



**RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S  
INSTITUTE OF COMPUTER & MANAGEMENT RESEARCH**

Approved by AICTE, Govt. of Maharashtra & DTE  
Affiliated to Savitribai Phule Pune University, Pune  
DTE Code :- 6158 University Code :- IMMPO13230

Certified by ISO : 9001-2015,  
ISO : 14001-2015



Recognized as Green Educational  
Campus

First Cycle 2023-2028

Hon. Shri. Vilas V. Lande  
President

Hon. Shri. Sudhir V. Mungase  
Secretary

Hon. Shri. Ajit D. Gavhane  
Treasurer

## 5.2.1

**Number of outgoing students placed  
during the year**



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 Treasurer

## Placement Data of Students

Sr. No.	Placement Year	Name of the Student	Company Name	Package
1	2023	Nitin Bharat Yelpale. 7276030413	Xoriant Solution Ltd.	1000000 PA
2	2021	Mane Bandu Narayan 9021651340	Duroshox Pvt Ltd	1000000 PA
3	2021	Sayyad Heena Salauddin 9637440500	Nilesh Nahata and company	499499 PA
4	2022	Patil sharvari madhukar 9421330243	Deepak Data System	35950 PM
5	2021	Nilesh Narayan Pandhare 7507006281	Pidilite industries limited	500000 PA
6	2023	Gavade Soneshwar Valappa 9967508573	Zynova Shalby Hospitals pvt. Ltd.	28196 PM
7	2023	Nivangune Kunal Navanath 8412961371	STATESTREET HCL PVT LTD	22101 PM
8	2023	Pawar Mandira Madhav 7507491908	Tata ELXSI	1000000 PA
9	2022	Shelar Vidya Sunil 7276091989	Thermax Ltd	535001 PA
10	2021	Dorle Shriprasad Devidas 8983287289	M.E ENERGY PVT LTD	750000 PA
11	2022	Sonali Pandhare	Anand pvt Ltd	568645 PA
12	2023	Vaibhav Dnyaneshwar Kad 7219277152	HDFC Bank Ltd	208000 PA

Ref:SS2340

Date: February 12, 2023

  
SOLUTIONS PVT.LTD.

**Mr Nitin Bharat Yelvale**

Sr.No - 69/5, D-802, Purple Bloom Apartment, Sai Park, DIGHT  
Pune, Maharashtra  
India - 411015.

Dear Nitin Bharat Yelvale,

We are pleased to confirm our offer of employment to you as **Senior Software Engineer** in Grade **G3** starting **February 13, 2023**. You are requested to report to the said address on **February 13, 2023**, not later than **9:00:00 AM**.

**LOCATION**

You will be based at **Pune**. However, the company may require you to work at other company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

**COMPENSATION**

Your gross annual compensation package will be **Rs.1,000,000.00 (Rupees Ten Lakh Only)** the breakup for which is given in Annexure A.

Tax liability will be as per Income Tax rules. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria.

**Annexure A**

<b>SALARY STRUCTURE</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
BASIC	25,000	300,000
HOUSE RENT ALLOWANCE	12,500	150,000
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	28,365	340,377
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
<b>A</b>	<b>70,082</b>	<b>840,977</b>
MEDICAL ALLOWANCE	1,250	15,000
CHILD EDUCATION ALLOWANCE	200	2,400
HOSTEL ALLOWANCE	600	7,200
BOOKS AND PERIODICALS	3,000	36,000
HEALTH CLUB MEMBERSHIP	1,000	12,000
LEAVE TRAVEL ASSISTANCE	3,000	36,000
<b>B</b>	<b>9,050</b>	<b>108,600</b>
<b>C = A + B</b>	<b>79,132</b>	<b>949,577</b>
PROVIDENT FUND	3,000	36,000
GRATUITY	1,202	14,423
<b>D</b>	<b>4,202</b>	<b>50,423</b>
<b>CTC = C + D</b>	<b>83,334</b>	<b>1,000,000</b>

Sincerely

For Xoriant Solutions Pvt.Ltd



# DUROSHOX PVT. LTD.

Ref/HR/05/2014

May 27, 2014

To,

**Mr. Bandu Narayan Mane**

A/P: Sawargaon (Nasrat)

Loha, Nanded

Maharashtra

## Subject: Appointment Letter

Dear Mr. Mane,

We are pleased to appoint you as "Senior Engineer - PPC" in our organization Duroshox Private Limited with effect from May 27, 2014. Please note that your appointment is subject to the terms and conditions contained in this letter and company policy and standing orders, as applicable.

1. The salary and other benefits payable to you are as mentioned in annexure (A).
2. You will be on probation for a period of six months from the date of joining. The probation period may be extended in case of unsatisfactory performance. On satisfactory completion of the probation period, you may be absorbed in the regular employment of the company, subject to the exigencies of work and vacancies available. In case, your performance is found below our expectations, then the company may terminate your services or take any other action, as it may consider appropriate. Your services will not be deemed to be confirmed at the end of the probation period in the absence of a formal communication of the decision of the company to confirm your employment. The confirmation will be valid only if given in writing.
3. Your services are transferable to any place in India or to any other geographical location, division, associates, branches, subsidiaries existing or to be formed in future, at any time, depending upon the organizational requirements.
4. You will work under the supervision of such superiors as may be decided by the management from time to time. You shall diligently and satisfactorily carry out the duties and responsibilities given to you in connection with your work.
5. You will take good care and be responsible for the work, equipment, tools and other items and materials entrusted to you from time to time.
6. You will not undertake any examination or course or studies during your employment with the company without prior permission in writing.



### Regd. & Head Office

Gal No. 1258, Sanaswad, Tal. Shirur, Pune - 412 208 INDIA

Tel. 91 - 2137 - 676400 / 676501 Fax: 91 - 2137 - 666430

E-mail: mail@duroshox.com • Website: www.duroshox.com

CIN No. U28910MH1966PTC040606





7. You will be eligible for a privilege leave for 20 days in a year as per rules of the company after the completion of your probation period.

8. You will be entitled for casual leave of 7 days and sick leaves of 7 days every year, after the confirmation of your service.

9. Without the prior consent of the company in writing, during the continuance of your employment, you shall not publish or cause to be published any publication or contribute any article or review to any newspaper, magazine or other publication whether for remuneration or otherwise on a subject in any way related to or concerning the company's business, services, products, strategies or policies.

10. If, during the period of employment with us, you achieve any inventions, process improvement, operational improvement or other processes, methods, likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement, and such rights shall stand to be automatically transferred to the company for the purpose of seeking any patent rights in respect thereof or for any other purpose. All the systems or projects developed by you during the period of employment will be the exclusive property of the company.

11. During the course of your employment with us, you will come across or be in the possession of the knowledge of the trade and methods of the business. It is essential that you undertake to maintain total secrecy and confidentiality about all information, knowledge, or any such other matters. You shall not yourself, by or through others allow the same to be disclosed / used in any matter detrimental to this company either during your employment or thereafter.

12. You are to treat as strictly confidential the affairs of the company and its customers of which you may be cognizant, particularly the products, quotations, specifications, trade secrets, systems, procedures or other policy information, therefore you need to sign the non disclosure agreement separately.

13. You shall keep the management informed of any change in your temporary / permanent residential address.

14. Should you wish to leave the company's service during the probation period you will be required to give two month's written notice and serve the company for the entire notice period. However, the company reserves the right to relieve you earlier than the expiry of the notice period at its sole discretion or by collecting two month's salary or part thereof towards the un-served notice period.

15. The appointment is terminable by giving 60 days notice or compensation thereof from either side after completion of probation period.

16. In the event of breach of any of the terms & conditions of your employment and/or service rules, indiscipline, misbehavior, theft, providing false information etc. the company reserves the right to claim liquidated damages from you apart from other



damages. Company also reserves the right to terminate your services without giving notice.

17. You cannot work with a direct competitor or another company manufacturing similar products as Duroshox for a period of 3 years after leaving the company.

18. You will produce the copies of certificates in respect of age, educational qualifications etc. at the time of joining duty.


19. This appointment letter is given to the conditions that the information given by you in your applications during the interview are correct and complete. If at any time it is found that the information given by you are not correct or is incomplete or you have withheld some information your services are liable for termination without any notice.

20. Your terms of employment will be in line with the company policy that is subject to change from time to time of the sole discretion of company management.

You are requested to affix your signature on the duplicate of this letter and annexure confirming your acceptance of the terms and conditions of employment and return it to Human Resources.

We welcome you and look forward to many years of mutually rewarding and beneficial association. We wish you a long and successful career with us.

For DUROSHOX Pvt. Ltd.




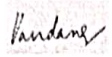
  
Ajay Kumar  
Senior Manager - HR


I have read and understood the above; terms and conditions contained in this letter and have voluntarily accepted the same.

Place

  
Name and Signature

Date

		THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA		
<b>Student's Identity Card - Duplicate</b>				
	Student Name :	HEENA SALAUDDIN SAYYAD		
	Registration Number :	WRO0773272		
	Date of Birth :	02/05/1995		
	Address :	HOUSE NO 3/4 HINDRAJ COLONY 2, NEAR MULTISPECIALITY HOSPITAL LANDGEWASTI BHOSARI, IND, MAHARASHTRA, PUNE, PUNE, 4110 39.		
Valid from : 19/11/2021 Valid to : 19/11/2025				
Card No. : SI2021000000				
 Director, Board of Studies				

<b>INSTRUCTIONS</b>
(i) This card is issued only for identification purpose and does not authorise cardholder to represent the Institute.
(ii) The cardholder is a student of the Institute at the time of issuance of this card.
(iii) The validity of card is 4 years from the date of issuance.
(iv) This card is not transferable.
 Student's Signature



# FORM NO.16

[See rule 31 (1) (a)]

Certificate under section 203 of the Income Tax Act, 1961 for tax deducted at source from income chargeable under the head "Salaries"

Name and Address of the Employer BLUEDICE BUSINESS SOLUTIONS PVT LTD MAHAVIR NIWAS, OPP PHUGE PRIMA, GROUND FLOOR, OFFICE NO 1,, BHOSARI, PUNE - 411039.		Name and Designation of the employee HEENA SALAUDDIN SAYYAD SENIOR ACCOUNTANT HOUSE NO 3/4, GANESH MANDIR LANDE WASTI BHOSARI, PUNE - 411039	
PAN / GIR NO. AAKCB0791Q	TAN	PAN / GIR NO. PNEB16394A	
TDS Circle where annual return / statement under section 206 is to be filed		PERIOD	
		FROM	TO
		01/04/2022	31/03/2023
		Assessment Year 2023-24	
<b>DETAILS OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED</b>			
<b>1. Gross Salary *</b>			
(a) Salary as per provisions contained in section 17 (1)		648,000	
(b) Value of perquisites under section 17 (2) (as per Form No. 12 BA, wherever applicable)		-	
(c) Profits in lieu of Salary under section 17 (3) (as per Form No. 12 BA, wherever applicable)		-	
(d) Total			648,000
<b>2. Less : Allowance to the extent exempt under section 10</b>			
a) H.R.A		-	
b) T.A		-	
<b>3. Balance (1-2)</b>			648,000
<b>4. Deductions :</b>			
(a) Standard deduction	Rs. 50,000		
(b) Entertainment allowance	Rs. -		
(c) Tax on Employment	Rs. 2,500		
<b>5. Aggregate of 4 (a to c)</b>		52,500	
<b>6. Income chargeable under the Head 'Salaries'(3-5)</b>			595,500
<b>7. Gross total income (6)</b>			595,500
<b>8. Deductions Under Chapter VIA</b>			
	Gross Amount	Qualifying Amt.	Deductible Amt.
(a) Under Section 80C	Rs. 96,001	96,001	96,001
(b) Under Section 80D	Rs. Nil	Nil	Nil
<b>9. Aggregate of deductible amount under chapter VI-A</b>			96,001
<b>10. Total Income (7-9 )</b>			499,499
<b>11. Tax on total Income</b>			531,999

Bluedice Business Solutions Pvt. Ltd.

*Madhava*

Authorised Signatory

1. Under section 88  
(Please specify )

(a) DCPS

Qualifying Amt.

**Tax Rebate**  
Max 1 Lac

(a) DCPS

Re.

(b) GIS

Rs.

(c) LIC

Rs.

(d)

Rs. .

(c)

Rs. -

(f) Total [ (a) to (c) ]

Rs. .

11. (a) Under Section 88B

(b) Under Section 88C

(c) Under Section 88D

## 13. Aggregate of tax rebates at 13 above

$$\|f\| + \|a\| + \|b\| + \|c\|$$

**Taxable Income ( up to 250,000 @ Nil)**

**14. Rebate U/S 87A**

**15. Relief under section 89 (attach details)**

**16. Tax payable (14-15)**

17. Less:(a) Tax deducted at source u/s 192(1)

(b) Tax paid by the employer on behalf of the employee  
u/s 192(1A) on perquisites u/s 17(2)

18. Tax payable / refundable (16-1', ( ) indicates refund )

**DETAILS TAX DEDUCTED AND DEPOSITED INTO CENTRAL GOVERNMENT ACCOUNT**

[illegible]

Total amount Paid	
-------------------	--

I, Heena Sayyad Daughter Salauddin sayyad of working in the capacity of the \_\_\_\_\_ =  
do hereby certify that a sum of Rs.NIL (in words) ZERO has been deducted at source and paid to the  
credit of the Central Government. I further certify that the information given above is true and correct based  
on the book of accounts, documents and other available records.

**Bluedice Business Solutions Pvt. Ltd.**

Place: PUNE

Date:

  
Authorized Signatory

Signature & Seal of the person responsible  
for deduction of tax

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

Designation : \_\_\_\_\_

# Bluedice Business Solutions Private Limited

Pay slip for the month of October 2023

Emp No. 101 Bank Name. Union Bank Department Senior Accountant  
Name : Heena Sayyad UAN No: 101235763625 Working Day : 30

EARNINGS	PER MONTH	DEDUCTIONS	PER MONTH
Basic	30000.00	PF	3600.00
Dearness Allowance	14,000.00	ESI	200.00
Other Allowances	10,000.00	Professional Tax	200.00
Gross Earnings (A):	54,000	Gross Deductions (B):	4000.00
Net Salary Payable (A-B):	50,000.00		
Net Salary Payable(in words):	Fifty thousand only		

Bluedice Business Solutions Pvt. Ltd.  
  
Authorised Signatory



Prop. Deepak Saha

**Deepak Data Systems**

*Specialist In Data Entry, Providing online Computer  
& allied work services*

D401, Surobhi Park, New D P. Road, Aundh, Pune - 411 007. Email : deepak\_5219@yahoo.co.in, deepaksaha738@gmail.com Tel.: 020-2588 4386 / 9422317130

DDS/PRNL/90555

23/11/2022

**Ms. Sharvari Patil**

Alankar Housing Society,  
Charoli Phata,  
Pune - 412105

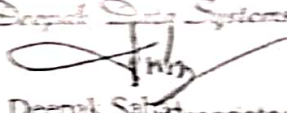
We refer to your application dated 21<sup>st</sup> November 2022 and after careful consideration of the same we wish to appoint you as "Commercial Associate" in BTG Division with our client on the following terms and conditions as follows: -

- 1) This contract is for a period of 1 Year – w.e.f. 22<sup>nd</sup> December 2022
- 2) You will be on 'temporary on-site assignment' with our client, detail of compensation are mentioned in the Annexure attached.
- 3) This contract shall not create any right of any nature whatsoever for future employment or otherwise, in your favor with Deepak Data Systems or with our Client to whom your services will be assigned.
- 4) You shall abide by the rules, regulations and directions of the company, as also pertaining to our clients, which are presently in force and issued from time to time.
- 5) You may be liable to be shifted from one job or department or shift or city or client to another in accordance with the client's requirements existing at any point of time, including managerial or administrative or business requirements.
- 6) You shall not disclose any information regarding any affair/event of our client or of Deepak Data Systems which may come to your knowledge, the disclosure of which is likely to be prejudicial to the company.
- 7) You are expected to work with high standards of integrity, initiative, efficiency and economy to the satisfaction of our clients. During the course of your employment, you shall not engage yourself in any other regular / part time services or work without permission in writing from the management of Deepak Data Systems.



- 8) Deepak Data Systems shall be at will to continue, discontinue or amend the employment contract depending on our client's requirement.
- 9) In case of discontinuation of the services you shall be given one month's notice or lieu thereof. Similarly, you shall be free to end the services any time by giving one month's notice or salary in lieu of the same.

As a token of your acceptance of the above terms and conditions, please return the duplicate copy of the letter duly signed by you.

For Deepak Data Systems  
*For Deepak Data Systems*  
  
(Mr. Deepak Sahas) Proprietor  
Proprietor

I agree and accepted to the terms and conditions stated above. I have read and understood my salary structuring which is provided on page 3 of this letter.

Signature

Name:

Date:

(Please mention in capital letters)





Name of Ms. Sharvari Patil

Annexure-1

Description	Amount
Earnings	
Basic & DA	14,500
HRA	5,800
Other Allowance	13,700
(a) Gross Earnings	34,000
Employers Contribution (M/s Deepak Data Systems)	
PF @ 13. %	1950
ESIC @ 3.25%	0
(b) PF Contribution	1950
Total earnings (a) + (b)	35,950
Deduction	
Employees Contribution	
PF @ 12%	1800
ESIC @ 0.75%	0
Prof Tax	200
Canteen	
Maharashtra Labour Welfare Fund	
Total Deductions	2,000
Take home Salary	32,000

- \* Bonus: As per Payment of Bonus Act, 1965, by end of November (8.33%)
- \* Gratuity: As per Payment of Gratuity Act, 1972
- \* Safety Shoe: For Shop floor staff once in a year reimbursement basis
- \* W-Off: all Sundays
- \* Leaves: 1.75 days Leave per month on full attendance. At the time of leaving The services, all unutilised leave shall be given as Leave encashment (i.e. on BASIC+DA)
- \* Holiday Working: To be reimbursed as Compensation off within a month.

For Deepak Data Systems

*For Deepak Data Systems*

(Mr. Deepak Saha)

Proprietor

Proprietor

ANNEXURE to letter dated - 28 April, 2021

PIDILITE INDUSTRIES LIMITED



Name: Nitesh Narayan Pandhare

Designation : Officer - Engineering

Location : Karad

Salary & Benefit Components	Monthly	Annually
<b>A Monthly Components</b>		
Basic Salary	12500	150000
House Rent Allowance	6250	75000
Bonus/Exgratia	1875	22500
Personal Allowance	17899	214785
<b>Sub Total A :</b>	<b>38524</b>	<b>462285</b>
<b>B Annual Components</b>		
Leave Travel Allowance *		12500
<b>Sub Total B : ANNUALLY Rs.</b>		<b>12500</b>
<b>C Retiral Benefits</b>		
PF-Employer's Contribution @12% of Basic Salary		18000
Gratuity Provision @4.81% of Basic Salary **		7215
<b>Sub Total C : RETIRALS Rs.</b>		<b>25215</b>
<b>Annual Fixed Pay - CTC (A to C)</b>		<b>500000</b>

\* Eligible after one year's service from the date of joining and to be claimed annually.

\*\* Entitled for Gratuity as per the payment of Gratuity Act after completion of 5 years of service.

**Annual Increments -**

Annual increments are linked to performance parameters and will be effective 1<sup>st</sup> April, every year for the previous financial year. The treatment w.r.t employees who join during the year will be as follows -

- Employees who join on or before 10th October of the financial year will be eligible for increment for the current financial year on pro rata basis from the date of joining.
- Employees who join after 11th October of the financial year will be eligible for increment during the subsequent financial year - on pro rata basis from the date of joining, i.e. after 13 - 17 months from the date of joining.

Probation Period : Six Months

Notice period : One month on Confirmation  
15 Days during Probation

In addition to the Salary & allowances, you will be entitled to the following :

Personal Accident Group Insurance Coverage : Monthly Basic Salary x 25 times, OR Rs.7.50 Lacs whichever is h

Hospitalization coverage for Self, Spouse, and up to 2 dependent children & dependent parents under the Company's Contributory Medical Benefit Scheme.

Category	Max Benefit Coverage Rs. PA	Employee Contribution Rs. PM
A	1,50,000	250
B	3,00,000	500
C	5,00,000	750
D	7,50,000	1,200
E	10,00,000	1,600

This is an equal contribution by Company and employee and is subject to upward / downward revision. The Benefit Coverage amount is the maximum total amount covered for the employee & dependents for a year. Coverage for dependents is 70 % of that of the employee (detailed policy is made available on Intranet for ready reference after joining)

Benefit Coverage as selected by the employee Rs. \_\_\_\_\_/- and Monthly contribution of Rs. \_\_\_\_\_/- to be deducted from salary.

Date :

Employee Signature :

Authorized Signatory





# Zynova SHALBY MULTI-SPECIALTY HOSPITALS

ZH/HR/APPR2023/01

Date: 4<sup>th</sup> May 2023

To,

**Mr. Soneshwar Gavade**

Pharmacist

Employee Code: 202108128

Sub: Designation Change Letter


Dear Soneshwar,

We are pleased to inform you that you have been promoted as an "IP /OP & CTOT Pharmacy Incharge" w.e.f. 1<sup>st</sup> April 2023. All the other terms & conditions of your appointment will remain the same. We hope that you will continue to work hard with full sincerity & dedication.

Congratulates you on your Re-designation and wishes you a long-term career with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance, which is required for our records.

For Zynova Hospitals Pvt Ltd.

  
Reny Varghese

C.A.O / Unit Head.



**Zynova Hospitals Pvt. Ltd.**

Acme Elanza, CTS 1900-1917, LBS Marg, Ghatkopar (W) 400 086. Tel.: 022 68900000

Reg. Office: 302, Lotus House, 33A, New Marine Lines, Mumbai - 400 020. CIN: U85194MH2007PTC171247

Toll Free: 1800 256 5544 ; info@zynovahospitals.com | www.zynovashalbyhospital.com

ZH/HR/APPR2023/01

**CTC Breakup annex-A.**

Name of Employee :- MR.SONESHVAR GAVADE			
Designation : IP / OP & CTOT INCHARGE			
BREAK UP OF SALARY			
REVISED CTC	35000/-	OLD SALARY	REVISED SALARY
BASIC		15,390.00	17,500.00
HRA		14,806.00	14,817.00
Gross Salary	[A]	30,196.00	32,317.00
PF- employer		1,800.00	2,100.00
EXGRATIA		583.00	583.00
Medical	[B]	2,383.00	2,683.00
CTC	[A] + [B]	30,780.00	35,000.00
Less : PF		1,800.00	2,100.00
P.T		200.00	200.00
	[C]	2,000.00	2,300.00
IN- HAND SALARY	[A] - [C]	28,196.00	30,017.00

**Note:**

1. We propose this revision w.e.f. 1st April 2023
2. This recommendation will be considered as an Appraisal for the Year 2022-2023 and not eligible for the appraisal which will be conducted in the month of July 2023.



**Zynova Hospitals Pvt. Ltd.**

Acme Elanza, CTS 1900-1917, LBS Marg, Ghatkopar (W) 400 086. Tel.: 022 68900000  
Reg. Office: 302, Lotus House, 33A, New Marine Lines, Mumbai - 400 020. CIN: U85194MH2007PTC17112  
Toll Free: 1800 266 5544 | info@zynovahospitals.com | www.zynovashalbyhospital.com







2023OL/1033

Date: 6 July 2023  
Name: **Mandira Pawar**  
E-503 Shrinagari  
Munjaba Wasti Dhanori, Pune  
Maharashtra 411001

Dear Mandira Pawar,

We are pleased to appoint you as **Lead SME - Medleal Electronics** or in such other capacity as the management of Tata Elxsi Limited, hereinafter called the Company, shall from time to time determine, under the following terms and conditions:

**1. Date of Appointment:**

You will be required to join us on or before **17 July 2023**. Your appointment is effective from the Date of Joining.

**2. Code of Conduct:**

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

2.6. You will observe work timings and holidays as applicable to your location and place of work.

2.7. You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company is not responsible for the same.

**3. Probationary Period:**

Initially you will be on probation for a period of six (6) months from the date of your joining. On successful completion of the probation period, if, in the opinion of the Company, you are found suitable in the appointed post, you will be confirmed in writing by the Company, at which time the terms and conditions of this letter shall continue to bind you, as may be amended by the Company from time to time. Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the probation period, or extend the probation period, as it deems necessary.

**4. Salary:**

4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.

**TATA ELXSI LIMITED**

Registered Office: IT/PS Road Whitefield Bangalore 560 048 India  
Tel: +91 80 2297 9123 Fax: +91 80 2841 1474 www.tataelxsi.com  
CIN: L05104 TN 1989 PL 000946



4.2. Compensation structure is based on location and any change in compensation arising out of a change in location will be communicated to you in writing.

#### 5. Initial Appointment and Subsequent Transfers:

Your initial appointment will be at Pune - Magarpatta Tower 7. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, departments, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

#### 6. Leave:

You will be entitled to leave and other benefits in accordance with the rules of the Company.

#### 7. Other Work:

Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

#### 8. Termination:

8.1. During the period of probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three (3) months' notice or three (3) months' basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.

8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 60 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the sixty (60) day period. This minimum notice of sixty (60) days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.

8.3. During the term of your employment with the Company, if the Company decides to enrol you for Training / Developmental Program abroad, you shall not leave or abandon the services of the Company for the time period set forth in a separate agreement from the date of completion of such Training and Development Program. On completion of the such time period, if you wish to leave the services of the Company, you shall be bound to provide prior notice in writing as per the terms of this Employment Agreement/ Offer letter.

8.4. You will be liable to termination from service by the Company without notice if:

- a. Any declaration given by you or testimonials furnished by you to the Company proves to be false, or,
- b. You are found to have willfully suppressed any material information, or,
- c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or, You are found to have indulged in financial irregularities; or
- d. You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Company.
- e. Failure to furnish relieving/service certificate from the previous employer or any other documentary proof to substantiate your transition from the previous employer to the reasonable satisfaction of the Company.

#### TATA ELXSI LIMITED

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Tel: +91 80 2297 9123 Fax: +91 80 2841 1474 www.tataelxsi.com  
(CIN: L25112 KA 1999 PLC 005548)





## 9. On Separation:

On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.

## 10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

## 11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. Any Intellectual Property or Patents developed by you during your service will be the property of the Company. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Similarly, after leaving the services of the Company, you shall keep confidential any proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to the Company all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment in the Company. The Company shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide the Company or any person designated by the Company all assistance as may be required to establish and / or perfect the rights defined in this clause.

11.3. **Data Protection Regulation: Personal Data:** You acknowledge and agree that the Company or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. Company will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to the Company to process such personal/or sensitive data.

## 12. Adhering to Health and Safety Standards

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

### TATA ELXSI LIMITED

Registered Office: ITPB Road, Whitefield, Bangalore 560 048 India  
Tel: +91 80 2297 9123 Fax: +91 80 2041 1474 www.tataelxsi.com  
CIN: L26100KA2005PLC000000

**13. Protection of Interest:**

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and remain sole right / property of the Company.

**14. Client Management:**

On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one (1) year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this clause, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

**15. Non-solicitation:**

15.1. During the period of employment and for a period of two (2) years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two (2) years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

**16. Retirement:**

You will retire in the month of your attaining the age of 60 years.

**17. Jurisdiction and Dispute Resolution:**

17.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

17.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

17.3. Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

**TATA ELXSI LIMITED**

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E: hr@tataelxsi.com



202301/103396\_2

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

for Tata Elxsi Limited,

Rajagopalan S

Head - Human Resources

**Declaration**

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in Clause 1 of this letter ("Date of Appointment"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

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

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

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

**TATA ELXSI LIMITED**

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Page



**THERMAX LIMITED** THERMAX HOUSE, 14 MUMBAI PUNE ROAD, WAKDEWADI,  
PUNE 411 003, INDIA ☐ TEL.: (020) 25542122, 25542263 ☐ FAX : (020) 25541226  
Website : [www.thermaxindia.com](http://www.thermaxindia.com) ☐ IT PAN - AAAC 3910D  
Customer Care : 18002090115 (India Toll Free)

Human Resources  
Division



**Strictly Confidential**

Date: 29-07-2022

Dear Vidya,

This is further to your interview with us; we are pleased to inform you that you have been selected for the position of Executive-HRSS in Human Resources Function

Congratulations for the same!!!

We are pleased to make the enclosed offer.

Kindly send a confirmation through mail on the acceptance of the offer indicating your date of joining. The enclosed offer is going to be valid subject to your clearing the medical examination as prescribed by our organization. In case we do not receive offer acceptance from you within 5 days of receipt of the offer, the said offer will stand null and void.

In case you have any queries, please feel free to contact the undersigned.

Yours sincerely  
For Thermax Limited

Meenal Rao  
Group Head HR-Corporate

This is system generated offer and signature is not mandatory

REGD. OFFICE : D 13, MIDC INDUSTRIAL AREA, R. D. AGA ROAD, CHINCHWAD, PUNE : 411 019, INDIA  
CORPORATE IDENTITY NUMBER: L29299PN1980PLC022787

**THERMAX LIMITED** THERMAX HOUSE, 14 MUMBAI PUNE ROAD, WAKDEWADI,  
PUNE 411 003. INDIA ☐ TEL.: (020) 25542122, 25542263 ☐ FAX : (020) 25541226  
Website : www.thermaxindia.com ☐ IT PAN - AAAC 3910D  
Customer Care : 18002090115 (India Toll Free)

Human Resources  
Division



**Annexure A**

Name	Vidya Shelar	
Role	Executive-HRSS	
Business Unit	Enabling Functions	
Grade	P4	
SBU	Corporate	
Location	Thermax House	
Target Fixed Salary	5,00,001	
Components	Per Month	Per Annum
Basic	20,833	2,50,000
HRA	10,417	1,25,000
Basket of Allowances (BOA)	6,915	82,976
Sub total A	38,165	4,57,976
PF	2,500	30,000
Gratuity	1,002	12,025
Sub total B	3,502	42,025
Total Fixed Salary	41,667	5,00,001
ESIC	-	-
*Annual Target Incentive @ meeting expectations	7%	35,000
Total Annual CTC including target incentive	5,35,001	
Break up of BOA		
Education	200	2,400
LTA	917	11,000
Special allowance	5,798	69,576
BOA	6,915	82,976
*Annual Target Incentive is for the period from April to March & Paid in July based on DOJ on Pro Rata Basis. Incentive Pay out will be based on Individual and Business Performance. Statutory Bonus if applicable is included in the target incentive.		

This is system generated offer and signature is not mandatory

**THERMAX LIMITED** THERMAX HOUSE, 14 MUMBAI PUNE ROAD, WAKDEWADI,  
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Website : [www.thermaxindia.com](http://www.thermaxindia.com) ☐ IT PAN - AAAC 3910D  
Customer Care : 18002090115 (India Toll Free)

Human Resources  
Division



**THERMAX**

#### ANNEXURE B

We would require following documents / information at the time of joining.  
(Please bring Original as well as one set of photo copies of all the documents for verification)

1. Relieving letter & Salary Certificate from your present employer
2. Service Certificate from all previous employers
3. Duly filled, signed and stamped Medical Examination Proforma for Fitness.
4. Photo copies of all educational qualification certificates along with marksheets
5. School Leaving Certificate / Birth Certificate
6. Two recent photographs (I Card / Stamp size)
7. PF, FPF, UAN, ESIC, PRAN and Superannuation account number (along with Company Code number), if you are a member
8. You are requested to open an account with HDFC / ICICI Bank & submit the bank account details supported with a cancelled cheque for salary transfer
9. Form 16 (Income Tax Act) or Provisional Certificate in lieu of the same from the previous employer
10. Two copies of PAN CARD
11. Two copies of AADHAAR CARD
12. Address Proof (Valid Passport/ Latest Electricity Bill/ Latest Landline Telephone Bill)

**Note:**

The above-mentioned information / documents / certificates should be submitted at the time of joining, without which we will not be in a position to process your salary. However, if you have any difficulty in submitting the same, please contact your HR Associate in person

This is system generated offer and signature is not mandatory



Offer Letter - Vidya.pdf  
PDF - 490 KB



Dear Vidya,

We are happy to offer you the position of Executive – HRSS. Please find attached the offer details.

Regards,

Meenal



# ME ENERGY PVT. LTD.

Office & Works : Gat No. 1083, 1/B Markal, Tal. Khed, Dist. Pune 412 105,  
Maharashtra, INDIA. CIN : U51503PN1998PTC114226  
Tel : +91 2135 626 262 Fax : +91 2135 626 298  
Email : mepl@meenergy.com Web: www.meenergy.com



MEPL/HR/19-20/006  
Date : 1<sup>st</sup> August 2019

To,  
**Mr. Shriprasad Dorle**  
Swami Vivekanand Chowk, Near Gadi,  
Shegaon-44203

Dear Mr. Shriprasad,

With reference to your application and subsequent discussion you had with us, we have pleasure in offering to appoint you as 'Principal Engineer' with us in 'Grade E2' in 'Sales & Marketing' Function.

1. As in the case of all new entrants, you will be on probation for a period of six months from the date of your joining, unless extended in writing, and it will be your endeavor to see that you fulfil the job expectations during this period.
2. Further your probation and continuation thereof or on confirmation will be subject to you remaining medically, physically and mentally fit, and till you discharge of the jobs assigned and responsibilities entrusted upon you.
3. Please refer to annexure for the compensation & benefits being offered to you.
4. You will become member of the Provident Fund Scheme which will be governed by the rules of the scheme and you are entitled to the benefits applicable as per Provident Fund Act. 1952, from the date of joining.
5. During your tenure with us, you shall devote your whole working time to attend to your works efficiently, faithfully, sincerely, diligently and promptly with due care and diligence to the best of your abilities and make your best efforts to use your knowledge and skill in the areas of your duties and assignments.
6. You will be called upon to work at any time at any location to meet with the exigencies of the job from time to time. Your services are liable to be transferred to any of our Branches or our sister concern in India / abroad. In such case, you will be governed by the Policies, Rules and Regulations applicable from time to time to that Establishment and/or place of transfer in regard to the working hours and other service conditions. You will not present any claim to the company for any extra remuneration as a result of any transfer made
7. During your probation period, the company reserves its right to terminate your services without notices or compensation in lieu thereof or without assigning any reasons thereof. If you wish to sever your employment with us during the probation period, you shall give one month's notice of your intention to do so. The waiver of

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notice period, whether entirely or partly, shall be at the sole discretion of the Company.

8. Upon confirmation, your services are terminable at any time by giving one/ two month's notice or by paying one/ two month's salary in lieu of the notice, by either party. However the notice period shall be one day in case of non performance or integrity related matters or in case you indulge in any of your actions that is detrimental to the company's interests.
9. You are entitled for emergency leave of 6 days during the probation period. Any other absence from work will entail extension of probation period by an equal number of days.
10. You will be entitled for leave and other benefits as per company rules in force from time to time, from the date of joining and the same shall accrue to you on confirmation.
11. You will be responsible for the safe keeping and return in good condition & order of all Company's properties such as tools, equipment's, instruments etc. which may be in your use/ custody/ care or charge. The Company reserves the right to deduct money value of all such items from your emoluments and or can take such other action as it deems proper in the event of your failure to account for them to the satisfaction of the Management.
12. You will not undertake any gainful job part timework or consultancy or educational pursuits without prior permission of the Management in writing, during your employment tenure with us.
13. So long as you are in our employment, your behavior both during working hours and non - working hours shall be such that it does not prejudice either the image of the Company or the confidence of the Company in you.
14. By signing acceptance of this offer, you hereby declare that you will not copy, share, divulge acquire, distribute or put into use any data, documents, information, intelligence that you will come to possess during your tenure with us.
15. And further, you have confirmed that you are not in possession of any data, documents, drawings, system software, technical documentation etc. which may have been acquired by you or you may have come to possess during your past employments.
16. It is further expressly placed on record that on your termination or on resignation, you shall handover all documents, drawings, plans, equipments, tools, files, correspondence, etc. and all assets belonging to the Company in your possession or custody to the deputy of the Management and obtain a certificate from him of clean handover. The Company shall have lien over the accrued rights of salary, etc. till such obtaining of the said certificate. Further, you hereby declare that you will not



copy / share / or take out any data from the company in possession with you during your employment with us.

17. We expect you to be part of this growing organization for a long time to come. However, by accepting the offer, you have agreed to be in our employment for a period of at least 4 years from the date of joining.
18. The retirement age will be after completion of 58 years.
19. **CONFIDENTIALITY**
  - 19.1 In consideration of the benefits accruing to you in the course of your employment with the Company, you agree and undertake that:
    - (a) You shall not, without the prior written consent of the appropriate officer of the Company, use for your own advantage, directly or indirectly disclose or cause to be disclosed or otherwise make available the Confidential Business Information (defined below) to any person, except in the good faith in performance of your employment obligations to persons having a need to know such information for the benefit of the Company;
    - (b) You shall take all steps as may be necessary to protect the integrity and confidentiality of the Confidential Business Information and to ensure against any unauthorized disclosure thereof;
    - (c) You shall promptly inform the Company of any potential or accidental disclosure of the Confidential Business Information and shall take all steps, as may be required by the Company, to retrieve and protect the Confidential Business Information; and
    - (d) You shall use the Confidential Business Information only for the purpose for which it was provided and for the benefit of the Company and its affiliates and shall not profit from the same in any unauthorised manner whatsoever.
  - 19.2 In the event of termination of the your employment with the Company or if instructed by the Company at any time during the subsistence of the Appointment Letter, you shall return to the Company (or upon the instruction of the Company, destroy) all Confidential Business Information and proprietary documents related to it and all copies thereof in the possession or under your control.
  - 19.3 You acknowledge and agree that the Company has the right to inform your future employers of the presence of this Clause 1 and the resultant obligations imposed on you.





- 19.4 The obligations contained in this Clause 1 shall continue to be force for the duration of your employment with the Company and for a period of 10 years after the cessation thereof.
- 19.5 The term Confidential Business Information as used in this Letter means any and all information acquired or developed by you during your employment and relating directly or indirectly to the present or potential business, operations or financial condition of or relating to the Company or its customers/ affiliates, including, but not limited to, ideas, know how, formulae, technology, recipes, patents, patent applications, inventions, registered and unregistered designs, registered and unregistered copyrights in both published and unpublished works, registered and unregistered mask works, utility models, blueprints, registered and unregistered trademarks, registered and unregistered service marks, trade dress, trade names, domain names, secret formulae, trade secrets, secret processes, computer programs, software, practices, processes, documentation, whether technical or non-technical, verbal or written, product samples and specifications, business information related to client records, accounts, pricing, vendors and marketing strategies or any other information deemed to be of confidential nature by the Company.
- 19.6 You acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of the business and goodwill of the Company, but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope or period were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope or period as may be required to make the restrictions contained in this Clause valid and effective. Notwithstanding the limitation of this provision by any law for the time being in force, you undertake to, at all times and observe and be bound by the spirit of this Clause. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Clause were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.
- 19.7 You acknowledge and agree that the covenants and obligations as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company irreparable injury. Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Clause. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have at law or in equity.



## 20. INVENTIONS AND INTELLECTUAL PROPERTY RIGHTS

- 20.1 You acknowledge and agree that all Inventions and Intellectual Property (defined below) related to the your employment are the property of the Company, and may be used, assigned, sold, patented or applied by the Company without your approval or the payment of additional consideration. You shall have no right, title or interest whatsoever over the Inventions and Intellectual Property created or developed by you in the course of your employment with the Company and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of your employment with the Company.
- 20.2 You hereby assigns in perpetuity and for worldwide use any and all rights, title or interest that you have and may have in respect of such Intellectual Property and Inventions in favour of the Company. It is understood that all Intellectual Property and Inventions created, invented or developed by you in the course of your employment with the Company shall be "works for hire" and shall irrevocably vest with the Company worldwide and in perpetuity.
- 20.3 You agree, upon request and at any time, to execute all documents necessary to evidence or effectuate the assignment as contemplated in Clause 2.2 above; and further, to promptly and fully assist the Company in every lawful way, without additional compensation, but at the Company's expense, to obtain for the benefit of the Company, any patents, trademarks, copyrights or other legal protection for such Inventions and Intellectual Property, including assisting in the preparation and filing of patent, trademark and copyright applications, and execution of all necessary documentation relating to obtaining, securing, defending and renewing such patents, trademarks and copyrights.
- 20.4 Nothing contained in this Clause 2 shall be deemed to require the assignment of any Invention created or developed by you entirely in your own time without using the Company's equipment, facilities or trade secrets, unless the Invention relates at the time of conception to the Company's business or results from work performed by you for the Company.
- 20.5 For the purpose of this Clause 2:
- (a) Intellectual Property means patents, patent applications, inventions, registered and unregistered designs, registered and unregistered copyrights in both published and unpublished works, registered and unregistered mask works, utility models, blueprints, registered and unregistered trademarks, registered and unregistered service marks, trade dress, trade names, domain names, secret formulae, trade





Secrets, secret processes, computer programs, software, confidential information, know-how and license agreements relating thereto.

(b) Inventions means all ideas, innovations, improvements, creations, discoveries, developments, concepts and designs (whether or not patentable) and all computer programs, literary works, publications, audio/visual works, photographs, drawings, designs or other works (whether or not copyrightable) which relate to the business in which the Company is engaged or plans to engage and which were created or conceived by you, alone or in concert with others, while an employee of the Company.

## 21. NON COMPETE, NON SOLICIT, EXCLUSIVITY

21.1 Until the expiry of term of this Agreement, you shall not directly or indirectly, whether through partnership or as a shareholder, collaborator, employee, consultant or agent or in any other manner whatsoever, whether for profit or otherwise carry on any business or activity in the Territory which competes with the business of the Company, and/or any of its subsidiaries or Affiliates.

21.2 During the subsistence of this Agreement and for a period of 2 (two) years thereafter, you shall not, directly or indirectly:

- a) attempt, in any manner, to solicit from any client/ customer of the Company or any of its subsidiaries or Affiliates, except on behalf of the Company or its subsidiaries or Affiliates, the business of the type carried on by the Company or any of its subsidiaries or Affiliates or to persuade any person, firm or entity which is a client/ customer of the Company or any of its subsidiaries or Affiliates to cease doing business or to reduce the amount of business which any such client/customer has customarily done or might propose doing with the Company or any of its subsidiaries or Affiliates whether or not the relationship between the Company and/or any of its subsidiaries and/ or any of its Affiliates, as the case may be, and such client/customer was originally established in whole or in part through his efforts; or
- b) Employ or attempt to employ or assist anyone else to employ any person who is in the employment of the Company or any of its subsidiaries or Affiliates, or was in the employment of the Company or any of its subsidiaries or Affiliates at any time, in case of termination or breach of this Agreement by you.

21.3 You shall render your services on an exclusive basis and shall not, for the duration of this appointment order engage in any other business, trade or profession on a part-time or whole time basis without the specific written consent of the Company.



22. INDEMNITY

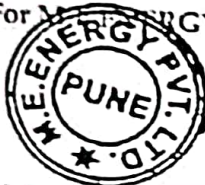
22.1 You agree to indemnify and keep indemnified the Company, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of gross negligence of you during the course of employment.

23. By accepting this letter, you have agreed to abide by all the policies, rules, regulations and the policies of the company, whether existing or newly introduced, applicable from time to time.

We are confident that you will continue to contribute your best in the future and we wish you all the best for a very satisfying career with us.

Yours truly,

For MEERZAGY PRIVATE LIMITED



K. VIJAY KARTHA  
MANAGING DIRECTOR

I have read the terms and conditions stated above. I have understood the same and I accept them in totally.

Signature with date  
Mr. Shriprasad Dorle



## STRICTLY CONFIDENTIAL

01-January-2023

**Sonali Pandhare**

1300218

Head Office

Business Development

Dear Mrs. Sonali Pandhare,

Congratulations for completing a successful year with ANAND!

It has been an exciting year for ANAND Group in terms of overall growth, new ventures, new highs and lows and various other ambitious targets that we have set for ourselves for the future. In spite of challenges and ever evolving industry dynamics, we have been able to achieve most of the milestones and this would not have been possible without its people whose contributions are invaluable.

Management would like to appreciate your consistent efforts, commitment to grow and continued association with ANAND Group.

Based on your performance in the Year 2022, you have been rated as (G) Good. The annual compensation revision has been calculated basis your Individual performance, Company's performance and the pay positioning of your job as per the internal and external industry benchmarks.

The revised compensation shall be applicable from 1st January 2023. This also includes Rs 50,000 P.A. as applicable market correction with reference to defined salary band under compensation philosophy. The summary of revised compensation along with increment for this year is given below for your reference.

Components	Current CTC	Revised CTC	Increase in CTC
Annual CTC	₹568,645	₹652,765	₹84,120

The detailed breakup of revised CTC is attached in the annexure on the next page. The next performance and compensation review will be due on 1st January 2024. All other terms and conditions shall be applicable as per company's policies and guidelines from time to time.

Looking forward for another exciting year as we embark on new journey with new opportunities and challenges. We are confident that you will continue to excel and take ANAND Group to a greater heights.

Congratulations!

For DANA ANAND India Private Limited

**Naresh Molli**

Chief Operating Officer

Authorized Signatory



We understand your world

HDFC Bank Ltd,  
I Think Techno Campus,  
Building Alpha,  
Next to Kanjurmarg Railway Station (East)  
Kanjurmarg (E), Mumbai- 400042

Appointment Letter

Personal & Confidential

Date: 24-11-2023

Name : Vaibhav Dnyaneshwar Kad

Location : Nagpur

Tentative Date of Joining : 01-12-2023

Dear Vaibhav,

Further to the interview & discussion you had with us, we are pleased to offer you as Sourcing for HSL- Sales Officer, in Branch Dealing - Sourcing for HSL at Sadar, Nagpur on the following terms and conditions:

Grade : S1

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic - A	128395	10700
HRA - B	64198	5350
Gross Salary	192593	16049
Employer Provident Fund	15407	
Total Fixed Cost to Company	208000	17333

\*Gross Salary is Sum of Basic & HRA components (A+B)

\*Employee contribution to PF will be debited from Gross Salary

Provident Fund:

You will be covered under the Bank's Provident Fund Rules and the Employees contribution towards the same, will be deducted from your monthly salary.

Tax Clause:

The monthly compensation payable to you will be subject to withholding of applicable income tax, professional tax and other statutory deductions (as applicable) from time to time.

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

1. Probationary Period:

1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.

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

Regd.Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
Corporate Identity No: L65920MH1994PLC08O618



1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

**2. Notice Period:**

2.1 In case you decide to leave the Bank's services after confirmation, you will be required to give thirty days notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving months notice or Salary in lieu of notice.

2.2 In case you decide to leave the Bank's services during probation period, you will be required to give fifteen days notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.

**3. Job description:**

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

**4. Location & Transfer:**

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

**5. Secrecy:**

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

**6. Alternative Employment:**

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

**7. Termination of employment:**

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

**8. Conditions Precedent:**

- a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- b) The self-declaration given by you in respect of your medical fitness is in order.

- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result (if applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.
- f) This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion

Please note that you have an option to reject or accept this offer. If you are agreeable to the above mentioned terms and conditions, please accept the offer online by clicking "Accept" tab/button in the portal/system by using your login ID and password within above mentioned date of uploading this Offer in the portal/system. In case no acceptance is received by us within above mentioned period, we presume that you have no interest to proceed further and accordingly the Offer Letter shall be deemed to be withdrawn.

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

Yours truly,



R Nagarajan

For HDFC Bank Limited  
HR Lead HR Shared Services

This appointment letter is a system generated letter with electronic signature of HDFC Bank Ltd.'s authorized signatory and hence no Appointment Letter with wet signature is provided additionally.

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

**Remuneration:**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic - A	128395	10700
HRA - B	64198	5350
Gross Salary	192593	16049
Employer Provident Fund	15407	
Total Fixed Cost to Company	208000	17333

**Incentives:**

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

**Benefits:**

- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy
- Total Mediclaim cover of Rs.2,00,000/- for self and spouse (Parents and Children not covered).

I read & understand the Annexure – A

**Signature of Applicant**

Name: Vaibhav Dnyaneshwar Kad



### **Important Note on Grooming Standards**

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.

#### **Grooming standards for Men**

**Hair-** Should be conservative, well maintained and cut short. Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

**Attire-** Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige) Shirts should be with full-length sleeves and worn with a tie (mandatory). If the occasion so demands (formal function / business call to an important Corporate / Client etc.) a blazer or suit appropriately chosen for the weather should be worn. Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

**Footwear-** Leather laced shoes with socks and coordinated with the trousers and belt. Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

**Others-** Neatly cut short nails, No ornaments except for obligatory ring or kada.

#### **Grooming standards for Women**

**Hair-** Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait Indian formal wear: Indian saris, Salwar suits.

**Western formal wear:** Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

**Attire-** Formal shirts with formal trousers or skirts. Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

**Footwear-** Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

**Others-** Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant