

**Vedantu**  
YOUR PERSONAL TEACHER ONLINE  
26 February 2019

Dear P Pawan Kalyan,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Business Development Associate"** in our **Sales & Marketing Team**. I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help company to propel towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same and that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Bangalore & Your Fixed Remuneration would be INR 400000 (Four Lakhs only) per annum as per Annexure A**. In addition you would be eligible for **INR 3,00,000 (Rupees Three Lakhs only) per annum as variable pay basis your performance**. You would be on a **Training period of 6 Months from the actual Date-of-Joining and would be eligible for a Traineeship Fees of INR 27,778 (Rupees Twenty Seven Thousand, Seven Hundred and Seventy Eight only) per month, less TDS as per Income Tax Rule**.

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both.

We are looking forward your date of joining on **04 March 2019**. A wonderful experience awaits you here, that's a promise!

Cheers!

Anand Prakash  
Director & Co-founder  
Vedantu Innovations Pvt. Ltd.

Vedantu Innovations Pvt. Ltd.

#1081, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Floor, 14<sup>th</sup> Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102  
[www.vedantu.com](http://www.vedantu.com)

**Annexure A**

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	<b>NET CTC</b>	<b>31533</b>	<b>378396</b>
<b>Salary Break Up</b>			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	6307	75684
A3.	Conveyance Allowance	0	0
A4.	Meal Card	0	0
A5.	Statutory Bonus	1419	17028
	<b>(A) Sub Total (A1+A2+A3+A4+A5)</b>	<b>23493</b>	<b>281916</b>
B1.	Medical Reimbursement	0	0
B2.	Mobile /Internet Reimbursement	0	0
B3.	Fuel Reimbursement	0	0
B4.	Professional Development	0	0
B5.	Leave Travel Allowance	0	0
B6.	Special Allowance	8040	96480
	<b>(B) FBP Sub Total (B1+B2+B3+B4+B5+B6)</b>	<b>8040</b>	<b>96480</b>
	<b>Sub Total (A)+(B)</b>	<b>31533</b>	<b>378396</b>
<b>Deductions</b>			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	<b>(C) Sub Total (C1+C2+C3)</b>	<b>2000</b>	<b>354396</b>
	<b>*Estimated Take Home [(A)+(B)-(C)]</b>	<b>29533</b>	<b>354396</b>

\* TDS applicable as per Income Tax Rule



*K. Hanumanth*  
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Vedantu Innovations Pvt. Ltd.

#1081, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Floor, 14<sup>th</sup> Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102

www.vedantu.com

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

22-Apr-2020

C3987783

Vijayalakshmi Bingi

6-620-1, AZAD NAGAR , ANANTAPUR, Andhrapradesh, India 515004

Dear Vijayalakshmi,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Bengaluru. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- General Accounting Ops New Associate  
Career Level- 13  
Sublevel - 3  
Talent Segment-Business Process Specialization  
Business Deal-Non Contact Center

Your annual total cash compensation will be INR 224555 and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

**-Annual fixed compensation** of INR 194000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

**-Variable Bonus:** You will be eligible to participate in the FY20 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 15.75% of the prorated fixed pay in the FY20, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with the Company will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 7.2 February 2019

1

Candidate's Signature

Reference Id: 3a283cee-e54c-4891-9915-b4035643cf7e\_2

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

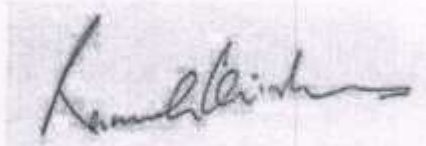
After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Vijayalakshmi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call raman.d.kaur at 7760135877 should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Ramesh K  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[Insert full legal name]

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

Candidate's signature \_\_\_\_\_



  
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ANANTAPURAMU.

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Candidate's Signature \_\_\_\_\_

**ANNEXURE 1**

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 194000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 194000	INR 224555

\* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your career level as per company payroll cycle.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the company.  
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.  
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:
  - 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of INR 5,00,000
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Version 7.2 February 2019



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**ANANTAPURAMU.**

Candidate's Signature \_\_\_\_\_



## Masakali Science & Technology Private Limited

### Letter of offer for employment

Date: 27-09-2021.

VELLURU BINDU,  
DOOR NO : 1/87,  
NAGARURU YADIKI (MADAL),  
ANANATAPUR - 515001.

Application Code: MST/HR/21-22/242  
Dear VELLURU BINDU,•

Sub: Letter of Offer for Employment

**Congratulations!!**

We are pleased to offer you an Employment with M/s Masakali Science & Technology Pvt Ltd based on the interview discussions you had with us and your application submitted to us. Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – A**. Details of the terms and conditions of offer are as under:

1. You will be designated as **MIS & SCHEMES**.
2. Your date of commencement of Employment will be on or before **1<sup>ST</sup> OCTOBER 2021**.
3. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you.
4. You will be on probation for a period of one month from the date of joining.
5. Please bring along the below listed documents / details on your day of joining.
  - a) Date of Birth certificate (Copy of passport / Birth Certificate / S.S.C) (Two Copies )
  - b) Original Academic Certificates (all from 10<sup>th</sup> to Highest)
  - c) Original Resignation Letter with acknowledgement
  - d) Relieving letter from previous employer (Original)
  - e) Proof of compensation last drawn (3 Months - Original)
  - f) Two passport size photographs (Recent)
  - g) Bank Statement (six months)
6. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

For Masakali Science & Technology Pvt Ltd,

Authorized Signature



*K. Hanuja*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.

HRD/InfosysBPM/1002139542

25-June-2021

Ms. Mehajabeen Shaik

Andhra Pradesh

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Mehajabeen Shaik,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a) Role	:	Process Executive
b) Role designation	:	Process Executive
c) Job Level	:	2B
d) Date of Joining	:	29-June-2021
e) Location of Posting	:	Bangalore BCIT SEZ
f) Gross Salary per month	:	Rs. 19798/-

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

S. Mehajabeen

### 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 <sup>th</sup> standard marks card*	Mandatory
2	12 <sup>th</sup> Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

\* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\* Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.



*K. Hanaya*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.  
*S. Mohajabeen*





HRD/InfosysBPM/1002211742

14-July-2021

Ms. Lingula Swetha

Kaminahal (v), Hulaharvi (m), Kurnool(d)

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Lingula Swetha,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a) Role	:	Process Executive
b) Role designation	:	Process Executive
c) Job Level	:	2B
d) Date of Joining	:	16-July-2021
e) Location of Posting	:	Bangalore Salarpuria Infozone
f) Gross Salary per month	:	Rs. 19798/-

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

• **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

• **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

### 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 <sup>th</sup> standard marks card*	Mandatory
2	12 <sup>th</sup> Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

\* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\* Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.



K.H. Vani  
PRINCIPAL  
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APPENDIX 1

COMPENSATION DETAILS	
Name	Lingula Swetha
Role Designation	Process Executive
Job Level	2B
Date of Joining	16-July-2021
Location of Posting	Bangalore Salarpuria Infozone
Fixed Components	
	Amount in INR per month
Basic	13371
Fixed Dearness Allowance (FDA)	1100
Basket of Allowances (BOA)*	0
<b>Sub Total 1</b>	<b>14471</b>
Statutory Components	
Company Contribution to Provident Fund	1737
Gratuity	696
Bonus	2894
<b>Sub Total 2</b>	<b>5327</b>
Gross Salary per month - Sub Total 1+2	19798
Total Annual CTC	237576

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on individual performance and allocation to a voice process)	Ra 2500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

\* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employer will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

Offered by: Date: 14-July-2021  Sign your name Santhosh  Print your name 833726 HRD  Emp No. Dept. Name	Candidate: Date: _____, 20____  Sign your name Lingula Swetha  Print your name	SAP data provided by: Date: _____, 20____  Sign your name  Print your name  Emp No. Dept. Name	SAP data updated by: Date: _____, 20____  Sign your name  Print your name  Emp No. Dept. Name
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K.H. Varaha  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.



GROSS SALARY SHEET

Annexure 1

Name	Patan Naziya Taseem
Designation	Assistant System Engineer-Trainee
Institute Name	Sri Vani Institute Of Management And Sciences (Svims)

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
Xplore/ Learning Incentive****		Upto 60,000

# 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.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* 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.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>

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TCSL/DT20207165774



*K. V. V. V.*  
PRINCIPAL  
Sri Vani Degree & PG College  
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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited  
Deccan Trunk Road, Sector 16, Madhapur Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2222 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207165774/Hyderabad**  
**Date: 12/11/2021**

Ms. Patan Naziya Tasleem  
1/81Kk Colny,  
Kld Road,  
Anatapur-515004,  
Andhra Pradesh.  
Tel# 91-9515204501

Dear Patan Naziya Tasleem,

**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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential  
TCSL/DT20207165774

1

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited  
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 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



28 Jul 2021

Ref.: ISG/Personnel/OL-1432

Sireesha Mangala  
Anantapur;

Dear Sireesha,

We are pleased to provide you with this offer of employment with our Company, Information Services Group Americas Inc. (ISG). ISG offers great opportunities to its employees, and your experience will be a great contribution to our Company. We would like to offer you employment with a start date of 30 Jul 2021, in the position of "Consultant" in our Company, subject to the following terms and conditions:

1. Salary & other Perquisites:

You will be entitled to the salary and perquisites as listed in the Annexure I & II attached hereto. You acknowledge and agree that your compensation is a matter purely between yourself and the Company and you are expected to keep this information and any changes thereto, strictly confidential.

2. Probation:

If you accept this offer, you will initially be on probation for a period of six (6) months from the date of your joining service, which may either be extended or shortened by the Company at its sole discretion. During the period of probation, the Company may terminate this contract without any notice or salary in lieu of notice for reasons including but not limited to non-performance, discipline, attendance, conduct & ethical issues. During the period of probation, either party may terminate this contract for convenience by providing one-month notice to the other party or salary in lieu of notice. The Company shall have absolute discretion on payment of salary in lieu of notice if the separation is initiated by you. On completion of the probation period, if your attendance, work and conduct are found to be satisfactory, you will be confirmed

Information Services Group

Registered Office: 4<sup>th</sup> Floor, Shankara Narayana Building 1,  
25, M G Road, Bangalore - 560 001  
+91 (80) 67680500 | www.isg-one.com



ANNEXURE II TO THE EMPLOYMENT LETTER, DATED 28 Jul 2021 ISSUED TO

Sireesha Mangala

Components		In Rupees (p.a.)
(a.)	Basic salary	Rs. 336,000
(b.)	House Rent Allowance	Rs. 134,400
(c.)	Conveyance Allowance <i>applicable only if employee has not opted for a vehicle reimbursement</i>	Rs. 19,200
(d.)	Personal Pay	Rs. 360,400
Annual Compensation		Rs. 850,000
Other benefits		
a.	Provident Fund	Employers' contribution - Rs 21,600
b.	Medical insurance	ISG will bear a certain premium as per the prevailing policy
b.	Gratuity	Gratuity will be paid as per Payment of Gratuity Act - 1972 in addition to the compensation detailed above.

1. \*Rounded off to the nearest 1000 of annual Compensation
2. You will be able to split your entire 'Personal Pay' into various components in line with the company guidelines
  - Leave Travel Allowance
  - Telephone and Internet reimbursement
  - Food Coupons
  - Vehicle (4-wheeler) maintenance reimbursement, based on the type of vehicle owned
  - Special Allowance
3. Candidates, who join the company between October 1 and December 31 of any year, will normally not be eligible for a salary hike in the following calendar year.

Please note that the salary structure indicated above may be modified from time to time at the discretion of the Company, under intimation to you.



*K. V. V. V.*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.



July 7, 2021

HRD/1002027124/21-22

Mr. Talakalavalapil Sreejesh  
17-1-74  
Venugopal Nagar, Old Town, Anantapur  
Anantapur-515001  
India

Ph: +91-7981518199

Dear Talakalavalapil,

Congratulations! We are delighted to make you an offer as Operations Executive - Trainee and your role is Operations Executive.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be 16-Aug-2021.

**Location**

Your location of training is MYSORE, India. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.\*

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

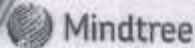
*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.\**

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



*K. Hanumanth*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.



A Larsen & Toubro Group Company

Exhibit 2 - Compensation Stack

Name : Mr. PATHAN YUSUF  
Designation : Senior Engineer  
Salary Grade : C2

The detailed break up of your Cost To Company components is given below ( all figures in INR per annum)

Basic	320,004
HRA	160,008
FEP	163,644
Provident Fund	38,400
Gratuity	15,360
Insurance Benefits*	6,600
Annual Gross	704,016
Bonus / Variable Compensation**	96,000
Annual Cost to Company	800,016

Gratuity:

The eligibility and the basis of the gratuity amount will be calculated as per Payment of Gratuity Act & as per the Gratuity policy applicable in Mindtree at any given time.

\* Insurance Benefits:

- Premium towards Group Medical Coverage (GMC) upto Rs.500,000/- per annum for self and family. Family includes spouse and 2 dependent children. Parents policy & top up options are available and can be availed by paying the premium amount.
- Premium for Group Term Life (GTL) cover for self-up to Rs.2,000,000/-.
- Premium for Group Personal Accident cover for self-up to Rs.1,500,000/-

\*\* Bonus :

The bonus component per annum is 12.00% of CTC. This amount is guaranteed and will be payable to you in equal monthly installments. The amount thus payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.



*K. Hanumanth*  
PRINCIPAL  
Sri Vani Degree & PG College,  
ANANTHAPURAM.

*Yusuf*  
Yusuf (Mg-A, 2011 SDCR GAT-15.2)

Mindtree Ltd T +91 80 6706 4000  
RVCE Post, Mysore Road F +91 80 6706 4100  
Bangalore 560 059 W www.mindtree.com

Candidate No: TN/2689658/21



**Mindtree**

A Larsen & Toubro Group Company

India Employment Offer V201705

04.05.2021

**Mr. PATHAN YUSUF**  
Bangalore

Dear PATHAN,

I would like to personally welcome you to Mindtree Limited and am confident that you will build a long and mutually rewarding career with Mindtree. I strongly believe that it is individuals like you along with existing Mindtree Minds that can build a globally respected, successful and expertise-led company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident & Active". In addition our Mission, Vision & Core values guide all our business transactions.

I sincerely hope that, you will grow with us and together we will build a memorable institution.

Enclosed please find your employment contract and other relevant details for your review and acceptance.

Looking forward to seeing you soon in Mindtree.

Thanks and regards

Rosalee M Kombial  
Vice President-People Function

  
Yusuf (04/05/2021 10:24 AM+5.3)

Mindtree Ltd T +91 80 6706 4000  
RVCE Post, Mysore Road F +91 80 6706 4100  
Bangalore 560 059 W www.mindtree.com

Candidate No: TR/2689658/21

K.C.S. Prashitha

Teleperformance  
each interaction matters

Process Name: SPT

**WELCOME LETTER**

Dear Prashitha,

- 1 This has reference to your application and interview for employment in **Teleperformance Pvt Ltd**.
- 2 We intend to appoint you as **Customer Support Associate in Operation** Department to be based at **Bangalore** on the terms and conditions as mutually agreed upon at the time of interview. Standard letter of appointment shall be issued to you after joining the Company.
- 3 As discussed, your monthly CTC would be **Rs. 16054 (T.C.)**.
- 4 You are requested to report at our **Bangalore** office by \_\_\_\_\_ **2019**. In case you do not report by the stipulated date, the offer letter shall stand withdrawn without further reference to you.
- 5 Please submit the documents which are enclosed herewith in the Annexure 1 on the day of joining.

**PROBATION PERIOD EMPLOYMENT TERMS**

- 1 Salary will be due only after the successful completion of the training period i.e. 30 days. During the training period i.e. first 30 days from your date of joining your performance will be evaluated and if the performance is found not satisfactory your training would be discontinued and you shall be termed as unsuccessful candidate for our organization.
- 2 You will be required to work in shifts applicable to your category as per the requirements of the company.
- 3 Your appointment is applicable subject to you being medically fit for carrying out the respective call center duties like making/receiving telephone calls etc.
- 4 You can be assigned to any activity, any shift and any process whether inbound/outbound (Voice) or Web based.
- 5 You will not be eligible for any kind of leave during your probation period.
- 6 Your appointment is subject to satisfactory verification of your background and credentials and submission of the above mentioned documents while joining.
- 7 All the decisions related to the above will be at the sole discretion of the management of the company.
- 8 You will be governed by other rules & regulations of the company as may be in force from time to time and will be passed on to you for your reference

For, Teleperformance Pvt Ltd.

I accept the terms and conditions

For, Sowmya Seetharamaiah  
Senior Manager - Human Resources

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

**DVK Technologies**  
Shop No. 4 Opposite  
8th Road, Ballari Bypass  
Anantapur - 515001

**ANNEXURE – 1 (Documents to be submitted at the time of joining)**

1. Identity Proof Documents (Any one proof mentioned in the below list, along with Original for verification)

All Identity Proof document should be valid and with photograph of the applicant.

- |   |   |
|---|---|
| 1 | Driving Licence   |
| 2 | Passport  |
| 3 | PAN Card  |
| 4 | Voter's Identity (Election) Card  |
| 5 | Bar Council/Indian Medical Association Card/Senior Citizen Card   |
| 6 | Bank passbook (Active accounts) of schedule commercial banks only along with the bank seal / stamp and signature of the bank official. (updated not more than 3 months old) |

2. Address Proof Documents (Any one proof mentioned in the below list, along with Original for verification)

- |   |   |
|---|---|
| 1 | Passport  |
| 2 | Latest Electricity Bill   |
| 3 | Driving License (Valid)   |
| 4 | Latest telephone bills from any telephone service providers and mobile service providers.   |
| 5 | Consumer gas connection card/book/Pipe Gas bill (same as electricity bill)  |
| 6 | Ration Card   |
| 7 | Registered Lease/ Leave and License Agreement in own name.  |
| 8 | Domicile Certificate with communication address and photograph  |
| 9 | Bank passbook (Active accounts) of schedule commercial banks only along with the bank seal / stamp and signature of the bank official. (updated not more than 3 months old) |

3. Date of Birth Proof- Date of Birth Certificate (with Name)/10<sup>th</sup> Std. Marks Card

4. Latest Education Certificates-SSLC, PUC/Diploma/Degree/Post Graduate/Etc.

5. PAN Card.

6. Photographs:

- 4 Passport size.
- 2 Stamp Size.



**Hr Name:**  
**Hr Contact No:**

*K. Hanuaja*  
PRINCIPAL  
Sri Vanth Degree & PG College  
ANANTAPURAMU.

K.C.S. Prashitha



**AEGIS**

Aegis Customer Support Services Pvt. Ltd.  
Reliance Mart Basement, TTMC  
Vijay Nagar, Near Maruthi Mandir  
Bengaluru - 560040, Karnataka, India  
www.aegisglobal.com

Date: 21/07/2019

Full Name: Prashitha

Temp ID: \_\_\_\_\_

**SUB: OFFER LETTER**

Dear Prashitha,

With reference to the interview you had with us, we are pleased to offer you the position of Executive in Band 5 in BPO Business. You will be initially posted at Aegis Customer Support Service Pvt. Ltd, Reliance Mart Building Basement, TTMC Vijay Nagar, Near Maruthi Mandir, 560040

- You will be paid salary of INR 17500/- per month as CTC. A detailed appointment letter will be issued to you at the time of your joining the company.
- You will be required to join the office on 21/07/2019. Kindly sign a copy of this offer as a token of your acceptance of the offer and return the same for our records.
- You are also requested to bring the below mentioned, at the time of joining, this would facilitate the smooth completion of the joining formalities.
  - Date of Birth proof certificate (Copy of passport, birth certificate, SSLC Marks Sheet) (3 Set Photo Copies)
  - Address Proof Mandatory (Voters ID, DL, Passport, Ration Card, Adhaar Card) (3 Set Photo Copies)
  - ID Proof Mandatory (Pan card, Voters ID, DL, Passport, Ration Card, Adhaar Card) (3 Set Photo Copies)
  - Copy of academic certificates (SSLC & PUC Mandatory) (3 Set Photo Copies)
  - Passport if, available please furnish the details. (3 Set Photo Copies)
  - Relieving letter/ Resignation Acceptance from previous employer (3 set Photo Copies)
  - Proof of compensation last drawn 3months Pay slips/ Bank Statement.
  - 13 colour passport size photographs Mandatory
  - It is mandatory to have PAN No or ensure it is applied on the day of joining.
  - Blood group detail.
- Please note that, the company has a Background verification process for all new incumbents. Any adverse report shall be dealt with as per company rules.

We look forward to your joining our organization and contribute towards a mutual and beneficial association.

Thanking you,

Yours faithfully  
For AEGIS CUSTOMER SUPPORTSERVICE PVT LTD

**ASHWIN PRABHU R**  
Senior Manager-Human Resources

k.c.s. prashitha

**AEGIS**

Letter of intent

Private and Confidential

To:

Prashitha. KCS  
Anantapur

[Write the name and address of the person to whom the letter is issued]

Reference No:

Date:

Dear Mr/Ms. Prashitha KCS

Subject: Letter of intent for the post of Customer Support Associate (write the designation here)

This has reference to your application and the subsequent interview you had with us. In this regard, we are pleased to make an offer to you for the position of Customer Support Associate (write the designation here)

You will be paid monthly emoluments as per the discussion we had at the time of interview. You will join the company on or before 10/07/19 (write the date here).

This offer is provisional in nature. However, a regular letter of appointment with detailed terms and conditions shall be made to you upon your joining duty and satisfactory completion of joining formalities.

If you accept the above, please attest your signature on the duplicate copy of this letter of intent and report at \_\_\_\_\_ (write the place address here) on or before the due date.

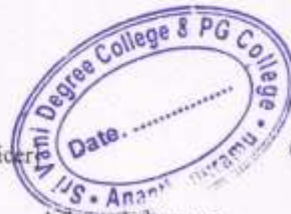
We welcome you to our organisation and look forward to a rewarding and happy association with you.

Yours faithfully,

For \_\_\_\_\_ Limited

Sd/-

[Name and designation of the officer]



*[Signature]*  
**DVK Technologies**  
Shop No. 4 Opposite  
8th Road, Ballari Bypass  
Anantapur - 515001

Acknowledgement

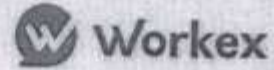
Full Name : Ramesh A (Manager - Human Resource)

Signature :

Date : 6-July-2019

*[Signature]*  
6/07/19

*[Signature]*  
PRINCIPAL  
Sri Vanthi Degree & PG College  
ANANTAPURAMU.



## Offer Letter

19-Aug-2021

Dear Vadde Madhu,

It is my pleasure to offer you a position at Client's Location in the role of Fleet on Street - Executive. Your date of joining is 20-Aug-21.

You will be on the payroll of Workex Solutions and Services Private Limited.

### A. SALARY DETAILS:

CTC per Annum	₹270648
CTC per Month	₹22554
Gross Salary per Month	₹20055
Net in Hand per Month	₹18000
Monthly Performance Bonus	As per Incentive Structure

Kindly accept the offer and revert with the confirmation. Please feel free to reach out to me in case you have any questions.

Best regards,  
Workex



  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.

Office Address: 84, Bannerghatta Main Rd, Panduranga Nagar, Bengaluru, Karnataka 560076  
Registered Address: House No. 405, Anand Nagar, Rewari, Haryana - 123401  
CIN NO.: U74999HR2017PTC067282, E-mail- support@workex.xyz Phone Number: +91 80 5065 5611



HRD/InfosysBPM/1002196387

09-July-2021

Ms. Swapna Mallemla

Andhra Pradesh(Outstation)

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Swapna Mallemla,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	Role	:	Process Executive
b)	Role designation	:	Process Executive
c)	Job Level	:	2B
d)	Date of Joining	:	13-July-2021
e)	Location of Posting	:	Bangalore KEC
f)	Gross Salary per month	:	Rs. 19798/-

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

M. Swapna.

### 3. Submission of documents

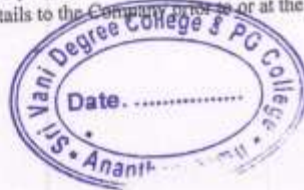
You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 <sup>th</sup> standard marks card*	Mandatory
2	12 <sup>th</sup> Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

\* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\* Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.



*K. Hanumanth*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.

*M. Swarna*

Sign your name



HRD/InfosysBPM/1002158761

01-July-2021

Ms. PeddaHanumanthappaGariKaveri Karnataka(Outstation)

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear PeddaHanumanthappaGariKaveri,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a) Role	:	Process Executive
b) Role designation	:	Process Executive
c) Job Level	:	2B
d) Date of Joining	:	02-July-2021
e) Location of Posting	:	Bangalore KEC
f) Gross Salary per month	:	Rs. 19798/-

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time.

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

J. H. Kaveri

### 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 <sup>th</sup> standard marks card*	Mandatory
2	12 <sup>th</sup> Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

\* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\* Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.



K. L. Venkatesh  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAM.

Signature box

Sign your name

APPENDIX 2

COMPENSATION DETAILS	
Name	PeddaHanumanthappaGariKaveri
Role Designation	Process Executive
Job Level	2B
Date of Joining	02-July-2021
Location of Posting	Bangalore KEC
Fixed Components	Amount in INR per month
Basic	13371
Fixed Dearness Allowance (FDA)	1100
Basket of Allowances (BOA)*	0
<b>Sub Total 1</b>	<b>14471</b>
Statutory Components	
Company Contribution to Provident Fund	1737
Gratuity	696
Bonus	2894
<b>Sub Total 2</b>	<b>5327</b>
Gross Salary per month - Sub/Total 1+2	19798
Total Annual CTC	237576

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on individual performance and allocation to a voice process)	Rs 2500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

\* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

Offered by: Date: 01-July-2021  Sign your name Malvika  Print your name 9017679 HRD Emp No. Dept. Name	Candidate: Date: 01/07/ 2021  Sign your name PeddaHanumanthappaGariKaveri  Print your name	SAP data provided by: Date: _____ 20____  Sign your name  Print your name Emp No. Dept. Name	SAP data updated by: Date: _____ 20____  Sign your name  Print your name Emp No. Dept. Name
--	--	--	---



*K.H. Vani*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.

PRINCIPAL

HRD/InfosysBPM/1002211077

14-July-2021

Ms. J Nagasudha

Karnataka(Outstation)

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear J Nagasudha,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a) Role	:	Process Executive
b) Role designation	:	Process Executive
c) Job Level	:	2B
d) Date of Joining	:	16-July-2021
e) Location of Posting	:	Bangalore KEC
f) Gross Salary per month	:	Rs. 19798/-

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

### 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 <sup>th</sup> standard marks card*	Mandatory
2	12 <sup>th</sup> Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

\* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

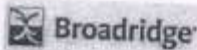
\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\*\*\* Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.



K. Hanaja  
PRINCIPAL  
Sri Vanji Degree & PG College  
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Broadridge Financial Solutions (India)  
Private Limited  
Survey No. 64 (Adjacent to Cyber Towers)  
Hi-Tec City, Madhapur, Serilingampally Mandal  
Ranga Reddy District, Telangana-500081  
CIN: U74999TG3001PTC012346

B +91 40 6627 8000  
F +91 40 6602 8444  
E info-india@broadridge.com  
www.broadridge.com

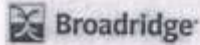
January 27, 2021

Ms. AYESHA SARWAN,  
Door 8/222, GMS Compound,  
Gulzarpet, Anantapur,  
Andhra Pradesh, 515001

Dear AYESHA,

Congratulations! Subsequent to the discussions we had with you recently, it is a sincere pleasure to make you an offer in our organization. Please find the details below:

- Position:** Process Analyst
- Grade:** G1L1
- Date of Joining:** On or before January 27, 2021
- Compensation:** Gross compensation of Rs. 2,45,000 /- (Rupees Two Lakh Forty-Five Thousand only) per year including 12% variable performance bonus linked to your and company's performance. Details are attached.
- Training Period:** On your acceptance of this offer, you will be required to undergo a training program. This training program can be either external, internal or a combination based on our business needs, as determined by us from time to time. You will be evaluated at appropriate intervals during the training program and at the end of the training program, you will be required to undergo such qualifying and evaluation tests as per business needs of the organization.
- Probation Period:** You would be on probation for the period of six months (including your training period) from the date of joining. Based on your performance during this period and subject to you successfully completing the training program and the qualifying and evaluation tests, you will be offered a full time position with the organization. You will not be entitled to terminate or resign from the services during the probation period. Provided, however, that we shall be entitled to terminate your services at any time during the probation period without giving any notice. Upon the expiry of the probation period, we shall be entitled to terminate your employment by giving 3 months' notice and in accordance with our Separation Policy applicable to employees, which may be amended from time to time.
- Service Agreement:** You are required to serve the organization for a minimum period of 1 year from the date of joining, including the probation period. In the event of breach of this clause, you shall compensate us by paying the total cost of your training on technology, product, domain and business, in accordance with the provisions contained in the Deputation Agreement executed by you with us. Upon the expiry of the above minimum period of service, in case of termination / resignation of services, either party will be required to give a three month notice in writing.
- Place of work:** Your initial place of work will be at Bangalore. However, your services are transferable, and you may be assigned at our sole discretion, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.



You are required to sign a copy of this letter confirming the acceptance and compliance of the terms of offer and policies existing and modified from time to time. If this does not reach us within 5 days, it shall be deemed that you have rejected this offer of employment.

Please find the details of the terms & conditions of this offer attached. Please note that this is intended to be kept strictly confidential. Prior to joining the Company, you will be required to execute an Employment Agreement with the Company, in the format prescribed by the Company, containing the detailed terms and conditions governing your employment.

Once again, let me express our unanimous excitement at the prospect of you joining the organization. We look forward to the prospect of a long and mutually rewarding professional relationship.

Sincerely,

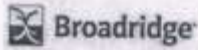
Rajita Singh  
Head Human Resources

Accepted

AYESHA SARWAN

  
PRINCIPAL  
Sri Vani Degree & PG College  
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Broadridge Financial Solutions (India)  
Private Limited  
Survey No. 64 (Adjacent to Cyber Towers)  
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Ranga Reddy District, Telangana-500081  
CIN: U74999TG2013PTC012316

B +91 40 6627 8000  
F +91 40 6602 8444  
E info@broadridge.com  
www.broadridge.com

**Details Of Salary**

Name : AYESHA SARWAN

Position : Process Analyst, GIL1

A. Monthly Salary	Rs. / pm	Rs.
• Basic Salary	9,412	
• House Rent Allowance (40% of Basic Salary)	3,765	
• Flexible Benefits (30% of Basic Salary)	1,865	15,042
B. Standard Benefits		
• Provident Fund (12% of Basic Salary)	1,129	
• Gratuity	453	
• ESI	489	2,071
Gross Monthly Salary		17,113
Total Yearly Salary		2,05,360
Bonus (Variable linked to Company's and individual's performance upto 12% of Yearly Salary)		24,643
ZETA Card		15,000
Gross Yearly Compensation		2,45,000

*Left copy*



*K.H. Vanaja*  
PRINCIPAL  
Sri Vanee Degree & PG College  
ANANTAPURAMU.



## Offer Letter

Mar 02, 2021

Mr. Mallela Ravi  
Bangalore.

Dear Ravi,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Associate Software Engineer**.

You are requested to join us on or before **Mar 03, 2021**.

Your compensation would be as outlined in Annexure I. Please note that this gross compensation (CTC) includes TDS and shall be applicable as per law. The compensation as discussed and other benefits that you would be entitled to are stated in appointment letter.

As confirmation of your acceptance, please sign the duplicate copy of this Offer Letter and Annexure and submit the same to **Pavan Kumar** at the address given below:

Welcome to our Organization! We look forward to a mutually fruitful association.

For Enterprise SoftLabs Pvt Ltd.,

A handwritten signature in black ink, appearing to read 'Loknath K. Reddy'.

Loknath K. Reddy  
Director



I accept the offer and related terms and conditions. I will join by \_\_\_\_\_

Name: **Mr. Mallela Ravi.**

Date:

ESL Confidential

\*Please bring the following documents at the time of joining: (if applicable)

- Copy of Academic Mark-sheets & Certificates
- Copy of Appointment Letter of previous employer / employers (Last 7 years minimum)
- Copy of Passport & Driving License as a address proof (Pan card/Voter ID Card/Passport etc)
- Copy of Service Certificate of previous employer / employers (Last 7 years minimum).
- Copy of Last 3 Salary Slip & Salary Certificate.
- 2 colored Passport Size Photographs & Soft Copy in jpg format.



*K. H. V. V. V.*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.

Level7, Building2A, Maximus Towers, MindSpace Complex, Hi-Tech City, Hyderabad-500081-INDIA  
Bengaluru: Padmavathi Complex, 80 feet Road, Koramangala, Bengaluru-KA.

Tel: +91 40 40339739 Fax: +91 40 40339849, [www.esl2bs.net](http://www.esl2bs.net)



Date:10-Feb-21

Dear K Raja Sekhar Reddy ,

**Offer Letter**

we are pleased to offer you the position of **TRAINEE CONTENT ANALYST** in our organisation **Ascent Staffing Solutions Private Limited**. You will be deputed at **Refinitiv** .

Your Contract will commence on or before **15-Feb-21** and ends on **31-Jul-21**. It may be terminated by yourself or by the Company on 15 Days written notice.

Your duties and responsibilities will be as set out in the job description to be sent to you at a later date or will be given to you by the reporting authority at your place of work.

Your annual Cost to company (CTC) at the commencement of your Contract will be **Rs. 255000/- (Rupees Two Lakh Fifty Five Thousand Only)** per annum payable monthly by bank credit transfer.

Other terms of service will be spell out in a separate **Contract of Service** to be issued upon your acceptance of this Offer Letter or joining the Organisation.

To accept this **Offer Letter**, please confirm by signing and returning one copy to the Ascent representative.

We do hope that you will accept this offer. In the meantime, if you wish to discuss any aspect of this offer, please do not hesitate to contact the HR Department at your location or at Ascent Staffing Solutions.

Yours sincerely,

**For Ascent Staffing Solutions Pvt. Ltd,**

**Authorized Signatory**

Place : Bangalore  
Date :10-Feb-21

Signature : \_\_\_\_\_  
Name : K Raja Sekhar Reddy



Annexure - B

Components	Monthly	Annual
Basic	15,317	183,804
House Rent Allowance	421	5,052
Interim Bonus	3,063	36,756
<b>Gross Earnings</b>	<b>18,801</b>	<b>225,612</b>
Profession Tax	200	2,400
Employee State Insurance	142	1,704
Employee Provident Fund	1,838	22,056
Gross Deduction	2,180	26,160
<b>Net Take Home</b>	<b>16,621</b>	<b>199,452</b>
Employer Provident Fund	1,838	22,056
Employer ESI	612	7,344
<b>Annual CTC</b>	<b>21,250</b>	<b>255,000</b>

**Additional Benefits**

GMC (Group Medi claim)	350,000 INR per annum
GTL (Group Term Life)	Sum cover : 2 Times of CTC
GPA (Group Personal Accident)	Total Sum cover : 5 Times of CTC
Internet charges	Reimbursed at the discretion and approval of the manager, if work demands using internet from home
Cell Phone Charges	Reimbursed at the discretion and approval of the manager

For Ascent Staffing Solutions Pvt. Ltd,

**Authorized Signatory**

Place : Bangalore  
Date :10-Feb-21

Signature : \_\_\_\_\_  
Name : K Raja Sekhar Roddy



*K. Thirumala*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.



DR - BPS/RH9107219/263795/Bangalore/December/V1

OFFER OF EMPLOYMENT  
**PRIVATE &  
CONFIDENTIAL**

December 16, 2021

**Guttha Asha,**  
Kamalapuram kottalapalli village. Garladinne mandal,  
Anantapur

Dear Guttha Asha,

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis BPO Division.

Based on our discussions, we are pleased to offer you the position of Tr Transctn Procng Off, in **Band 5, Level 1** with our organization. The gross compensation will be INR 1,95,600/- (One Lakhs Ninety Five Thousand Six Hundred **rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

Contact Us:  
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E: [investorrelations@mphasis.com](mailto:investorrelations@mphasis.com)

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

Mphasis Limited  
Registered Office:  
Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddenakandi Village,  
Mahadevapura, Bangalore 560 048, India  
CIN: L3007KA1992PLC025294

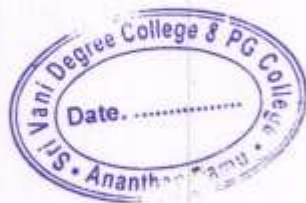




These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our Bangalore office on December 20, 2021. Please keep your recruiter informed, in case of advancement in the joining date.

Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned.



*K. Hanumanth*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.

CONTACT US:  
T: +91 080 6750 1000  
F: +91 080 6685 8943  
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[www.mphasis.com](http://www.mphasis.com)

Mphasis Limited  
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Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore-560 044, India  
CIN: L3007KA1992PLC025294

**ANNEXURE - 1**

**SALARY OFFER SHEET**

Component	Monthly Gross	Annual Gross
Basic	6,520	78,240
House Rent Allowance	4,149	49,784
Leave Travel Allowance	NA	NA
Special Allowance	1,630	19,560
Ex-Gratia/ Bonus1	1,750	21,000
<b>TOTAL FIXED CASH</b>	<b>14,049</b>	<b>1,68,584</b>
Performance Incentive	815	9,780
Variable Pay2	NA	NA
<b>TARGET CASH COMPENSATION</b>	<b>14,864</b>	<b>1,78,364</b>
Employer Provident Fund	978	11,736
Mediclaim Insurance Premium	458	5,500
<b>TARGET COST TO COMPANY</b>	<b>16,300</b>	<b>1,95,600</b>

**Details of Incentive Plan:**

(1) Max Performance Incentive	The Company shall pay this incentive as per the performance incentive plan based on the employee's performance against set targets every month. You will be entitled to incentives only if you are employed in the Company for the entire month. Your supervisor shall share with you the performance incentive plan details at the time of your joining.
-------------------------------	---

**Note:**

- As per Statutory regulations, if you covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".
- Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

Contact Us:

T: +91 080 6750

F: +91 080 6495

E: investor@relation



www.mphasis.com

Mphasis Limited

Registered Office:

Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakurdi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

*H. H. V. S. S.*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.



You will receive a consolidated stipend of Rs 18,000/- (Eighteen Thousand Only) per month. You will have to use your own Laptop during this period.

This salary will be paid monthly as deposit in to your bank account.

Upon successful completion of your internship, you will be offered a permanent role in the company, based on your satisfactory performance

Thanking you.

Yours Sincerely

Authorised Signatory  
Suwendu Biswal  
Sr. Human Resource Manager

Techfino Capital Private Limited

I accept on the terms and conditions set out in this letter.

Name: N. Sai Priya Signature: N. Sai Priya Date 21-12-2021



*K. H. V. N. N.*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.



18<sup>th</sup> December 2021,  
Bangalore.

Ms. Sai Priya . N  
H.No 10/1/36  
Lakshmi Bazar,  
Rayadurgam,  
Anantapur -515865.

#### Offer Letter

On behalf of Techfino Capital Private Limited (the "Company"), I am pleased to extend to you this offer of Trainee – Accountant , reporting to Manager, you have to report at our corporate office IndiQube Omega,CW – First Floor,No 7/2, Old, 78 New, Maruthi Emerald, Graphite India Main Rd, ITPL Main Road, Bengaluru –Karnataka-560066 You are expected to begin your Internship with the Company on 21<sup>st</sup> December 2021, should you accept the offer and are expected to work 6 days a week. Normal office timing would be from 9:30 am to 6:30 pm.

Your Training is valid for a period of 6 months from the date of your joining. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

As an intern, you will be required to take up various assignments given to you. Details of the same will be provided on the date of joining.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it manager either by email or in person. If you have any questions, please do not hesitate to contact me.



*K.H. Vaniya*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.



DR - BPS/RH9028124/274422/Bangalore/December/V0

OFFER OF EMPLOYMENT  
**PRIVATE &  
CONFIDENTIAL**

December 14, 2021

**M G Soundarya,**  
Veerabramhendra Pg, Sri Balaji layout, Munnekolala, Marathahalli,  
Bangalore

Dear M Soundarya,

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis BPO Division.

Based on our discussions, we are pleased to offer you the position of Tr Transctn Procng Off, in **Band 5, Level 1** with our organization. The gross compensation will be INR 1,96,500/- (One Lakhs Ninety Six Thousand Five Hundred **rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

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Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned.



*K. Haranaga*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.

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ANNEXURE - 1

**SALARY OFFER SHEET**

Component	Monthly Gross	Annual Gross
Basic	6,550	78,600
House Rent Allowance	4,178	50,135
Leave Travel Allowance	NA	NA
Special Allowance	1,638	19,650
Ex-Gratia/ Bonus <sup>1</sup>	1,750	21,000
<b>TOTAL FIXED CASH</b>	<b>14,115</b>	<b>1,69,385</b>
Performance Incentive	819	9,825
Variable Pay <sup>2</sup>	NA	NA
<b>TARGET CASH COMPENSATION</b>	<b>14,934</b>	<b>1,79,210</b>
Employer Provident Fund	983	11,790
Mediclaime Insurance Premium	458	5,500
<b>TARGET COST TO COMPANY</b>	<b>16,375</b>	<b>1,96,500</b>

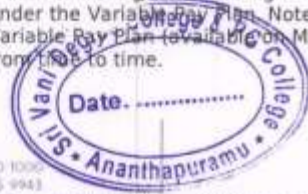
**Details of Incentive Plan:**

(1) Max Performance Incentive	The Company shall pay this incentive as per the performance incentive plan based on the employee's performance against set targets every month. You will be entitled to incentives only if you are employed in the Company for the entire month. Your supervisor shall share with you the performance incentive plan details at the time of your joining.
-------------------------------	---

**Note:**

- As per Statutory regulations, if you covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".
- Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

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T : +91 080 6750 1000  
F : +91 080 6995 9943  
E : investor.relations@mphasis.com | www.mphasis.com



Mphasis Limited  
Registered Office:  
Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore 560 048, India  
CIN: L3007KA1992PLC025294

*K. Hanumanth*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.



**Letter of Intent/Appointment Offer**

Dear **Dudekula Kabeer**,

Date: 15 Sep 2020

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **ISD** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **15 Sep 2020**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be **INR 13991.00** and **167892.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Vijayawada**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio-data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the TeamLease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed).
- Copy of highest educational qualification certificate.
- Copy of PAN card.

Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421288?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

For **TEAMLEASE SERVICES LIMITED**

**Rituparna Chakraborty**  
(Authorized Signatory)

Accepted and Agreed:

Signature and date:

Name:



*K. H. Vanaja*  
**PRINCIPAL**  
**Sri Vani Degree & PG College**  
**ANANTAPURAMU.**





v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

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

You are requested to join no later than June 15, 2019.

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

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

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

Yours Sincerely,  
For HDB Financial Services Ltd.

Hemant Revankar  
Authorised Signatory  
ADFC - A division of HDB Financial Services Limited.


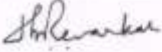
AGREED AND ACCEPTED

Mr. Akula Mohammed Ghouse



*K. H. V. V. V.*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU

**Annexure A**

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MR.AKULA MOHAMMED GHOUSE		
Role	Trainee - Lead Verifier		
Grade	Grade-T		
Location	Hyderabad		
Annual Compensation Break up			HDBFS Monthly
Basic	1,09,620	9,135	
HRA	54,816	4,568	
PDA	18,264	1,522	
Provident Fund (Employer's contribution)	13,152	1,096	
Gross Salary (A)	1,95,852	16,321	
ESIC (Employer's contribution)----(B)	8,678	723	
Gratuity----- (C)	5,273	439	
Total Fixed Compensation (D=A+B+C)	2,09,803	17,484	
<b>Note:</b>			
This Offer is subject to positive reference checks & CIBIL report check. Your acceptance of the offer will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 1.75% & 4.75% respectively			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
<b>SPECIAL NOTE</b>			
PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for PAN/AADHAAR number if you do not have the same.			
I accept the terms and conditions as mentioned in the Appointment letter.			
My tentative date of Joining will be _____			
Mr. Akula Mohammed Ghouse			Date
			Ref:HDBFS/19-20/HRIC17774/ Appt/114229



  
**PRINCIPAL**  
 Sri Vani Degree & PG College  
 ANANTAPURAMU.



HDB Financial Services Limited  
2nd Floor, Wilson House,  
Old Nagardas Road,  
Near Amboli Subway,  
Andheri East, Mumbai - 400069  
Tel. : 022 - 7945 5000  
Email : hdb.hrcompliance@hdbfs.com  
Web : www.hdbfs.com  
CIN - U65993GJ2007PLC051028

May 31, 2019

Ref:HDBFS/19-20/HRIC17774/App/114229

Mr.Akula Mohammed Ghouse,  
7-1-632/202,  
Bapu Nagar ,  
Sr Nagar ,  
Hyderabad-500038

Dear Mr.Akula Mohammed Ghouse,

**LETTER OF APPOINTMENT**

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

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

**Terms and Conditions:**

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Hyderabad .You are initially assigned to services at our client premises, SURYODAYA - 1147. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

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

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.

- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.



HDB Financial Services Limited  
2nd Floor, Wilson House,  
Old Nagardas Road,  
Near Amboli Subway,  
Andheri East, Mumbai - 400069  
Tel : 022 - 7945 5000  
Email : hdb.hrcompliance@hdbfs.com  
Web : www.hdbfs.com  
CIN - U65993GJ2007PLC051028

May 14, 2021

Ref:HDBFS/21-22/HRIC211107/Appt/G14398

Mr.Guntaka Naveen Kumar ,  
House No-2/47,  
B C Colony,  
P.Jalalapuram,  
Anantapur-515425

Dear Mr.Guntaka Naveen Kumar ,

**LETTER OF APPOINTMENT**

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

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

**Terms and Conditions:**

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

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

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

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.
- t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.





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

You are requested to join no later than May 29, 2021.

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

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

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

Yours Sincerely,  
For HDB Financial Services Ltd.

Smily Mehra  
HBL Global - a division of HDB Financial Services Limited.



AGREED AND ACCEPTED

Mr. Guntaka Naveen Kumar



*K. Hanumanth*  
PRINCIPAL  
Sri Vani Degree & PG College  
ANANTAPURAMU.

**Annexure A**

 <b>HDB FINANCIAL SERVICES</b>		Compensation Breakup	
Name	MR. GUNTAKA NAVEEN KUMAR		
Role	Sales Executive		
Grade	G7		
Location	Anantapur		
Annual Compensation Break up			HDBFS Monthly
Basic	96,756		8,063
HRA	38,700		3,225
Conveyance Allowance	19,344		1,612
Provident Fund (Employer's contribution)	13,932		1,161
Gross Salary (A)	1,68,732		14,061
ESIC (Employer's contribution)----(B)	5,031		419
Gratuity----- (C)	4,654		388
Total Fixed Compensation (D=A+B+C)	1,78,417		14,868
<b>Note:</b>			
This Offer is subject to positive reference checks & CIBIL report check. Your acceptance of the offer will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESi will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
<b>SPECIAL NOTE</b>			
PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for PAN/AADHAAR number if you do not have the same.			
I accept the terms and conditions as mentioned in the Appointment letter.			
My tentative date of Joining will be _____			
Mr. Guntaka Naveen Kumar			Date _____
		Ref:HDBFS/21-22/HRIC211107/Appt/G14398	



*K. Hanayya*  
**PRINCIPAL**  
**Sri Vani Degree & PG College**  
**ANANTAPURAMU.**

May 24, 2021

Ref:HDBFS/21-22/HRIC212040/App/K21586

Mr.Kasimani Mahesh ,  
H No.-5-32 A,  
Rangapuram (Village),  
Narpala (M),  
Near Ramalayam,  
Anantapur-515425

Dear Mr.Kasimani Mahesh ,

**LETTER OF APPOINTMENT**

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

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

**Terms and Conditions:**

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

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

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.
- t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.



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

You are requested to join no later than June 8, 2021.

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

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

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

Yours Sincerely,  
For HDB Financial Services Ltd.

Smily Mehra  
HBL Global - a division of HDB Financial Services Limited.


AGREED AND ACCEPTED

\_\_\_\_\_  
Mr. Kasimeni Mahesh

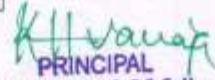


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**Annexure A**

 <b>HDB FINANCIAL SERVICES</b>		Compensation Breakup	
Name	MR.KASIMENI MAHESH		
Role	Sales Executive		
Grade	G7		
Location	Anantapur		
Annual Compensation Break up			HDBFS Monthly
Basic	96,756		8,063
HRA	38,700		3,225
Conveyance Allowance	19,344		1,612
Provident Fund (Employer's contribution)	13,932		1,161
Gross Salary (A)	1,68,732		14,061
ESIC (Employer's contribution)-----(B)	5,031		419
Gratuity----- (C)	4,654		388
Total Fixed Compensation (D=A+B+C)	1,78,417		14,868
<b>Note:</b>			
This Offer is subject to positive reference checks & CIBIL report check. Your acceptance of the offer will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
<b>SPECIAL NOTE</b>			
PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for PAN/AADHAAR number if you do not have the same.			
I accept the terms and conditions as mentioned in the Appointment letter.			
My tentative date of Joining will be _____			
Mr.Kasimeni Mahesh	Date _____		
Ref:HDBFS/21-22/HRIC212040/Appt/K21586			



  
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