require you to undergo a medical examination at the company's expense by a doctor nominated by the company at any time

Termination

If the company believes on reasonable grounds that you have:

Committed any act of dishonesty, or other gross misconduct, or gross incompetence or gross neglect of duty; or been absent from duty without permission; or act in a manner detrimental to the company's interests; or misrepresented details and facts regarding previous salary, health and medical reports, academic qualifications or any other material fact that contributed directly or indirectly to the appointment to this position; or committed an act of sexual harassment or violated any one or more terms of this letter.

The company may terminate your employment with immediate effect (without notice or payment in lieu of notice)

Company property

It is agreed that any equipment of the company such as computers, mobile phones, sim cards, books, periodicals, vehicles etc. in your possession are and shall immediately return the items to the company, failing which you will be liable to pay the value thereof.

Data processing and Email/ Internet Monitoring

The company reserves the right to monitor and / or view, as it deems appropriate, all data sent or received electronically by you whether internally or externally, and all internet sites accessed by you using computer equipment or other property owned by the company, regardless of whether such data and/ or sites relate to the company's email policy, as set out in the Employee's policies & practices Handbook.

Intellectual property

All intellectual property rights' to the work you create or maintain through the course of your employment remain the property of the company and all profits that may emanate from such property vest solely with the company. For the sake of clarification, the term **Intellectual Property Rights'** appearing herein shall mean patents' any television show / movie concepts and /or stories/ scripts and/ or song lyrics or similar material rights in confidential information and all other forms of intellectual property (in each case in any part of the world and whether or not registered or registerable, and to the fullest extent of those rights), and all applications for registration of those rights.

Prevention of Unfair competition

Upon lawful termination of your employment for any reason, you shall not seek employment from, accept employment with, or offer to provide services to; carry on or assist with, or otherwise be concerned or interested in any other person, firm company or association in any capacity, during the period of 6 months immediately following the Termination Date, within the Restricted Area, with any competitor of the company or any relevant Group company, provided that this restriction shall not apply if your duties and responsibilities for any such competitor do not involve you in the supply, sale or provision of any goods or services which are similar to or competitive with the products or services of the company (and Group companies). This is applicable on termination initiated by employee.

'Restricted Area' means any country or territory in the world:

In which the company or any relevant Group company has operated at any time during the period of 6 months immediately preceding the termination date ; or

In relation to which the company or any relevant group company, with a view to commencing operations within that territory, has prepared and approved for implementation a business plan within the 6 months preceding the termination date.

Cessation of Employment and Notice Period

Your services may be terminated by the company , without assigning any reason, by giving you 2 months' notice in writing or the salary in lieu thereof. In the event you wish to resign from the services of the company , you will be required to serve a notice period of 2 months. The company may however relieve you prior to the conclusion of the

Unless otherwise agreed in writing by the company (at its sole discretion), should you fail to provide the company 2 months' notice in writing of your intention to you fail to terminate the employment OR fail to provide a satisfactory handover of information , data, property, etc. prior to your last date of employment OR commit a material breach of this agreement which in the company's view adversely impacts the business of the company ; the company will be entitled to (amongst other actions it is entitled to under law and under this agreement):

Withhold any remuneration that may have accrued to you , till you remedy the breach.

If the breach is not capable of remedy or you fail to remedy the same within 15 days of being asked to do so by the company ; the company may claim damages from you including but not limited to loss of profit that the company may suffer. If you fail to provide the company 2 months' notice for termination of employment , you shall pay to the company an amount equivalent to 2 month's remuneration (which may be reduced by an amount equal to the period of unused leave and actual, i.e. reduced notice period served).

Unutilized leave shall not be encashable at the time termination.

Notices

Any notices gives under this agreement shall be deemed to have been duly given if gives personally by the company to you or by you to the Human Resources Manager copied to you immediate supervisor in both cases duly receipted, or if sent by either party by registered post addressed to the other party (in the case of the company at its registered office for the time being and in your case to your last known address). Such notices shall be deemed to have been given on the day and at the time of delivery (when delivered personally), or on the third day following that on which it was posted (when posted).

Miscellaneous statutory provisions

This letter of Engagement is not a temporary or fixed term contract but is of indefinite duration subject to its terms.

Annual performance Appraisal Clause:

“In the event you decide to resign after receiving the salary increment letter , the new salary disbursal & arrears (if applicable) will be purely at Management discretion “.

Dispute Resolution /Applicable Law

Any dispute arising between you and the company shall be referred to conciliation of the compensation committee of the company’s Board and if such attempts fail, the parties will refer such disputes to the sole Arbitration under the provisions of the Arbitration shall be conducted exclusively in the English language .

This employment agreement shall be governed by Indian Law.

Tumbler is a dynamic young organization built on a platform of fairplay and openness, with ample scope for personal and professional advancement. We look forward to your active contribution to the future success of the organization.

Kindly sign and return a copy of this letter as a measure of your acceptance of the same and confirmation of the terms and conditions of employment including the policies and rules of the company referred to herein.

With the best wishes,

Biplab Mal
Director
Tumbler Studios

