



Letter of Intent

March 17, 2023

Pragathi K

Andhra Loyola College, Vijayawada

Dear Pragathi K,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com

Yours faithfully,

For **HEXWARE TECHNOLOGIES LIMITED**

A handwritten signature in black ink that reads 'Monica Mathur'.

Monica Mathur

Vice President, Recruitment-India & APAC



HEXWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

April 04th, 2023

CONFIDENTIAL

To,
Mr. Talari Avinash
No:20-3/1-24 Flat No:F4 Srinidhi Apartments,
Ayodhya Nagar,Vijayawada,Andhra Pradesh-520003.

Dear Talari Avinash,

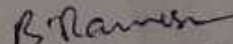
Sub: Offer Letter

This has reference to your application/resume and the subsequent discussions you had with the EDUQUITY team. Based on the discussions we have decided to offer you a position in our Company, as detailed below:

1. You are being offered the position of **Junior Software Engineer-Trainee(E-1)**.
2. Your Compensation package will be structured as per the Company's rules and in accordance with the prevailing Income Tax rules. You will receive a monthly Gross Pay (CTC) of Rs. 22,000/- (Rupees Twenty Two Thousand Only).
3. You would be required to join for duty latest by **June 11th, 2023**.
4. On the day you report for duty, please bring with you, A-4 size copies of the following documents:
 - 4.1 SSLC/School Leaving Certificate showing age.
 - 4.2 Graduation/Degree Certificate
 - 4.3 Post-graduation Marks cards and Degree/Certificate
 - 4.4 Experience Certificates/letters, if any
 - 4.5 Two (2) passport size photographs
 - 4.6 Relieving letter from your previous organization, if any.
5. The formal appointment letter and the Non-Disclosure Agreement will be given to you for signing and acceptance, upon your reporting for the duty.
6. You are requested to contact **Ramesh Kumar B**, on reporting to duty for completion of induction formalities.

If this offer is acceptable to you, kindly endorse the same by affixing your signature in the offer letter. We look forward to an eventful and mutually beneficial long-term association with you.

Yours faithfully,
For Eduquity Career Technologies (P) Ltd


Ramesh Kumar B
(Chief Technology Officer)

(Accepted by Candidate)

Reg Office :

Eduquity Career Technologies Pvt. Ltd.,

No. 433, 1st C Main, 7th Block Extension, Koramangala, Bangalore - 560 095

Tel: 91-80-43436000 Fax :91-80-43436060 www.eduquity.com

Corporate ID No.: U72200KA2000PTC027241

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 04/27/2023

Pragathi Kukkala

C11925375

41-1/15-4, Bapanaiah Nagar, Ranigarithota, Krishna lanka

7095390012

Dear **Pragathi Kukkala**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

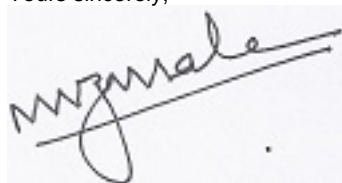
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Pragathi Kukkala

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344700/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, 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 fiscal year.

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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

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.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
 2. Original marksheet of all semester (PG/UG).
 3. Original provisional degree certificate or convocation degree certificate.
 4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
 5. Copy of Degree/PG/Diploma (as applicable) certificates.
 6. Passport copy, if available (if not please apply immediately).
 7. Pan Card
 8. Certification Completion Document (as mentioned in the eligibility criteria)
 9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Pragathi Kukkala

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 04/28/2023

Thunesh Malkapurapu

C11926450

20-31/1, NEAR NH9, WEST IBRAHIMPATNAM, IBRAHIMPATNAM, NTR DISTRICT, ANDHRA PRADESH, INDIA, 521456

9014959155

Dear **Thunesh Malkapurapu**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

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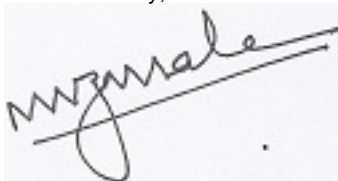
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We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Thunesh Malkapurapu

ANNEXURE I

COMPENSATION & BENEFITS

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(D)##Additional Discretionary Reimbursements	
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Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, 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 fiscal year.

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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

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.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
 2. Original marksheet of all semester (PG/UG).
 3. Original provisional degree certificate or convocation degree certificate.
 4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
 5. Copy of Degree/PG/Diploma (as applicable) certificates.
 6. Passport copy, if available (if not please apply immediately).
 7. Pan Card
 8. Certification Completion Document (as mentioned in the eligibility criteria)
 9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Thunesh Malkapurapu

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 05/19/2023

Rai Prakash

C11954283

6-238,Yadavula Bazar,Telaprolu,Unguturu Mandal,Krishna District,Andhra Pradesh-521109

6302713046

Dear **Rai Prakash**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

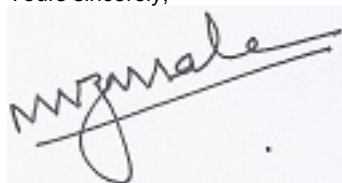
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Rai Prakash

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344200/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

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a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

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4. # (C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

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ANNEXURE II

Mandatory documentation at the time of onboarding:

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 2. Original marksheet of all semester (PG/UG).
 3. Original provisional degree certificate or convocation degree certificate.
 4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
 5. Copy of Degree/PG/Diploma (as applicable) certificates.
 6. Passport copy, if available (if not please apply immediately).
 7. Pan Card
 8. Certification Completion Document (as mentioned in the eligibility criteria)
 9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Rai Prakash

Date:

Disclaimer

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January 27, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear THUNESH MALKAPURAPU,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

TERMS & CONDITIONS OF SCHOLARSHIP

1. Profile:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

6. Project Readiness Program (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic Study:

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I THUNESH MALKAPURAPU, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at hospitality.accommodation@wipro.com and reimburse the same.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : [Java-MEAN](#)

Location Preferences 1 : [Hyderabad](#)

Skill Preferences 2 : [JAVA-J2EE](#)

Location Preferences 2 : [Bangalore](#)

Skill Preferences 3 : [ORACLE](#)

Location Preferences 3 : [Chennai](#)

☒ Accept ☐ Decline

☒ **Signature** [THUNESH MALKAPURAPU 27/1/2023 7:14 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T : +91 (80) 2844 0011

Doddakannelli

F : +91 (80) 2844 0054

Sarjapur
Road

E : info@wipro.com

Bengaluru
560 035

W : wipro.com

India

C : L32102KA1945PLC020800

26178815

OFFER LETTER

Date:06/03/2023.

Ref Code: ELT/23-24/214/ A

Dear T PRAMEELA,

Congratulations!!!

We are pleased to offer you employment at **SPEAKING TREE** as an **ENGLISH LANGUAGE TRAINER (ELT)** for the academic year (June/July 2023-March/April 2024). We feel that your skills and background will be valuable assets to our team. While welcoming you to be a part of SPEAKING TREE, we would like you to walk through and understand the terms and conditions.

INITIATORY TRAINING

1. You will have to undergo Initiatory training for 5-7 weeks in our H.O in the month of June 2023. During the initiatory training you will be required to sign an Assignment Agreement to work as a Professional English Language Trainer with us for at least one academic year.
2. This Initiatory training will primarily focus on the teaching and training techniques and will equip you with all the necessary qualities required to work in SPEAKING TREE. However, failing to perform well will effect on your placements and it may even lead to Assignment Agreement's termination.
3. You should be ready to work anywhere in Andhra Pradesh & Telangana after the successful completion of initiatory training.
4. Standard accommodation will be provided during the initiatory training and you will have to make your own arrangement for your food etc., if you are a non-resident of Vijayawada.

PERSONAL GROWTH

1. You will get to see the whole transformation of yourself in terms of English language proficiency and communication skills personally and professionally by imbibing self-confidence. You will get to meet the new 'YOU'. This will help you wherever you are in your career.

FINANCIAL & CAREER GROWTH

- You will be paid a professional fee of **Rs.16,000/-p.m** (Rupees Sixteen Thousand) from the date of your reporting.
- You will be certified for your English proficiency under **ENGLISH LANGUAGE SKILL ENHANCEMENT PROGRAM** after successful completion of one academic year.
- You will also be provided with added income source through **INDIAN NATIONAL GRAMMAR QUEST 2023-24 (INGQ) & JAAGO GENIUS 2023-24**.
- You will be provided standard accommodation from the date you report for your assignment and traveling allowance wherever applicable.
- Your sincere services will be valued at the end of successful completion of the academic year in the form of promotion which will enhance you to be a leader for a great team.

OFFICE REQUIREMENTS

1. You must submit any one of the academic original certificates to us at the start of the initiatory training.
2. Two months mandatory notice is required to discontinue your services before the closure of the academic year.
3. If failed to report at the work place after the Initiatory training, you will have to pay us Rs.40,000/- towards the training and facilities provided.

You will have to carry and submit these documents when you come for initiatory training without fail.

1. Any Academic Original Certificate.
2. PAN Card Copy
3. AADHAR copy
4. 5 Passport Size photos.

**Terms and conditions apply*

The entire team at SPEAKING TREE is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of the organization.

Note:- For any further clarifications please contact on +91-7093329963 / 9911993767 or email us at speakingtreevja@gmail.com

If you have read and understood the rules and regulations of the terms of appointment, send us an email hereby stating that you accept the offer to speakingtreevja@gmail.com by 15th April.

The date of the initiatory training will be intimated through mail and over the phone, once the acceptance letter is sent.

With Best Wishes



(Director)



Letter of Intent

March 24, 2023

Vennela

Andhra Loyola College, Vijayawada

Dear Vennela ,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur
Vice President, Recruitment-India & APAC

Vennela Karthik



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com



Welcome To Accenture

1 message

<emailservice@accenture.com>

To: rahul121119251ganesh@gmail.com

Mon, May 15, 2023 at 8:05 PM



**Hi Rahul Ganesh Chappidi,
Congratulations on your decision to join
Accenture! We are very excited to have
you
join our team!**

Your official start date might be days or even weeks away, but you do not have to wait to begin your journey with Accenture. You can get started right now.

Start by exploring '[Countdown to Accenture](#)' your personalized guide to learn what you can expect from your Accenture career.

Login using your personal email address as the username. If this is your first time logging into Accenture, or if you have forgotten your password, select the "Forget Password" link and follow the instructions.

If you have any trouble viewing this invitation or accessing the link above, please visit the [Frequently Asked Questions](#) page.

Accenture is committed to keeping your personal data secure and processing it in accordance with applicable data protection laws. Read our [privacy statement](#) and this [recruiting and hiring privacy statement](#), which include important information on why and how Accenture is processing your personal data.

Accenture has not authorized any agency, company or individual to either collect money or engage in any monetary arrangement in exchange for a job at Accenture. Accenture's criterion for hiring candidates is merit. Any agency, company, or individual offering employment with Accenture in exchange for money is misrepresenting their relationship with Accenture, which has not authorized any such action. If you are approached by any entity or individuals who demand money or any other form of compensation in return for a job offer at Accenture even if they present themselves as representatives or employees of Accenture, please send the details to

<https://businessethicsline.com/accenture/>.

This message is for the designated recipient only and may contain privileged, proprietary, or otherwise confidential information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the e-mail by you is prohibited. Where allowed by local law, electronic communications with Accenture and its affiliates, including e-mail and instant messaging (including content), may be scanned by our systems for the purposes of information security and assessment of internal compliance with Accenture policy. Your privacy is important to us. Accenture uses your personal data only in compliance with data protection laws. For further information on how Accenture processes your personal data, please see our privacy statement at <https://www.accenture.com/us-en/privacy-policy>.

Private & Confidential**14th April, 2023**

To

Mr. Vijaya Sai Chandra**Vijayawada.**

Dear Vijaya Sai Chandra,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - Associate** at an agreed annual compensation of **Rs. 246,939/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Vijaya Sai Chandra

Designation: Trainee - Associate

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	-
Total Monthly Earnings	17,079
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	15,000
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	19585
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	246,939

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar

Vice President - Operations



Data Marshall®
Healthcare Analytics | Revenue Enhancement

Data Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

6th March 2023

To

Mr. Shiva Lingam

Vijayawada.

Dear Shiva Lingam,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **TRAINEE - ANALYST** at an agreed annual compensation of **Rs. 327888/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **6th March 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

THRIVIKRAM DAMARAJU

HEAD – HUMAN RESOURCES

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 04/26/2023

Chinthala Shiva Pavan Kumar

C11923188

61-7/3-1, mahitha public school road, Balaji Nagar, Vijayawada

8074410773

Dear **Chinthala Shiva Pavan Kumar**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

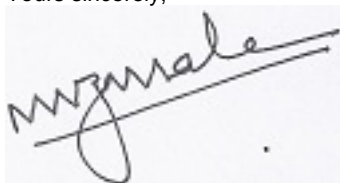
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Chinthala Shiva Pavan Kumar

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344700/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, 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 fiscal year.

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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

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.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
 2. Original marksheet of all semester (PG/UG).
 3. Original provisional degree certificate or convocation degree certificate.
 4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
 5. Copy of Degree/PG/Diploma (as applicable) certificates.
 6. Passport copy, if available (if not please apply immediately).
 7. Pan Card
 8. Certification Completion Document (as mentioned in the eligibility criteria)
 9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Chinthala Shiva Pavan Kumar

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



Data Marshall
Healthcare Analytics | Revenue Enhancement

Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

14th April, 2023

To

Ms. Akanksha M

Vijayawada.

Dear Akanksha M,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar

Vice President – Operations



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SALARY STRUCTURE

Name: Akanksha M

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar
Sharath Kumar

Vice President - Operations

OFFER LETTER

Date:06/03/2023.

Ref Code: ELT/23-24/215/C

Dear PULIPAKA MARYLINE,

Congratulations!!!

We are pleased to offer you employment at **SPEAKING TREE** as an **ENGLISH LANGUAGE TRAINER (ELT)** for the academic year (June/July 2023-March/ April 2024). We feel that your skills and background will be valuable assets to our team. While welcoming you to be a part of **SPEAKING TREE**, we would like you to walk through and understand the terms and conditions.

INITIATORY TRAINING

1. You will have to undergo Initiatory training for 5-7 weeks in our H.O in the month of June 2023. During the initiatory training you will be required to sign an Assignment Agreement to work as a Professional English Language Trainer with us for at least one academic year.
2. This Initiatory training will primarily focus on the teaching and training techniques and will equip you with all the necessary qualities required to work in **SPEAKING TREE**. However, failing to perform well will effect on your placements and it may even lead to Assignment Agreement's termination.
3. You should be ready to work anywhere in Andhra Pradesh & Telangana after the successful completion of initiatory training.
4. Standard accommodation will be provided during the initiatory training and you will have to make your own arrangement for your food etc., if you are a non-resident of Vijayawada.

PERSONAL GROWTH

1. You will get to see the whole transformation of yourself in terms of English language proficiency and communication skills personally and professionally by imbibing self-confidence. You will get to meet the new 'YOU'. This will help you wherever you are in your career.

FINANCIAL & CAREER GROWTH

- You will be paid a professional fee of **Rs.18,000/-p.m** (Rupees EighteenThousand) from the date of your reporting.
- You will be certified for your English proficiency under **ENGLISH LANGUAGE SKILL ENHANCEMENT PROGRAM** after successful completion of one academic year.
- You will also be provided with added income source through **INDIAN NATIONAL GRAMMAR QUEST 2023-24 (INGQ) & JAAGO GENIUS 2023-24.**
- You will be provided standard accommodation from the date you report for your assignment and traveling allowance wherever applicable.
- Your sincere services will be valued at the end of successful completion of the academic year in the form of promotion which will enhance you to be a leader for a great team.

OFFICE REQUIREMENTS

1. You must submit any one of the academic original certificates to us at the start of the initiatory training.
2. Two months mandatory notice is required to discontinue your services before the closure of the academic year.
3. If failed to report at the work place after the Initiatory training, you will have to pay us Rs.40,000/- towards the training and facilities provided.

You will have to carry and submit these documents when you come for initiatory training without fail.

1. Any Academic Original Certificate.
2. PAN Card Copy
3. AADHAR copy
4. 5 Passport Size photos.

**Terms and conditions apply*

The entire team at SPEAKING TREE is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of the organization.

Note:- For any further clarifications please contact on +91-7093329963 / 9911993767 or email us at speakingtreevja@gmail.com

If you have read and understood the rules and regulations of the terms of appointment, send us an email hereby stating that you accept the offer to speakingtreevja@gmail.com by 15th April.

The date of the initiatory training will be intimated through mail and over the phone, once the acceptance letter is sent.

With Best Wishes



(Director)

Private & Confidential**14th April, 2023**

To

Mr. Vipul Kankaria**Hyderabad.**Dear **Vipul Kankaria**,**Congratulations!**

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 289,565/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar**Vice President – Operations**



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SALARY STRUCTURE

Name: Vipul Kankaria

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8565
HRA	3426
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2138
Fixed Salary	17,129
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,129
CCA / NSA	3,500
Total Monthly Earnings	20,629
Deductions	
PF	1,800
ESI	129
Professional Tax	200
Income Tax	-
Total deductions	2,129
Net Salary per month	18,500
Monthly Benefits	
PF	1,950
ESI	557
Total Additional benefits	2,507
Cost to Company per month	23136
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,933
PLI	-
ANNUAL COST TO COMPANY	289,565

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

**** PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations



THOUGHT CIRCUITS SERVICES

Date: 03/13/2023

MR.Charan,

Subject: Appointment for post of Bench Sales Recruiter

* * *

Dear Charan Teja Bokka,

We are pleased to offer you, the position of **Bench Sales Recruiter** with **Thought Circuits Services LLC** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of **03/13/2023**

2. Job title

Your job title will be **Bench Sales Recruiter**, and you will report to **Mr. Avinash Krovvidi**, HR Manager.

3. Salary

You're Salary and other benefits will be as set out in schedule 1, hereto.

4. Place of posting

You will be posted at Vijayawada – Andhra Pradesh. You may however be required to work at any place of business which the company has, or may later acquire.

5. Hours of Work

The normal working days are from Monday to Friday. The normal working hours are from 7 PM IST to 4 AM IST and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.

Veterinary Colony, Road no: 2 , Lalitha Nivas, 1st floor ,Vijayawada , Andhra Pradesh.



THOUGHT CIRCUITS SERVICES

6. Leave/Holidays :

6.1 You are entitled to avail casual leave of **9** days

6.2 The Company shall notify a list of declared holidays at the beginning of each year.

7. Nature of duties

You are expected to perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

8. Company property

You should always maintain in good condition all the Company property, which will be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Borrowing/accepting gifts

You should not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by giving no less than 1 month prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.



THOUGHT CIRCUITS SERVICES

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable grounds to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

10.4 On the termination of your employment for whatever reason, you will return to the Company all properties; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10.5 On the termination of your employment for whatever reason, Incentives are no more applicable.

11. Confidential Information

11.1 During your employment with the company you are expected to devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.



THOUGHT CIRCUITS SERVICES

11.3 At any time, you should not remove any Confidential Information from the office without permission.

11.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

12. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court, Hyderabad, Telangana .

15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.



THOUGHT CIRCUITS SERVICES

We welcome you, and look forward to receiving your acceptance and to working with you.

Very Sincerely,

Avinash Krovvidi

HR Manager

E-Mail: avinash@thoughtcircuits.com

Phone: 8341365322

Please Sign and Submit one hard copy to Management as your acceptance

Full Name: Charan Teja Bokka

Signature:

Schedule I – Compensation Details

Salary Structure:

Veterinary Colony, Road no: 2 , Lalitha Nivas, 1st floor ,Vijayawada , Andhra Pradesh.



THOUGHT CIRCUITS SERVICES

Basic Salary	7500
Conveyance	1600
House rent allowance	3000
Medical allowance	1250
Additional Benefits	1650
Performance incentive	Depends on your performance
PF Contribution	
ESI Contribution	
Stock Option	
Car	
Telephone	

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Schedule II – Employee Duties & Responsibilities

Duties & Responsibilities:

- Responsible for end to end recruitment life cycle.
- Should have good knowledge on IT Software Technologies.
- Sourcing skills should have experience in working with Job Portals and other channels.
- Detailed analysis of the Job description to understand the client's requirement thoroughly.
- Familiarity with US Tax Terms.
- Excellent communication and convincing skills.
- MIS reporting.

Veterinary Colony, Road no: 2 , Lalitha Nivas, 1st floor ,Vijayawada , Andhra Pradesh.



THOUGHT CIRCUITS SERVICES

Private & Confidential**14th April, 2023**

To

Ms. Sai Tanuja Mangu**Vijayawada.**

Dear Sai Tanuja Mangu,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar**Vice President – Operations**



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SALARY STRUCTURE

Name: Sai Tanuja Mangu

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

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****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations



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Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

6th March 2023

To

Ms. Kondasani Harshitha

Vijayawada.

Dear Kondasani Harshitha,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **TRAINEE - ANALYST** at an agreed annual compensation of **Rs. 313488/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **6th March 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card/ Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

THRIVIKRAM DAMARAJU

HEAD – HUMAN RESOURCES

Private & Confidential

6th February 2023

To

Mr. Ejji Harish

Vijayawada.

Dear Ejji Harish,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **TRAINEE - BILLER** at an agreed annual compensation of **Rs. 246939/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **6th February 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

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We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd



THRIVIKRAM DAMARAJU

HEAD – HUMAN RESOURCES



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Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

6th February 2023

To

Ms. Chirangu Gowri

Vijayawada.

Dear Chirangu Gowri,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **TRAINEE - BILLER** at an agreed annual compensation of **Rs. 246939/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **6th February 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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For Data Marshall Pvt. Ltd

THRIVIKRAM DAMARAJU

HEAD – HUMAN RESOURCES

Private & Confidential**14th April, 2023**

To

Mr. AV Shanmukhanand**Hyderabad.**Dear **AV Shanmukhanand**,**Congratulations!**

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 289,565/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: AV Shanmukhanand

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8565
HRA	3426
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2138
Fixed Salary	17,129
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,129
CCA / NSA	3,500
Total Monthly Earnings	20,629
Deductions	
PF	1,800
ESI	129
Professional Tax	200
Income Tax	-
Total deductions	2,129
Net Salary per month	18,500
Monthly Benefits	
PF	1,950
ESI	557
Total Additional benefits	2,507
Cost to Company per month	23136
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,933
PLI	-
ANNUAL COST TO COMPANY	289,565

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

**** PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

24E166D95A6945D

Sharath Kumar

Vice President - Operations

Private & Confidential**14th April, 2023**

To

Mr. Ch Nanaji**Hyderabad.**Dear **Ch Nanaji**,**Congratulations!**

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 289,565/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

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4. Five latest Passport size color photographs in formal attire

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For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Ch Nanaji

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8565
HRA	3426
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2138
Fixed Salary	17,129
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,129
CCA / NSA	3,500
Total Monthly Earnings	20,629
Deductions	
PF	1,800
ESI	129
Professional Tax	200
Income Tax	-
Total deductions	2,129
Net Salary per month	18,500
Monthly Benefits	
PF	1,950
ESI	557
Total Additional benefits	2,507
Cost to Company per month	23136
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,933
PLI	-
ANNUAL COST TO COMPANY	289,565

Notes:

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**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

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**** PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations



Data Marshall®

Healthcare Analytics | Revenue Enhancement

Data Marshall Private Limited
Plot No.6, D.No.8-2-268/K/6,
Road No.2, Banjara Hills, Hyderabad,
Telangana - 500 034, India.

Tel: +91 (40) 23555729 & 30
Web: www.datamarshall.com
Email: info@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Date: 01-Mar-2023

To

Mr/Ms CHENNAKESAVA JYOTHI PRIYA,
HNO:9-109/9, DADDYS HOME, BUDDAVARAM,
VIJAYAWADA, ANDHRA PRADESH

Sub: Appointment

With reference to your application and subsequent discussions, we are pleased to offer you the position of "TRAINEE - AR in RCM" in our company.

Joining

1. Your date of joining is 01-Mar-2023.

Place of posting & work hours

2. You will be posted at HYDERABAD, but place of posting/work place is subject to change as per Company's business needs and requirements.
3. The total working hours per week are 48 hours. The work timings may change as per work requirement.
4. You may be required to work in shifts.

Probation & Tenure

5. You will be under Probation for a period of 6 months from the date of joining. If your performance during the probation period is found satisfactory, you will be absorbed on regular rolls of the Company. During the probation period, if your performance is not found to be satisfactory, the Management reserves the right to either extend the training period or terminate your employment without any notice.
6. You have confirmed that you will work with the Company for a minimum period of two (2) years from the date of joining.

Compensation

7. Compensation details are placed at Annexure. From time to time your salary will be reviewed as per Company policy. All statutory deductions will be applicable as per existing rules in force.
8. You are required to strictly maintain secrecy of your compensation package and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other ASSOCIATE in RCM of the Company except to authorized HR Team members of the Company.
9. In a similar way, when deputed to work/interact at the Client site, you are expected to maintain full confidentiality regarding your salary package, and you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients. Any breach of this clause is liable for termination of your services without any notice.

Other benefits

10. You will be entitled to leave, weekly off, paid holidays as applicable to your category (training/probation/regular) of employees and location of posting / place of work.
11. Bonus: You will be eligible for Annual Bonus as per company Policy.



December 09, 2022

Mr. Imran Baig
Door No 21-12-150/A, Kedaveswara Street, Madhura Nagar,
Vijaywada, Krishna Andra Pradesh Pin: 520011

Dear **Imran Baig**,

Sub: Appointment Letter dated 09th day of December 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **December 13, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Mangalore** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Imran Baig :
Date:

Annexure A: Total Rewards Statement**Name: Imran Baig****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f December 13, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



October 21, 2022

Mr. Sarvasiddi Bhargav
11-49-369, Sivalayam Street, Vijaya Shoe Mart, Kaleswararao Market,
Vijayawada (Urban), Krishna, Andhra Pradesh -520001

Dear **Sarvasiddi Bhargav**,

Sub: Appointment Letter dated 21st day of October 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **October 26, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Tirupati** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Sarvasiddi Bhargav :
Date:

Annexure A: Total Rewards Statement**Name: Sarvasiddi Bhargav****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f October 26, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



December 30, 2022

Mr. Pasupuleti Venkata Manohar
25-67/1, Padmapriya Enclave, Kabela, Vijaawada,
Krishna, Andra Pradesh Pin: 520012

Dear **Pasupuleti Venkata Manohar,**

Sub: Appointment Letter dated 30th day of December 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **January 03, 2023** or such other date notified in writing to you by the Company ("**Joining Date**") at **Visakhapatnam** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

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- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

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- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Tapas Kumar Dey
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Pasupuleti Venkata Manohar :
Date:

Annexure A: Total Rewards Statement**Name: Pasupuleti Venkata Manohar****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f January 03, 2023						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



September 02, 2022

Ms. Bogula Sindhu Sree
D No.57-7-8, Near Nri Indian Springs School, Postal Colony Rd,
Patamata, Vijayawada, Andhra Pradesh, 520010 India

Dear **Bogula Sindhu Sree,**

Sub: Appointment Letter dated 02nd day of September 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **September 06, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Kadapa** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Bogula Sindhu Sree:
Date:

Annexure A: Total Rewards Statement**Name: Bogula Sindhu Sree****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f September 06, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



September 16, 2022

Ms. Burri Himabindi
41-1/5-16 Gowtami Nagar First Line,
Krishna Lanka, Vijayawada, Andhra Pradesh.

Dear **Burri Himabindi**,

Sub: Appointment Letter dated 16th day of September 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **September 20, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Manika Awasthi
Vice President - Human Resources (AOCS, Engineering & CarGo)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Burri Himabindi:
Date:

Annexure A: Total Rewards Statement**Name: Burri Himabindi****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f September 20, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

Date: 5-Sep-2022

Name: Pattapagalu Siva Nagaraju

Subject: Offer Letter

Dear Pattapagalu Siva Nagaraju,

As per our discussion, we are pleased to offer you the position of "Field Sales Associate". As discussed, the broad terms of this letter of employment offer are set out hereinafter.

- Your employment shall begin from the date of your reporting at the premises of our esteemed Organization "ESSENCEA INFOSERV PRIVATE LIMITED" located at HYDERABAD.
- You are requested to report for work at your place of working office Plot No 16, First Floor, H.NO 1-72-3-16, Janaradhana Hills, Gachibowli, SERILINGAMPALLY, Hyderabad, Telangana, 500032, on dated 5-Sep-2022.
- Your employment with the company shall come to an end either upon completion of Fixed Term or on the date when the company's services agreement with its said business client will come to an end, whichever is earlier.
- For all reasons you will be deemed an employee of the ESSENCEA INFOSERV PRIVATE LIMITED.
- The formal letter of Appointment will be issued immediately after you join the Company.
- You are requested to submit the following documents prior to or at the time of your joining:
 - KYC Documents – Copy of Aadhaar card, PAN card, Passport size photograph, Copy of Nominee Aadhaar card.
 - Educational documents – Copy of 10th, 12th & Graduation Mark sheet.
 - Experience documents – Copy of Experience proof and proof of last salary drawn.
 - Cancel Cheque Copy or Bank Statement (Existing Saving bank Account, if any)
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer or your appointment thereafter at any time.



September 02, 2022

Ms. Sobila Ramya Sri

**H No. 74-13/1-9, P No. 177, New Rtc Colony, Kishore Nagar,
Vijayawada, Krishna, 520007, Andhra Pradesh, India**

Dear **Sobila Ramya Sri**,

Sub: Appointment Letter dated 02nd day of September 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **September 06, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Vijayawada** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

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Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

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- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

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- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

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- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

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(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

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For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Sobila Ramya Sri:
Date:

Annexure A: Total Rewards Statement**Name: Sobila Ramya Sri****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f September 06, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



September 02, 2022

Ms. Sobila Ramya Sri

**H No. 74-13/1-9, P No. 177, New Rtc Colony, Kishore Nagar,
Vijayawada, Krishna, 520007, Andhra Pradesh, India**

Dear **Sobila Ramya Sri**,

Sub: Appointment Letter dated 02nd day of September 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **September 06, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Vijayawada** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

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Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

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16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

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It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Sobila Ramya Sri:
Date:

Annexure A: Total Rewards Statement**Name: Sobila Ramya Sri****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f September 06, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
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A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
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	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

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****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

Name: Pathan Madar Khan

Date: 5-Sep-2022

Subject: Offer Letter

Dear Pathan Madar Khan,

As per our discussion, we are pleased to offer you the position of "Field Sales Associate". As discussed, the broad terms of this letter of employment offer are set out hereinafter.

- Your employment shall begin from the date of your reporting at the premises of our esteemed Organization "ESSENCEA INFOSERV PRIVATE LIMITED" located at HYDERABAD.
- You are requested to report for work at your place of working office Plot No 16, First Floor, H.NO 1-72-3-16, Janaradhana Hills, Gachibowli, SERILINGAMPALLY, Hyderabad, Telangana, 500032, on dated 5-Sep-2022
- Your employment with the company shall come to an end either upon completion of Fixed Term or on the date when the company's services agreement with its said business client will come to an end, whichever is earlier.
- For all reasons you will be deemed an employee of the ESSENCEA INFOSERV PRIVATE LIMITED.
- The formal letter of Appointment will be issued immediately after you join the Company.
- You are requested to submit the following documents prior to or at the time of your joining:
 - KYC Documents – Copy of Aadhaar card, PAN card, Passport size photograph, Copy of Nominee Aadhaar card.
 - Educational documents – Copy of 10th, 12th & Graduation Mark sheet.
 - Experience documents – Copy of Experience proof and proof of last salary drawn.
 - Cancel Cheque Copy or Bank Statement (Existing Saving bank Account, if any)
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer or your appointment thereafter at any time.





Gowtham Sai <gowthamsai1864@gmail.com>

ALM-30

205430

Reg: Offer Letter From Navata Road Transport

Recruitment Navata <recruitment@navata.com>

Wed, Feb 7 at 5:41 PM

To: gowthamsai1864@gmail.com <gowthamsai1864@gmail.com>

Cc: vineel@navata.com <vineel@navata.com>, rameshp@navata.com <rameshp@navata.com>

Dear Mr. U.Sai Gowtham,

Greetings from NAVATA!

This has reference to your interview with us for the position of "Senior Officer"

Since you have orally conveyed your acceptance for the position of **Senior Officer**, pay, terms and conditions, we forward herewith our formal "Offer Letter" for your reconfirmation of acceptance and date of joining.

Offer Letter

With reference to your application & successful interview, we are pleased to offer you the position of "Senior Officer" at our "Vijayawada Regional Office". Your salary will be **Rs.25,100/- per month (Twenty Five Thousand One Hundred Rupees Only)**.

In order to proceed with your joining process, you are requested to submit below required documents on or before **08/02/2024**.

1. Proof of age / Copy of SSC Certificate
2. Copies of all your relevant Educational qualification Certificates.
3. Copies of professional and experience Certificates of previous employment
4. Copy of relieving letter and latest pay slip from your recent employment
5. Form 16 (TDS certificate) / Copy of your PAN Card
6. Aadhar Card (Self & Family Members) (Date of Birth should match SSC certificate)
7. 2 passport size and 2 stamp size photographs
8. Bank account details (Updated Pass book copy or a cancelled cheque with IFSC code)
9. PF Account no & UAN (Universal Account number) of previous company.
10. Blood Group
11. Driving License

Note: Please bring your Original Educational & Professional Experience Certificates for verification purpose only and a set of Photocopies for submission.

This letter is issued on your declaration that you are not subjected to any disciplinary action at your present or previous employers and not held guilty in any legal proceedings. In the event of any information contrary to what you have declared/provided comes to the notice, the Firm reserves the right to withdraw the offer.

We look forward for you to join us on or before, **15/02/2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon by us in writing. Please give your acceptance through mail, on or before **08/02/2024**.

Regards,
Talent Acquisition Team
+91- 8885416143



To,

Name : Venkata Sai Manikanta Puligujju

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Venkata Sai Manikanta Puligujju,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.

- After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment
- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - **System and Application Services Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,00,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 25,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 3,25,500**
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 5,000 /-**
Notional Insurance Premium paid by Company – **INR 11,300 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 3,41,800/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

“This is an electronically generated document does not require signatures”



October 07, 2022

Mr. Benny Dev Spurgeon Putta
35-7-26, Boddu Sundaram Street,
Vijayawada-10

Dear **Benny Dev Spurgeon Putta,**

Sub: Appointment Letter dated 07th day of October 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **October 11, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Benny Dev Spurgeon Putta:
Date:

Annexure A: Total Rewards Statement**Name: Benny Dev Spurgeon Putta****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f October 11, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



Data Marshall®

Healthcare Analytics | Revenue Enhancement

Data Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

6th February 2023

To

Mr. Boddu Akhil

Vijayawada.

Dear Boddu Akhil,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **TRAINEE - BILLER** at an agreed annual compensation of **Rs. 246939/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **6th February 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

THRIVIKRAM DAMARAJU

HEAD – HUMAN RESOURCES



Congratulations! You have been selected to be part of Accenture!

1 message

donotreply.indiacampus <donotreply@indiacampus.accenture.com>
To: kvsnrkolapalli@gmail.com

Mon, Mar 6, 2023 at 14:11



See you soon at Accenture!

Dear Nageswara Rao Kolapalli,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. **You must accept our LOI within 5 days**, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

- Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.
- You will be redirected to the Dashboard Page.
- Click on the My Task tab on the top.
- Select the Task assigned.
- Download and read the Letter of Intent for no confusion.
- Select the check box and click on submit button for accepting the Letter of Intent.

For any queries you can login to the below link and go to Help section - choose appropriate category to raise your queries.

Link: <https://indiacampus.accenture.com/myzone/accenture/auth/login>

Your journey to the world of Accenture has just begun. See you soon!

Regards,
Recruitment Team
Accenture in India

Please note, that unless a formal employment offer is provided to candidate specifically determining the terms of employment with Accenture, nothing contained in this email or any identified processes for the purpose of candidate's participation in the interview process shall be considered as an offer for employment by Accenture notwithstanding any contents or communications mentioned in process documents or links.

Please be further informed that existence of an offer or offering any employment to a candidate shall be subject to business needs within Accenture or client requirements; mere clearance of any processes related to campus hiring does not by itself create an offer of employment for the candidate.

Stay Connected



> LEARN MORE ABOUT ACCENTURE CAREERS

> VISIT OUR BLOG

Accenture has not authorized any agency, company or individual to either collect money or arrive on any monetary arrangement in exchange for a job at Accenture. Accenture's criterion for hiring candidates is merit. Any agency, company or individual offering employment with Accenture in exchange for money is misrepresenting their relationship with Accenture, which has not authorized any such action. If you are approached by any entity or individuals who demand money or any other form of compensation in return for a job offer at Accenture – even if they present themselves as representatives or employees of Accenture – please send the details to <https://businessethicsline.com/accenture/>.

Accenture is committed to protecting your personal information. Your information will be collected, used and may be shared by Accenture with third party service providers to serve lawful purposes, for Accenture recruitment process, including processing of data by third party when required. Your information shall be held only as long as necessary to achieve the purpose for which it is collected. The use and transfer of your information will be strictly in accordance with the applicable data privacy law and in line with our privacy policy available at [privacy policy](#) and [Recruiting and Hiring Statement](#). Further, you agree and acknowledge that you have read Accenture's privacy policy and fully understand your rights to access, correct erase, object to processing, restrict to processing or withdraw your personal information anytime and seek a copy of the personal information.

Private & Confidential**14th April, 2023**

To

Ms. Swathi Chinni**Vijayawada.**

Dear Swathi Chinni,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Swathi Chinni

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations



December 09, 2022

Mr. Kalluri Avinash Reddy
1-3,Kondapuram,Penukonda Mandal,
Anantapur,515110,Andhra Pradesh,India

Dear **Kalluri Avinash Reddy,**

Sub: Appointment Letter dated 09th day of December 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **December 13, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Mangalore** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Kalluri Avinash Reddy :
Date:

Annexure A: Total Rewards Statement**Name: Kalluri Avinash Reddy****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f December 13, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 04/25/2023

Ramisetty Raman Kumar

C11911002

Bliss boys hostel, back side Novotel hotel, bharathi nagar 4th lane, Krishna district, Vijayawada.

9493771919

Dear **Ramisetty Raman Kumar**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

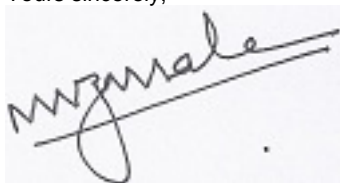
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Ramisetty Raman Kumar

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344700/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, 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 fiscal year.

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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

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.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
 2. Original marksheet of all semester (PG/UG).
 3. Original provisional degree certificate or convocation degree certificate.
 4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
 5. Copy of Degree/PG/Diploma (as applicable) certificates.
 6. Passport copy, if available (if not please apply immediately).
 7. Pan Card
 8. Certification Completion Document (as mentioned in the eligibility criteria)
 9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Ramisetty Raman Kumar

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Ms. Sanapati Radhika
24-28/1-38-22 ,
GULABI THOTA, BRTS ROAD,
VIJAYAWADA,
ANDHRA PRADESH - 520003.
Contact - 6300371274

19-07-2023

SBIL-Mark-13141

Dear Madam,

Offer Letter: Graduate Sales Trainee

With reference to your recent interview with us, we are pleased to offer you the position of Graduate Sales Trainee in Grade M9 Level L2. You will be on probation for a period of one year. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. Your compensation on Cost to Company basis will be as per details enclosed.

3. Your initial posting will be in Zone 2, Region (Andhra Pradesh) - VIJAYAWADA. However, the company reserves the right to utilise your services at any other place within or outside the country.

4. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4 (a) Joining in the company is subject to generation of employee code. Mere submitting the Joining Kit does not entitle the status of employee of the company. On receiving the joining kit the documents are validated post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.

4(b) Candidates who have earlier worked with SBI Life will be considered as an instance of rehiring. Please note that rehiring in the company is subject to fulfilling certain specific criteria and approval of the Competent Authority to this effect. It is advised to bring it to the notice of the company in writing with regards to rehiring in the company if you have worked with SBI Life earlier before acceptance of this offer. Any instance of non compliance will be considered as a case of non disclosure of facts having a significant impact on decision with respect to hiring of a candidate. All such cases will be considered as a violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and such persons/institution appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During the course of verification, there may be certain documents/facts/ proofs required to be produced from your side. Incase, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents. Incase of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you posses insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 60 days of your joining SBI Life failing which SBI Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SBI Life.

7. The company forbids hiring or holding employment of insurance agents whose agency code has been blacklisted. You are hereby advised to make sure the same before acceptance of this offer or else it will be considered as a violation of code of conduct and your continuation in the company will be solely at its discretion.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

10. For clarifications, please feel free to contact 7661006789 at Vijay Sai Kodeboyina or e-mail at vijay.kodeboyina@sbilife.co.in.

11. Please acknowledge receipt of this offer by returning this duplicate copy to the official referred in the annexure, within 7 days from the date of this letter, duly signed and stating your date of joining which should not be later than 24-07-2023.

Yours faithfully,

Mallikharjuna Rao Tanniru
Associate Vice President-HR

I, Sanapati Radhika, have read the above terms and conditions and hereby accept the offer.

Expected Date of Joining:

Signature:

MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Sanapati Radhika declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Annexure

The details of the official in-charge of you're joining formalities with necessary documents and testimonials required when you report to join *SBI Life* are given below. Please contact the concerned official with prior appointment for necessary advices and scrutiny of your documents:

Name: Naga Vishnu Vardhan Goparaju (Regional Manager)

Address: VIJAYAWADA

Contact No: 9177424007

List of documents: Please bear the following documents (**original & 2 set of photocopies each**) when you join *SBI Life Insurance*:

A. Education Qualifications:

1. SSC Mark sheet
2. HSC Mark sheet
3. Graduation Mark sheet & Certificate (**Mandatory**)
4. Post Graduation Mark sheet & Certificate (**If Any**) (**Mandatory**)
5. Any Other Additional Qualifications Certificate & Mark-sheet detailed during application

B. Work Experience Letters **From Previous Two Employers (Mandatory)** as follows -

1. Copy of Relieving letter or Resignation acceptance letter
2. Appointment letter / Offer letter, Experience letter, Employee no., Reporting Persons Name & Contact nos.
3. **NOC from prior Organisation in case of Insurance Advisors.**

C. Proof of Birth Identity & Address

PAN Card (**Mandatory**)

Passport / Driving License / or any other appropriate document issued by competent authority

D. Three Passport size colour photographs (**Mandatory**)

** Your Employee no. will be created by Human Resources on the day you report to work.*

** Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.*

Private & Confidential**14th April, 2023**

To

Ms. Y Bhavani Dedeeepya**Vijayawada.**

Dear Y Bhavani Dedeeepya,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

24E165D65A6945D...
Sharath Kumar

Vice President – Operations



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Y Bhavani Dedeepya

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations

Private & Confidential**14th April, 2023**

To

Ms. Lavanya M**Vijayawada.**

Dear Lavanya M,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

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2. Photocopy of Proof of Address (Aadhar card)
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4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Lavanya M

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations



Data Marshall
Healthcare Analytics | Revenue Enhancement

Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

14th April, 2023

To

Ms. Jyothisai D

Vijayawada.

Dear Jyothisai D,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

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For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar

Vice President – Operations



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Jyothisai D

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
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PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

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****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 04/27/2023

Bhavana Katta

C11925367

D.no:45-16-23/1, Kummari bajar , Gunadala , Vijayawada

6281375766

Dear **Bhavana Katta**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

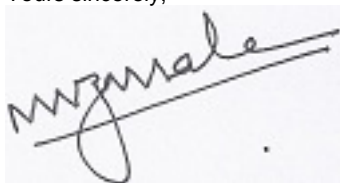
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Bhavana Katta

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344700/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, 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 fiscal year.

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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

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.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
 2. Original marksheet of all semester (PG/UG).
 3. Original provisional degree certificate or convocation degree certificate.
 4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
 5. Copy of Degree/PG/Diploma (as applicable) certificates.
 6. Passport copy, if available (if not please apply immediately).
 7. Pan Card
 8. Certification Completion Document (as mentioned in the eligibility criteria)
 9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Bhavana Katta

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Private & Confidential**14th April, 2023**

To

Ms. Zahedunnissa Md**Vijayawada.**

Dear Zahedunnissa Md,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Zahedunnissa Md

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations

Ms. Tulimelli Nirmala Jyothi
47-4-28 LURDHU NAGAR,
GUNADALA,
VIJAYAWADA,
ANDHRA PRADESH - 520004.
Contact - 9392851355

19-07-2023

SBIL-Mark-13143

Dear Madam,

Offer Letter: Graduate Sales Trainee

With reference to your recent interview with us, we are pleased to offer you the position of Graduate Sales Trainee in Grade M9 Level L2. You will be on probation for a period of one year. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. Your compensation on Cost to Company basis will be as per details enclosed.

3. Your initial posting will be in Zone 2, Region (Andhra Pradesh) - VIJAYAWADA. However, the company reserves the right to utilise your services at any other place within or outside the country.

4. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4 (a) Joining in the company is subject to generation of employee code. Mere submitting the Joining Kit does not entitle the status of employee of the company. On receiving the joining kit the documents are validated post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.

4(b) Candidates who have earlier worked with SBI Life will be considered as an instance of rehiring. Please note that rehiring in the company is subject to fulfilling certain specific criteria and approval of the Competent Authority to this effect. It is advised to bring it to the notice of the company in writing with regards to rehiring in the company if you have worked with SBI Life earlier before acceptance of this offer. Any instance of non compliance will be considered as a case of non disclosure of facts having a significant impact on decision with respect to hiring of a candidate. All such cases will be considered as a violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and such persons/institution appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During the course of verification, there may be certain documents/facts/ proofs required to be produced from your side. Incase, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents. Incase of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you posses insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 60 days of your joining SBI Life failing which SBI Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SBI Life.

7. The company forbids hiring or holding employment of insurance agents whose agency code has been blacklisted. You are hereby advised to make sure the same before acceptance of this offer or else it will be considered as a violation of code of conduct and your continuation in the company will be solely at its discretion.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

10. For clarifications, please feel free to contact 7661006789 at Vijay Sai Kodeboyina or e-mail at vijay.kodeboyina@sbilife.co.in.

11. Please acknowledge receipt of this offer by returning this duplicate copy to the official referred in the annexure, within 7 days from the date of this letter, duly signed and stating your date of joining which should not be later than 24-07-2023.

Yours faithfully,

Mallikharjuna Rao Tanniru
Associate Vice President-HR

I, Tulimelli Nirmala Jyothi, have read the above terms and conditions and hereby accept the offer.
Expected Date of Joining: Signature:

MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Tulimelli Nirmala Jyothi declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Annexure

The details of the official in-charge of you're joining formalities with necessary documents and testimonials required when you report to join *SBI Life* are given below. Please contact the concerned official with prior appointment for necessary advices and scrutiny of your documents:

Name: Abhishek Priyadarshi (Credit Life Manager)

Address: VIJAYAWADA

Contact No: 9848922611

List of documents: Please bear the following documents (**original & 2 set of photocopies each**) when you join *SBI Life Insurance*:

A. Education Qualifications:

1. SSC Mark sheet
2. HSC Mark sheet
3. Graduation Mark sheet & Certificate (**Mandatory**)
4. Post Graduation Mark sheet & Certificate (**If Any**) (**Mandatory**)
5. Any Other Additional Qualifications Certificate & Mark-sheet detailed during application

B. Work Experience Letters **From Previous Two Employers (Mandatory)** as follows -

1. Copy of Relieving letter or Resignation acceptance letter
2. Appointment letter / Offer letter, Experience letter, Employee no., Reporting Persons Name & Contact nos.
3. **NOC from prior Organisation in case of Insurance Advisors.**

C. Proof of Birth Identity & Address

PAN Card (**Mandatory**)

Passport / Driving License / or any other appropriate document issued by competent authority

D. Three Passport size colour photographs (**Mandatory**)

*** Your Employee no. will be created by Human Resources on the day you report to work.**

*** Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.**



September 30, 2022

Mr. G Cyril Francis
26-156A, Gnanapuram ,Nandyal, Kurnool
Pin Code :518501 Andhra Pradesh, India

Dear **G Cyril Francis**,

Sub: Appointment Letter dated 30th day of September 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **October 04, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

G Cyril Francis :
Date:

Annexure A: Total Rewards Statement**Name: G Cyril Francis****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f October 04, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



ENFIVE SYSTEMS PRIVATE LIMITED

Corp. Off.: #23, F.No: S3, 2nd Floor, Shila Enclave,
Rengasamy Street, Besides A2B, Chrompet, Chennai - 600 044.

Regd. Off.: 10, M S Nagar, Ponnagaram, Netham Road, Dindigul - 624 003.

Ref. No. :-

ENFIVE / 2022 / 15

DATE :

12.12.2022

To,

Mrs Patnam Suryaprakash,

44/15/43 Lenin Nagar,

Gunadala, Andra Pradesh 520004.

Mobile No: 9290864277

Dear **Patnam Suryaprakash,**

Sub: Offer Letter for Appointment

With reference to your application and subsequent interview you had with us, we are pleased to offer you as designation "**Helpdesk Assistant Cum Attendent**" W.e.f 14.12.2022 to our client site **M/s. Airport Authority of India, Thirupati.**, with the following terms and conditions. The Salary will be paid based on the current Minimum Wages as applicable and necessary statutory deduction will be made in fixed Gross salary (if & where applicable).

The terms and conditions governing your employment and service with the Company are as follows:-

- Your appointment is valid for one year from date of joining.
- You are expected to abide by the rules and regulations of the company where you are posted.
- You will abide by the working hours, where you are posted from time to time.
- Depending on the operational requirements of the Company, your shifts & working hours will be as follows:
General Shift: 9.00 am to 6.00pm
1st Shift : 6.00 am to 2.00pm
2nd shift : 2.00 pm to 10.00pm
- Salary will be credited only in your bank account.
- You will be posted presently at **M/s. Airport Authority of India, Thirupati.** And liable to transfer to any site based on requirement.
- You will report any issue related Operation / Administrative issues to designated authorities of **ENFIVE SYSTEMS PVT LTD.**, Chennai and will not report to client unless you are asked to do so by designated authority.

Page 1 of 3





December 30, 2022

Ms. Undrakunta Joshitha Sri Durga Gowd
43-106/1-2B,Sf-201, Kalayangowri,
Indiranaik Nagr Vijayawada, Krishna

Dear **Undrakunta Joshitha Sri Durga Gowd,**

Sub: Appointment Letter dated 30th day of December 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **January 03, 2023** or such other date notified in writing to you by the Company ("**Joining Date**") at **Visakhapatnam** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

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- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

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- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

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- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

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Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

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For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Tapas Kumar Dey
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Undrakunta Joshitha Sri Durga Gowd :
Date:

Annexure A: Total Rewards Statement**Name: Undrakunta Joshitha Sri Durga Gowd****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f January 03, 2023						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



December 30, 2022

Ms. Kokku Keerthi Nagendra
20/380-1, Panduranga High School, Chilakalapudi,
Machilipatnal, Krishna

Dear **Kokku Keerthi Nagendra,**

Sub: Appointment Letter dated 30th day of December 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **January 03, 2023** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Tapas Kumar Dey
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Kokku Keerthi Nagendra :
Date:

Annexure A: Total Rewards Statement**Name: Kokku Keerthi Nagendra****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f January 03, 2023						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

----- Forwarded message -----

From: **Loretta Sharon Vincent (HR,HYD)** <Loretta.Vincent@goindigo.in>

Date: Mon, 26 Sept, 2022, 14:41

Subject: Offer Break up = Officer - Security (TIR) = READ ENTIRE MAIL CAREFULLY.

To:

Dear Candidate, **P. Naga souseelya**

This is to inform that you have been shortlisted as **Officer – Security** based at **TIR**.

Kindly find the CTC details offered & benefits mentioned below. Go through the same and share your acceptance by replying to the same email.

Your tentative DOJ will be subject to documentation clearance.

Band A (AOCS & Cargo)		
Annual CTC	175,000	
Monthly CTC	14,584	
Current Basic		
	Monthly Amount	Annual Amount
Basic	5,104	61,248
HRA	2,552	30,624
Special Allow	4,117	49,404
Total (A)	11,773	141,276
Meal Cards	-	-
Car Maint	-	-
Driver	-	-
Car Scheme	-	-
Total (B)	-	-
PF	1,107	13,284
Gratuity	246	2,952
Total (C)	1,353	16,236
Total Gross (A+B+C)	13,126	157,512
Monthly Bonus	729	8,748
Annual Bonus	729	8,748
Total (D)	1,458	17,496
CTC	14,584	175,008
PLI	-	-
Total (E)	-	-
TCTC	14,584	175,008

Below Points to Note :

- **No Efficiency Bonus is applicable as per Current Terms & Conditions of Offer**
- **Transport Allowance will be Rs. 7500/- payable for Metro Station & 6000 for Non Metro.**

Please also note that IndiGo may be required to share the information furnished by you, with its third party service partners in relation to verification of any document and you agree that you have no objection to the disclosure of such information.

IndiGo reserves the right to revoke this offer of employment for any reason whatsoever prior to the execution of an employment agreement between Indigo and yourself.

Mandatory Documents Required for Joining	
Sr. No.	
1	10th Class Certificate and Mark sheet = Mark sheet required In Hard copy. Online result copy will be valid for few days only.
2	12th Class Certificate and Mark sheet/ Diploma Certificate = Mark sheet required In Hard copy. Online result copy will be valid for few days only.
3	Graduation Degree and Mark sheets = Mark sheets of all semesters required In Hard copy. Online result copy will be valid for few days only.
4	Passport/In case Passport Issue Year is before 2016 then police Verification is needed In case of No Passport then also Police Verification is mandatory = Police verification letter for the AEP (Airport Entry Pass) will be provided by the AEP department person from your respective Airport.
5	Aadhar Card & PAN card = Both are mandatory. Name should match on Aadhar & Pan card. In case there is a mismatch inform your HR get the same rectified immediately.
7	Relieving Letter/Resignation Letter from last employer if applicable(Resignation Letter should be approved by your manager and LWD Should be mentioned) = Letter should be issued on company letter head by the HR department ONLY.
8	Airport Entry Pass(AEP) Receiving Copy along with BCAS Surrender Copy (In Case you are working at any Airport the AEP receiving copy Is compulsory to submit along with BCAS Verification)

Regards,

Loretta Vincent

Human Resources

South Region

**ENFIVE SYSTEMS PRIVATE LIMITED**

Corp. Off.: #23, F.No: S3, 2nd Floor, Shila Enclave,
Rengasamy Street, Besides A2B, Chrompet, Chennai - 600 044.

Regd. Off.: 10, M S Nagar, Ponnagaram, Netham Road, Dindigul - 624 003.

Ref. No. :-

ENFIVE / 2022 / 15

DATE :

12.12.2022

To,

Mrs Patnam Suryaprakash,

44/15/43 Lenin Nagar,

Gunadala, Andra Pradesh 520004.

Mobile No: 9290864277

Dear **Patnam Suryaprakash,**

Sub: Offer Letter for Appointment

With reference to your application and subsequent interview you had with us, we are pleased to offer you as designation **"Helpdesk Assistant Cum Attendent"** W.e.f 14.12.2022 to our client site **M/s. Airport Authority of India, Thirupati.**, with the following terms and conditions. The Salary will be paid based on the current Minimum Wages as applicable and necessary statutory deduction will be made in fixed Gross salary (if & where applicable).

The terms and conditions governing your employment and service with the Company are as follows:-

- Your appointment is valid for one year from date of joining.
- You are expected to abide by the rules and regulations of the company where you are posted.
- You will abide by the working hours, where you are posted from time to time.
- Depending on the operational requirements of the Company, your shifts & working hours will be as follows:
General Shift: 9.00 am to 6.00pm
1st Shift : 6.00 am to 2.00pm
2nd shift : 2.00 pm to 10.00pm
- Salary will be credited only in your bank account.
- You will be posted presently at **M/s. Airport Authority of India, Thirupati.** And liable to transfer to any site based on requirement.
- You will report any issue related Operation / Administrative issues to designated authorities of **ENFIVE SYSTEMS PVT LTD.**, Chennai and will not report to client unless you are asked to do so by designated authority.

Page 1 of 3





ENFIVE SYSTEMS PRIVATE LIMITED

Corp. Off.: #23, F.No: S3, 2nd Floor, Shifa Enclave,

Rengasamy Street, Besides A2B, Chrompet, Chennai - 600 044.

Regd. Off.: 10, M.S.Nagar, Ponnagaram, Natham Road, Dindigul - 624 003.

DATE :

Ref. No. :-

- At the time of joining you will be submitting the photocopies of Educational Certificate, Pan Card, Address Proof, Aadhaar card, Bank passbook, Family Members Aadhaar, colour photo(Passport size:3).
- Your Performance will be reviewed for Two months starting from date of joining. If you do not fulfill the requirements you will be relieved from the duty. However, this period can be extended based on the individual's performance and at the discretion of the management.
- During the tenure of your employment in the company, you are expected to devote your whole time and attention to your duties and you shall not engage yourself in any other business or occupation (part time or otherwise) without written permission of the company.
- Inside the site Personal phone call, Smoking, Tobacco and other drugs are strictly prohibited, will be fined and terminated if found involved.
- You should obey, adhere and meet the work requirements of client. Any deviation in compliance will lead to indiscipline of working hours, punishment, Fine and termination from the service.
- It is your responsibility for your personal hygiene, Covid-19 virus or any pandemic and insurance towards it. Hence no compensation will be given from our end.
- You will be employed in the service of the company only as long as you are medically fit for employment in all aspects. Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service.
- If you are absent yourself without information or extending granted leave you shall be considered as having voluntarily terminated unless you return to work within 2 days and give suitable explanation which is to satisfy your superior.
- For any violation inside the site where you work like, not reporting duty on time, Sleeping, not working, without uniform etc., client will impose penalty which will be deducted in your salary.
- The company will have right to terminate if you are not complying instruction of your superior officer or in the event of breach the terms and conditions of this offer or any wrong information given by you in resumes/Aadhaar/Educational Certificates/Payslip/Bank details etc, or misconduct.

Page 2 of 3





ENFIVE SYSTEMS PRIVATE LIMITED

Corp. Off.: #23, F.No: S3, 2nd Floor, Shifa Enclave,
Rengasamy Street, Besides A2B, Chrompet, Chennai - 600 044.
Regd. Off.: 10, M.S Nagar, Ponnagaram, Natham Road, Dindigul - 624 003.

Ref. No. :-

DATE :

- Notice period of One month to be given if intended to resign (can be given only after 12 months of service with us) and should physically work in that period. If not, amount will be recovered from your salary, other deductions and training charges for Rs.25000/- to be paid.
- Upon relieving from services, you should approach our HR department at Chennai for final settlements.
- Company/Client will not provide Transportation facilities, Accommodation and Food.

For ENFIVE SYSTEMS PRIVATE LIMITED

GENERAL MANAGER

I have read and understood the terms and conditions stated above and hereby agree.

Name: _____ Signature _____ Date: _____





September 09, 2022

Ms. Kamatham Vydehi
D.No 1-218/A, Kothapet, Mangalagiri,
Guntur, 522503, Andhra Pradesh, India

Dear **Kamatham Vydehi,**

Sub: Appointment Letter dated 09th day of September 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **September 13, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Kamatham Vydehi:
Date:

Annexure A: Total Rewards Statement**Name: Kamatham Vydehi****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f September 13, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



October 07, 2022

Mr. Perike Teja

**Jahnavi Residency Ff2, Jai Jawan St, Ballem Vari St, Murali Nagar,
Vijayawada, Krishna District, Andhra Pradesh, India**

Dear **Perike Teja**,

Sub: Appointment Letter dated 07th day of October 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **October 11, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Perike Teja:
Date:

Annexure A: Total Rewards Statement**Name: Perike Teja****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f October 11, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

Date: 5-Sep-2022

Name: Vankayalapati Yuva Chandra

Subject: Offer Letter

Dear Vankayalapati Yuva Chandra

As per our discussion, we are pleased to offer you the position of "Field Sales Associate". As discussed, the broad terms of this letter of employment offer are set out hereinafter.

- Your employment shall begin from the date of your reporting at the premises of our esteemed Organization "ESSENCEA INFOSERV PRIVATE LIMITED" located at HYDERABAD.
- You are requested to report for work at your place of working office **Plot No 16, First Floor, H.NO 1-72-3-16, Janaradhana Hills, Gachibowli, SERILINGAMPALLY, Hyderabad, Telangana, 500032**, on dated **5-Sep-2022**
- Your employment with the company shall come to an end either upon completion of Fixed Term or on the date when the company's services agreement with its said business client will come to an end, whichever is earlier.
- For all reasons you will be deemed an employee of the ESSENCEA INFOSERV PRIVATE LIMITED.
- The formal letter of Appointment will be issued immediately after you join the Company.
- You are requested to submit the following documents prior to or at the time of your joining;
 - KYC Documents – Copy of Aadhaar card, PAN card, Passport size photograph, Copy of Nominee Aadhaar card.
 - Educational documents – Copy of 10th, 12th & Graduation Mark sheet.
 - Experience documents – Copy of Experience proof and proof of last salary drawn.
 - Cancel Cheque Copy or Bank Statement (Existing Saving bank Account, if any)
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer or your appointment thereafter at any time.



Date: 5-Sep-2022

Name: Mohammad Anwar Hussain

Subject: Offer Letter

Dear Mohammad Anwar Hussain,

As per our discussion, we are pleased to offer you the position of "Field Sales Associate". As discussed, the broad terms of this letter of employment offer are set out hereinafter.

- Your employment shall begin from the date of your reporting at the premises of our esteemed Organization "ESSENCEA INFOSERV PRIVATE LIMITED" located at HYDERABAD.
- You are requested to report for work at your place of working office Plot No 16, First Floor, H.NO 1-72-3-16, Janardhana Hills, Gachibowli, SERILINGAMPALLY, Hyderabad, Telangana, 500032, on dated 5-Sep-2022
- Your employment with the company shall come to an end either upon completion of Fixed Term or on the date when the company's services agreement with its said business client will come to an end, whichever is earlier.
- For all reasons you will be deemed an employee of the ESSENCEA INFOSERV PRIVATE LIMITED.
- The formal letter of Appointment will be issued immediately after you join the Company.
- You are requested to submit the following documents prior to or at the time of your joining:
 - KYC Documents – Copy of Aadhaar card, PAN card, Passport size photograph, Copy of Nominee Aadhaar card.
 - Educational documents – Copy of 10th, 12th & Graduation Mark sheet.
 - Experience documents – Copy of Experience proof and proof of last salary drawn.
 - Cancel Cheque Copy or Bank Statement (Existing Saving bank Account, if any)
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer or your appointment thereafter at any time.

Fwd: On-boarding

Inbox



Samba Kolusu 13:21 (2 hours ago)

to me

202228

----- Forwarded message -----

From: **Recruitment Team** <Jobs@ramcocements.co.in>

Date: Mon, 19 Jun 2023, 17:19

Subject: On-boarding

To: <kolususambasivarao8@gmail.com>

Cc: <shivakumarm@ramcocements.co.in>

Dear Venkata Samba Siva Rao Kolusu,

Greetings from Ramco!!!

Thanks for your acceptance mail on CTC. We are much delighted to have you in Ramco 's Family.

As part of documentation, Kindly click on the below link and upload the following:

[Ramco](#)

Use your Email Id to login and password remains the same, as created by you.

Use "Forgot Password" option incase if you forgot the password.

Go to >> Home >> Joining >> Upload Documents

1. Academic Documents

- a. SSC / 10th Certificate
- b. Intermediate/12th Certificate
- c. UG/Dip Semester wise Mark sheets/Consolidated
- d. UG/Dip Degree & Provisional Certificate
- e. PG Semester wise Mark sheets / Consolidated
- f. PG Degree & Provisional Certificate

b. Experience related Documents

- a. Last 3 Months Pay Slips
- b. Latest Increment Letter
- c. Latest CTC Break Up
- d. Current Organisation - Appointment Letter
- e. Experience/Relieving letter of Previous Employments

You can start uploading and complete the process within 48 hours of receiving this mail. This will help us in completing the Background Verification process at the earliest.

In the meantime, you will also get a separate mail from us on "Pre-Employment Medical Check-up". Kindly follow the instructions given in the mail and complete your check-up.

Your Offer is subject to you being found medically fit & favourable Background verification report.

Please feel free to reach out to us in case of any doubts.

Shivakumar M
ASST.MANAGER-RECRUITMENT

***** **Disclaimer** *****

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***** **End of Disclaimer** *****

Fwd: On-boarding

Inbox



Badrinath Mailavarapu <badrinath0304@gmail.com> 12:46 (8 minutes ago)

to me

202240

----- Forwarded message -----

From: **Recruitment Team** <Jobs@ramcocements.co.in>

Date: Mon, Jun 19, 2023, 15:08

Subject: On-boarding

To: <badrinath0304@gmail.com>

Cc: <shivakumarm@ramcocements.co.in>

Dear Mailavarapu.Badrinath Guptha,

Greetings from Ramco!!!

Thanks for your acceptance mail on CTC. We are much delighted to have you in Ramco 's Family.
As part of documentation, Kindly click on the below link and upload the following:

[Ramco](#)

Use your Email Id to login and password remains the same, as created by you.
Use "Forgot Password" option incase if you forgot the password.

Go to >> Home >> Joining >> Upload Documents

1. Academic Documents

- a. SSC / 10th Certificate
- b. Intermediate/12th Certificate
- c. UG/Dip Semester wise Mark sheets/Consolidated
- d. UG/Dip Degree & Provisional Certificate
- e. PG Semester wise Mark sheets / Consolidated
- f. PG Degree & Provisional Certificate

b. Experience related Documents

- a. Last 3 Months Pay Slips
- b. Latest Increment Letter
- c. Latest CTC Break Up
- d. Current Organisation - Appointment Letter
- e. Experience/Relieving letter of Previous Employments

You can start uploading and complete the process within 48 hours of receiving this mail. This will help us in completing the Background Verification process at the earliest.

In the meantime, you will also get a separate mail from us on "Pre-Employment Medical Check-up".

Kindly follow the instructions given in the mail and complete your check-up.

Your Offer is subject to you being found medically fit & favourable Background verification report.

Please feel free to reach out to us in case of any doubts.

Shivakumar M
ASST.MANAGER-RECRUITMENT

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*******End of Disclaimer*******

Date: Jul 23, 2023
Offer No : QS3170289

MADHIRE ALLU REDDY
FLAT NO 66THHIGH SCHOOL ROAD,PATAMATA,VIJAYAWADAT520010N
VIJAYAWADA
ANDHRA PRADESH

FIXED TERM EMPLOYMENT CONTRACT

Dear **MADHIRE ALLU REDDY**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to Quess Corp Ltd under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from JUL 24, 2023 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract,you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from JUL 24, 2023 to OCT 23, 2023.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

Quess Confidential
This is a system generated letter

Offer No : QS3170289

Page 1

QUESS Corp Ltd
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.

You are required to work at client's location at VIJAYAWADA.

POSITION:

You are appointed as SENIOR ASSISTANT.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid OCT 23, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained as per the inputs provided by the relevant attendance monitoring system deployed which needs to be mandatorily sent to the contact person at VENDOR NAME within the cut-off date as mutually agreed for pay-roll processing.

Working under the influence of alcohol and use of tobacco:

You shall not work / enter the premises under the influence of alcohol, consume or possess any sedative substance and shall restrict from consuming paan, gutka and tobacco in any form. If found consuming or possessing such restrictive items, management shall take necessary disciplinary action which may lead to termination also.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including

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This is a system generated letter

Offer No : QS3170289

Page 2

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you. You are bound to abide by and adhere to the policies, rules & regulations enforced by the company from time to time including but not limited to code of conduct, Discipline, Business Ethics and contract of employment. Such policies, rules and regulations may be subject to alternation and amendment from time to time at the sole direction of the company and you shall be covered under them. Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regards to the subject matter

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

Quess Confidential
This is a system generated letter

Offer No : QS3170289

Page 3

QUESS Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

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Offer No : QS3170289

Page 4

QUESS Corp Ltd

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<http://www.queesscorp.com> | Toll Free No: 1800-572-3333



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Open the camera on your smart phone and scan.

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

ID CARD:

Basis requirement, You will be issued ID Card at the time of joining. Displaying your ID Card is mandatory during your duty hours. At the time of Exit ,You will be required to submit the ID Card to our COE Centre (Address Given Below).

In case, you fail to submit your ID Card, you will be liable to pay back Rs.50/- and it will be recovered from your Full & Final Settlement.

Quess	Corp	Limited		
COE	(Centre	Of	Experience)	
8th	Floor,	A-19,31	Raghukul	Tower,
Sirsi	Road,	Khatipura	(T-Point)	
Jaipur,	Rajasthan	302021		

Note:

1. It is Employee responsibility to submit the card to COE Centre and also share the Courier Receipt over email idcards@quesscorp.com with subject line OMS ID/Employee ID.

2. In case Employee notify that He / She has lost the Card then they have to mandatorily notify it in written (Email / Letter) to idcards@quesscorp.com

You shall report to work on Jul 24 2023 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates

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Page 5

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2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh

Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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Page 6

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Compensation Sheet

Offer No: **QS3170289**

Associate Name: **MADHIRE ALLU REDDY**

Designation: **SENIOR ASSISTANT**

Location: **VIJAYAWADA**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11079	132948
Gross Salary	11079	132948
Advance Bonus	500	6000
Total Gross Salary	11579	138948

Employer's Contribution		
Employer_esi	377	4524
Employer Provident Fund	1440	17280
Total Contribution	1817	21804
Cost to Company : (CTC)	13396	160752

Deduction: (Subjected to change)		
Employee Esi	87	1044
Provident	1329	15948

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Page 7

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Fund		
Total Deduction	1416	16992
Net Take Home	10163	121956

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.

Please mention your

- Offer No :QS3170289
- Name :MADHIRE ALLU REDDY
- Mobile No

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>

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Offer No : QS3170289

Page 8

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DISCLAIMER

To whomsoever it may Concern

I, MADHIRE ALLU REDDY , Offer ID QS3170289, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Page 9

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TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

05/12/2022

Dear BOTTU ANIL KUMAR ,

We are pleased to forward our offer and would like to formally welcome you to join the growing family of Centuria Global Tax Services Pvt Ltd.

Your date of commencement of employment will be on 05/12/2022 ; you will be on training for duration of 1 month.

You will be under probation for first 6(Six) months. At the end of 6(six) months, performance will be reviewed for confirmation.

We welcome you and are delighted that you have chosen to be part of our team.

We are pleased to offer you a position of Tax Analyst. Your gross annual salary on the basis of Cost to the Company will be Rs. 1.44LPA (ONE LAKHS FOURTY FOUR THOUSAND ONLY) per annum, all inclusive.

We hope your association with us will be mutually beneficial, pleasant and fulfilling.

Sincerely,



Centuria Global Tax Services Pvt Ltd.

Private & Confidential**14th April, 2023**

To

Ms. Divya Bhavani Arepalli**Vijayawada.**

Dear Divya Bhavani Arepalli,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Divya Bhavani Arepalli

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

Sharath Kumar

Sharath Kumar

Vice President - Operations

Private & Confidential**14th April, 2023**

To

Ms. U Vanitha Durga**Vijayawada.**

Dear U Vanitha Durga,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar**Vice President – Operations**



Data Marshall
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: U Vanitha Durga

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

Sharath Kumar

Sharath Kumar

Vice President - Operations

Private & Confidential**14th April, 2023**

To

Ms. Mounika Arepalli**Vijayawada.**

Dear Mounika,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card/ Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Mounika

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

Sharath Kumar
Sharath Kumar

Vice President - Operations

Date: 5-Sep-2022

Name: Kambala Venu Siva Sai

Subject: Offer Letter

Dear Kambala Venu Siva Sai,

As per our discussion, we are pleased to offer you the position of "Field Sales Associate". As discussed, the broad terms of this letter of employment offer are set out hereinafter.

- Your employment shall begin from the date of your reporting at the premises of our esteemed Organization "ESSENCEA INFOSERV PRIVATE LIMITED" located at **HYDERABAD**.
- You are requested to report for work at your place of working office **Plot No 16, First Floor, H.NO 1-72-3-16, Janardhana Hills, Gachibowli, SERILINGAMPALLY, Hyderabad, Telangana, 500032, on dated 5-Sep-2022**
- Your employment with the company shall come to an end either upon completion of Fixed Term or on the date when the company's services agreement with its said business client will come to an end, whichever is earlier.
- For all reasons you will be deemed an employee of the ESSENCEA INFOSERV PRIVATE LIMITED.
- The formal letter of Appointment will be issued immediately after you join the Company.
- You are requested to submit the following documents prior to or at the time of your joining;
 - KYC Documents – Copy of Aadhaar card, PAN card, Passport size photograph, Copy of Nominee Aadhaar card.
 - Educational documents – Copy of 10th, 12th & Graduation Mark sheet.
 - Experience documents – Copy of Experience proof and proof of last salary drawn.
 - Cancel Cheque Copy or Bank Statement (Existing Saving bank Account, if any)
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer or your appointment thereafter at any time.



OFFER LETTER

Date:06/03/2023.

Ref Code: ELT/23-24/212/B

Dear PATHANABOYEENA ANAND MADHU,

Congratulations!!!

We are pleased to offer you employment at **SPEAKING TREE** as an **ENGLISH LANGUAGE TRAINER (ELT)** for the academic year (June/July 2023-March/ April 2024). We feel that your skills and background will be valuable assets to our team. While welcoming you to be a part of **SPEAKING TREE**, we would like you to walk through and understand the terms and conditions.

INITIATORY TRAINING

1. You will have to undergo Initiatory training for 5-7 weeks in our H.O in the month of June 2023. During the initiatory training you will be required to sign an Assignment Agreement to work as a Professional English Language Trainer with us for at least one academic year.
2. This Initiatory training will primarily focus on the teaching and training techniques and will equip you with all the necessary qualities required to work in **SPEAKING TREE**. However, failing to perform well will effect on your placements and it may even lead to Assignment Agreement's termination.
3. You should be ready to work anywhere in Andhra Pradesh & Telangana after the successful completion of initiatory training.
4. Standard accommodation will be provided during the initiatory training and you will have to make your own arrangement for your food etc., if you are a non-resident of Vijayawada.

PERSONAL GROWTH

1. You will get to see the whole transformation of yourself in terms of English language proficiency and communication skills personally and professionally by imbibing self-confidence. You will get to meet the new 'YOU'. This will help you wherever you are in your career.

FINANCIAL & CAREER GROWTH

- You will be paid a professional fee of **Rs.17,000/-p.m** (Rupees Seventeen Thousand) from the date of your reporting.
- You will be certified for your English proficiency under **ENGLISH LANGUAGE SKILL ENHANCEMENT PROGRAM** after successful completion of one academic year.
- You will also be provided with added income source through **INDIAN NATIONAL GRAMMAR QUEST 2023-24 (INGQ) & JAAGO GENIUS 2023-24**.
- You will be provided standard accommodation from the date you report for your assignment and traveling allowance wherever applicable.
- Your sincere services will be valued at the end of successful completion of the academic year in the form of promotion which will enhance you to be a leader for a great team.

OFFICE REQUIREMENTS

1. You must submit any one of the academic original certificates to us at the start of the initiatory training.
2. Two months mandatory notice is required to discontinue your services before the closure of the academic year.
3. If failed to report at the work place after the Initiatory training, you will have to pay us Rs.40,000/- towards the training and facilities provided.

You will have to carry and submit these documents when you come for initiatory training without fail.

1. Any Academic Original Certificate.
2. PAN Card Copy
3. AADHAR copy
4. 5 Passport Size photos.

**Terms and conditions apply*

The entire team at SPEAKING TREE is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of the organization.

Note:- For any further clarifications please contact on +91-7093329963 / 9911993767 or email us at speakingtreevja@gmail.com

If you have read and understood the rules and regulations of the terms of appointment, send us an email hereby stating that you accept the offer to speakingtreevja@gmail.com by 15th April.

The date of the initiatory training will be intimated through mail and over the phone, once the acceptance letter is sent.

With Best Wishes



(Director)



October 14, 2022

Ms. Epuri Amrutha Naga Satya Nanda
Dno:1367,Nscbose Nagar,Kandrika,
Vijayawada -520015

Dear **Epuri Amrutha Naga Satya Nanda**,

Sub: Appointment Letter dated 14th day of October 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **October 18, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

Priyanka.Mehndiratta

18.10.2022 12:04

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

Priyanka.Mehndiratta

18.10.2022 12:04

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

18.10.2022 12:04

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

18.10.2022 12:04

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

Priyanka Mehndiratta
18.10.2022 12:04

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

18.10.2022 12:04

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Epuri Amrutha Naga Satya Nanda:
Date:

Priyanka.Mehndiratta

18.10.2022 12:04

Annexure A: Total Rewards Statement**Name: Epuri Amrutha Naga Satya Nanda****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f October 18, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

Priyanka.Mehndiratta

18.10.2022 12:04

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

Priyanka.Mehndiratta

18.10.2022 12:04



September 02, 2022

**Mr. Gandam Kevinchristudas
47-6/1, Kanakadurga Colony Mandamarri
Ramakrishnapur Adilabad Telanagana - 504301**

Dear **Gandam Kevinchristudas**,

Sub: Appointment Letter dated 02nd day of September 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **September 06, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Vijayawada** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
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- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

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If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

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- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

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You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Gandam Kevinchristudas:
Date:

Annexure A: Total Rewards Statement**Name: Gandam Kevinchristudas****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f September 06, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



December 30, 2022

Mr. Muchhapothula Bhargav Durga Prasad
10-266/B ,Gottimukkala Road,
Kanchikacherla, 521180

Dear **Muchhapothula Bhargav Durga Prasad,**

Sub: Appointment Letter dated 30th day of December 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **January 03, 2023** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term “**Proprietary and Confidential Information**” shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Tapas Kumar Dey
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Muchhapothula Bhargav Durga Prasad:
Date:

Annexure A: Total Rewards Statement**Name: Muchhapothula Bhargav Durga Prasad****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f January 03, 2023						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

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- Achieve department goals and follow up
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- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.



September 30, 2022

Mr. Pathan Firdous Khan
D/No: 3-44, Teachers Colony, Tadigadapa, Penamaluru Mandal,
Krishna District, Andhra Pradesh.521134

Dear **Pathan Firdous Khan,**

Sub: Appointment Letter dated 30th day of September 2022 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **October 04, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Hyderabad** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Pathan Firdous Khan:
Date:

Annexure A: Total Rewards Statement**Name: Pathan Firdous Khan****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services**

Compensation w.e.f October 04, 2022						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,833	69,996	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,917	35,004		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,705	56,460		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,265	15,180	Monthly	As per the Provident Fund act
	B2	Gratuity	281	3,372		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	15,001	1,80,012	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	833	9,996	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	833	9,996	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	16,667	2,00,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	7,500	90,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		24,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		3,27,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

MERCURE
HOTEL
CHENNAI SRIPERUMBUDUR

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207706

16th February 2023

Ms. Panthagani Sahithya
#11-155, Nehru Nagar,
Near Railway Station,
Ramavarappadu, Vijayawada - 521108.

Dear Sahithya,

Subject: Letter of Intent

This is with reference to your application and subsequent interview with us. We are pleased to offer you the position of **Talent & Culture Coordinator** in **Talent & Culture Department** in **Level 2** at **Mercure Chennai Sriperumbudur** with effect from **03rd March 2023** as per the salary package attached.

A detailed letter of appointment with terms and conditions will be issued to you in due course.

Please note that this offer of employment is subject to you being declared medically fit to carry out the duties and responsibilities inherent in this position.

Also upon reference check/ Background verification/ enquiry, if the Management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment /other related documents or thereafter as the case may be or if the criminal check reveals a concern, the Management shall be free to revoke the offer without further reference to you.

As part of joining formalities you are required to submit the following documents:

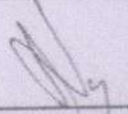
- PAN Card Copy
- Permanent Address Proof
- Educational & Professional Certificates
- Clearance Certificate from previous employer
- Passport size photographs – 6 Nos.

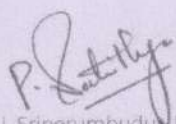
Kindly send us your acceptance of this offer latest by **18th February 2023**.

We look forward to a long and mutually rewarding association.

Thanks & regards,

For **Mercure Chennai Sriperumbudur**
(A Unit of **SAK Buildtech Pvt. Ltd.**)


Vaishakh Surendran
General Manager


P. Sathish



March 29, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme

Wipro Limited, Dodda Kannelli

Sarjapur Road, Bengaluru - 560 035.

Phone: (080) 28440011/12, Fax: (080) 28440256

Dear PULIGUJJU MANIKANTA,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

TERMS & CONDITIONS OF SCHOLARSHIP

1. Profile:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

6. Project Readiness Program (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic Study:

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I PULIGUJJU MANIKANTA, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at hospitality.accommodation@wipro.com and reimburse the same.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : [MAINFRAME](#)

Location Preferences 1 : [Hyderabad](#)

Skill Preferences 2 : [DIGI-Automaton Functional Testing](#)

Location Preferences 2 : [Chennai](#)

Skill Preferences 3 : [Product_Testing](#)

Location Preferences 3 : [Mysore](#)

☒ Accept ☐ Decline

☒ **Signature** [PULIGUJJU MANIKANTA 29/3/2023 10:13 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T : +91 (80) 2844 0011

Doddakannelli

F : +91 (80) 2844 0054

Sarjapur
Road

E : info@wipro.com

Bengaluru
560 035

W : wipro.com

India

C : L32102KA1945PLC020800

26514887

NOVOTEL

HYDERABAD AIRPORT

22.12.2022

Narayanapuram Murali Mohan,
S/O Trinath, 19-87, Darga Harijanavada,
Gollapudi, Gollapudi, Krishna,
Andhra Pradesh - 521225.

Dear Mohan,

On behalf of **GMR Hospitality and Retail Limited** (the Owing Company of Novotel Hyderabad Airport and hereinafter referred to as the Company), we have pleasure in making you an offer of employment as **Concierge Associate** with Novotel Hyderabad Airport (hereinafter referred to as the Hotel).

The terms and conditions of this appointment are as follows:

1. START DATE

Subject to the terms of this letter, your employment with the Hotel will begin on or before **22.12.2022**

2. JOB ASSIGNMENT

In this position of **Concierge Associate**, you will report to the **Rooms Division Manager** of the Hotel or the Executive nominated by the Management in this behalf. The Hotel may make changes in your reporting structure and job responsibilities at any time. A copy of the job description laid down for your position will be issued on your joining.

You will be responsible for working closely with members of the Leadership Team, Department Heads and the employees under your supervision, maintaining harmonious relations at all times.

3. MONTHLY SALARY AND ALLOWANCES

a. **Basic Salary and Dearness Allowance**

You will be paid a Basic salary and Dearness Allowance of **Rs.12960/-** per month payable monthly in arrears.

b. **House Rent Allowance**

You will be paid a House Rent Allowance of **Rs.5040/-** per month payable monthly in arrears.

Employees successfully completing their probation and who have completed 6 months in service as on 31st December are eligible to participate in salary review process.

GMR HOSPITALITY AND RETAIL LIMITED

CIN: U52100TG2008PLC060866

Novotel Hyderabad Airport, Rajiv Gandhi International Airport, Shamshabad, Hyderabad - 500 108, Telangana, India.

Ph : +91-40-66250000, Fax : +91-40-66250001.

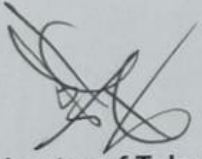
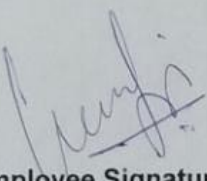
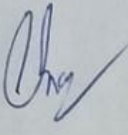
Reg. Office : GMR Aero Towers, Rajiv Gandhi International Airport, Shamshabad, Hyderabad - 500108 Telangana, India.

novotel.com — all.accor.com

NOVOTEL

HYDERABAD AIRPORT

Novotel Hyderabad Airport

SALARY BREAK-UP		
Name	Narayanapuram Murali Mohan	
Designation	Concierge Associate	
Level	2	
Reporting to	Rooms Division Manager	
Unit	Novotel Hyderabad Airport	
Employing Entity	GMR Hospitality & Retail Ltd.	
W.E.F	22.12.2022	
Salary & Allowances (A)	Rs / Mth	Rs / Year
Basic Salary	12960	155520
House Rent Allowance	5040	60480
Total Gross Salary(A)	18000	216000
Retiral Benefits (B)		
Employer Contribution to PF @ 12% of Basic	1555	18662
Employer contribution to ESIC @ 3.25% of Gross Monthly Salary	585	7020
Total (B)	2140	25682
Total Fixed Compensation Cost to Company(A+B)	20140	241682
Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct.		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  Director of Talent & Culture </div> <div style="text-align: center;">  Employee Signature </div> <div style="text-align: center;">  General Manager </div> </div>		

BE YOURSELF, MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date: 05/05/2023

Mahesh Anand Babu Madu

C11937584

1-55/2, komadavolu road, Chataparru, Eluru, Andhra Pradesh, 534004

7680933609

Dear **Mahesh Anand Babu Madu**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case may be") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as 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 11.0 May-2023

1

Candidate's Signature

Reference Id: 023f1c34-87cc-49e6-a9ba-3ebc2eb601b8_1
Signed By: MAHESH VASUDEO ZURALE



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You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

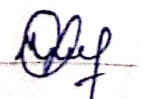
- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>


We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

 27-06-2023
Mahesh Anand Babu Madu



ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344700/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

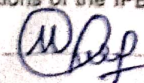
(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal Year, 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 fiscal year.

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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to



review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's In-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

##(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

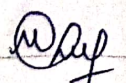
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.



You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

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.



ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
 2. Original marksheet of all semester (PG/UG).
 3. Original provisional degree certificate or convocation degree certificate.
 4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
 5. Copy of Degree/PG/Diploma (as applicable) certificates.
 6. Passport copy, if available (if not please apply immediately).
 7. Pan Card
 8. Certification Completion Document (as mentioned in the eligibility criteria)
 9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



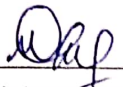
ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-complete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:



Mahesh Anand Babu Madu

Date: 27-06-2023

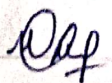
Disclaimer

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Version 11.0 May-2023

9

Candidate's Signature





**ENFIVE SYSTEMS PRIVATE LIMITED**

Corp. Off.: #23, F.No: S3, 2nd Floor, Shifa Enclave,
Rengasamy Street, Besides A2B, Chrompet, Chennai - 600 044.

Regd. Off.: 10, M.S.Nagar, Ponnagaram, Natham Road, Dindigul - 624 003.

Ref. No. :-

ENFIVE / 2022 / 14

DATE :

12.12.2022

To,

Mrs Beeragnanadeep

11/393/1/A2 2nd Cross Road Police Colony,

Nagavarappadu,

Gudivada, Krishna, Andrapradesh 521301.

Mobile No: 70135-70480

Dear Beeragnanadeep,

Sub: Offer Letter for Appointment

With reference to your application and subsequent interview you had with us, we are pleased to offer you as designation "**Help Desk Assistant**" W.e.f 14.12.2022 to our client site **M/s. Airport Authority of India, Thirupati.**, with the following terms and conditions. The fixed Gross will be Rs.15,418/- PM and necessary statutory deduction will be made in fixed Gross salary (if & where applicable).

The terms and conditions governing your employment and service with the Company are as follows:-

- Your appointment is valid for one year from date of joining.
- You are expected to abide by the rules and regulations of the company where you are posted.
- You will abide by the working hours, where you are posted from time to time.
- Depending on the operational requirements of the Company, your shifts & working hours will be as follows:
General Shift: 9.00 am to 6.00pm
1st Shift : 6.00 am to 2.00pm
2nd shift : 2.00 pm to 10.00pm
- Salary will be credited only in your bank account.
- You will be posted presently at **M/s. Airport Authority of India, Thirupati.** And liable to transfer to any site based on requirement.
- You will report any issue related Operation / Administrative issues to designated authorities of **ENFIVE SYSTEMS PVT LTD.**, Chennai and will not report to client unless you are asked to do so by designated authority.

Page 1 of 3

CIN : U7490072014PTC021491

GSTIN : 33AAFCH7321A271

☎ +91 70355 70355

☎ 0451 2970045

✉ reach@enfive.in

🌐 www.enfive.in





ENFIVE SYSTEMS PRIVATE LIMITED

Corp. Off.: #23, F.No: S3, 2nd Floor, Shifa Enclave,
Rengasamy Street, Besides A2B, Chrompet, Chennai - 600 044.
Regd. Off.: 10, M.S.Nagar, Ponnagaram, Natham Road, Dindigul - 624 003.

Ref. No. :-

DATE :

- At the time of joining you will be submitting the photocopies of Educational Certificate, Pan Card, Address Proof, Aadhaar card, Bank passbook, Family Members Aadhaar, colour photo(Passport size:3).
- Your Performance will be reviewed for Two months starting from date of joining. If you do not fulfill the requirements you will be relieved from the duty. However, this period can be extended based on the individual's performance and at the discretion of the management.
- During the tenure of your employment in the company, you are expected to devote your whole time and attention to your duties and you shall not engage yourself in any other business or occupation (part time or otherwise) without written permission of the company.
- Inside the site Personal phone call, Smoking, Tobacco and other drugs are strictly prohibited, will be fined and terminated if found involved.
- You should obey, adhere and meet the work requirements of client. Any deviation in compliance will lead to indiscipline of working hours, punishment, Fine and termination from the service.
- It is your responsibility for your personal hygiene, Covid-19 virus or any pandemic and insurance towards it. Hence no compensation will be given from our end.
- You will be employed in the service of the company only as long as you are medically fit for employment in all aspects. Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service.
- If you are absent yourself without information or extending granted leave you shall be considered as having voluntarily terminated unless you return to work within 2 days and give suitable explanation which is to satisfy your superior.
- For any violation inside the site where you work like, not reporting duty on time, Sleeping, not working, without uniform etc., client will impose penalty which will be deducted in your salary.
- The company will have right to terminate if you are not complying instruction of your superior officer or in the event of breach the terms and conditions of this offer or any wrong information given by you in resumes/Aadhaar/Educational Certificates/Payslip/Bank details etc, or misconduct.

Page 2 of 3

CIN : U74900TZ2014PTC021491
GSTIN : 33AAECN7321A2Z1

+91 70355 70355
0451 2970045

reach@enfive.in
www.enfive.in





ENFIVE SYSTEMS PRIVATE LIMITED

Corp. Off.: #23, F.No: S3, 2nd Floor, Shifa Enclave,
Rengasamy Street, Besides A2B, Chrompet, Chennai - 600 044.

Regd. Off.: 10, M.S.Nagar, Ponnagaram, Natham Road, Dindigul - 624 003.

Ref. No. :-

DATE :

- Notice period of One month to be given if intended to resign (can be given only after 12 months of service with us) and should physically work in that period. If not, amount will be recovered from your salary, other deductions and training charges for Rs.25000/- to be paid.
- Upon relieving from services, you should approach our HR department at Chennai for final settlements.
- Company/Client will not provide Transportation facilities, Accommodation and Food.

For ENFIVE SYSTEMS PRIVATE LIMITED

GENERAL MANAGER

I have read and understood the terms and conditions stated above and hereby agree.

Name: _____ Signature _____ Date: _____

Page 3 of 3

CIN : U74900TZ2014PTC021491

GSTIN: 33AAECN7321A2Z1

+91 70355 70355

0451 2970045

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NOVOTEL

HYDERABAD AIRPORT

24.04.2023

Orchu Venkat Raju,
S/o; Sivalah, 3-25-28, Peddachervu,
Narasaraopet, 8th line, Guntur,
Andhra Pradesh - 522601

Dear Venkat,

On behalf of **GMR Hospitality and Retail Limited** (the Owing Company of Novotel Hyderabad Airport and hereinafter referred to as the Company), we have pleasure in making you an offer of employment as **Guest Service Associate - F&B** with Novotel Hyderabad Airport (hereinafter referred to as the Hotel).

The terms and conditions of this appointment are as follows:

1. START DATE

Subject to the terms of this letter, your employment with the Hotel will begin on or before **24.04.2023**

2. JOB ASSIGNMENT

In this position of **Guest Service Associate - F&B**, you will report to the **Director of F&B** of the Hotel or the Executive nominated by the Management in this behalf. The Hotel may make changes in your reporting structure and job responsibilities at any time. A copy of the job description laid down for your position will be issued on your joining.

You will be responsible for working closely with members of the Leadership Team, Department Heads and the employees under your supervision, maintaining harmonious relations at all times.

3. MONTHLY SALARY AND ALLOWANCES

a. **Basic Salary and Dearness Allowance**

You will be paid a Basic salary and Dearness Allowance of **Rs.12960/-** per month payable monthly in arrears.

b. **House Rent Allowance**

You will be paid a House Rent Allowance of **Rs.5040/-** per month payable monthly in arrears.

Employees successfully completing their probation and who have completed 6 months in service as on 31st December are eligible to participate in salary review process.

Page 1 of 9

GMR HOSPITALITY AND RETAIL LIMITED

CIN: U52100TG2008PLC060866

Novotel Hyderabad Airport, Rajiv Gandhi International Airport, Shamshabad, Hyderabad - 500 108, Telangana, India.

Ph: +91-40-66250000, Fax: +91-40-66250001.

Reg. Office: GMR Aero Towers, Rajiv Gandhi International Airport, Shamshabad, Hyderabad -500108 Telangana, India.

novotel.com — all.accor.com

N

Rajiv Gandhi International Airport
Novotel

9



CTC BREAK UP

21-04-2023

Name	Basava Faniendra Baou		
Designation	Guest Service Associate		
Department	Front Office		
Date of Joining	24-04-2023		
	Offer		
Component	Monthly (INR)	Annual (INR)	
Basic	11,575	1,38,900	
HRA	1,915	22,980	
Total Fixed Salary (A)	13,490	1,61,880	
ESI	438	5,261	
Employer Contribution PF	1,389	16,668	
Total Other Benefits (B)	1,827	21,929	
Total Cost to Company	15,317	1,83,809	

Benefits

1. Medical Insurance
2. Other benefits as announced from time to time

For Hyatt Place Vijayawada

Ramakrishna Chintala
General Manager

HYATT PLACE VIJAYAWADA (A UNIT OF RVS CONVENTIONS PVT LTD)

48-12-13, Near ESI Bus Stop, Gunadala, Vijayawada-520004, Andhra Pradesh, India
T: +91 8663631234, +91 8663631235 | CIN NO : U55101AP2014PTC094772 | GST: 37AAGCR9494Q1Z5 | hyattplace.com

VIVANTA

VIJAYAWADA
M.G. Road

14th February 2023

Ms. Indu
D/o Koteswara Rao
Area- Revendrapadu
Dist- Guntur
State- Andhra Pradesh
Pin- 522302

Dear Indu,

This is further to the discussion we had with you. The Management is pleased to utilize your services on a Fixed Term Contract basis in the **Front Office** Department as **Guest Service Assistant** with effect from 14th February 2023 on the following terms and conditions.

Period of Contract

You have been appointed for a period of **One Year** with effect from 14.02.2023 to 13.02.2024.

Compensation

You will be paid a sum of **Rs: 12000/-** (Rupees Twelve Thousand Only) per month as compensation for the job which will include the following:

Basic	: Rs.11650/-
HRA	: Rs. 350/-
Total	: Rs.12000/-

All statutory deductions will be made as applicable.

Co-ordination

You will co-ordinate with and report to the **Front Office Manager**

Duties

You will be assigned specific tasks from time to time as per the instructions of your departmental head.

Food on Duty

You will be entitled to subsidized meals in the Staff Cafeteria while you are in the premises of the establishment due to contract related work.

G V ESTATE & HOTELS PVT. LTD.,

D. No 39 - I - 63, M.G. Road, Vijayawada, Krishna District, Andhra Pradesh

Vivanta Vijayawada, M.G. Road

39 - I - 63, M.G. Road, Vijayawada 520 010, Andhra Pradesh, Tel: +91 866 6644 444, Fax: +91 866 6644 446
www.vivantahotels.com | CIN: U45200AP2002PTC040065 | GST: 37AA8CG9742K2Z3

NOVOTEL

HYDERABAD AIRPORT

Date: 21st December, 2022

Aljo Gigimon,
Ernakulum, Kerala.

Dear Aljo,

Subject: Letter of Intent

This is with reference to your application and subsequent interview with us. We are pleased to offer you the position of **Guest Service Associate – F&B** in **F&B Service Department in Level 2** at **Novotel Hyderabad Airport** with effect from **22nd December, 2022** as per the salary package attached.

A detailed letter of appointment with terms and conditions will be issued to you in due course.

Please note that this offer of employment is subject to you being declared medically fit by a Company nominated Hospital/Doctor to discharge the duties and responsibilities inherent in this position.


The Company also undertakes reference checks/background verification and enquiry, as part of due diligence in the recruitment process, and should the Management find any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment/other related documents or thereafter as the case may be or if reference checks/background verification checks reveal any concern, the Management shall be free to revoke the offer without further reference to you.

As part of joining formalities, will be required to submit the following documents:

- Copy of PAN Card
- Copy of Aadhaar Card
- Permanent Address proof
- Copies of all Educational & Professional Certificates and testimonials referred in the Employment Application form
- ESIC & UAN Details of Previous Employer or Company, if any.
- Clearance Certificate from previous employer & recent Salary Slip
- Passport size photographs – 6 Nos.

We look forward to a long and mutually rewarding association.

Thanks & regards,
For Novotel Hyderabad Airport (**GMR Hospitality & Retail Ltd**)



S.V.Sathyam
Director of Talent & Culture

NOVOTEL

HYDERABAD AIRPORT

Novotel Hyderabad Airport

SALARY BREAK-UP		
Name	Aljo Gigimon	
Designation	Guest Service Associate - F&B	
Level	2	
Reporting to	Director of F&B	
Unit	Novotel Hyderabad Airport	
Employing Entity	GMR Hospitality & Retail Ltd.	
W.E.F	22.12.2022	
Salary & Allowances (A)	Rs / Mth	Rs / Year
Basic Salary	12960	155520
House Rent Allowance	5040	60480
Total Gross Salary(A)	18000	216000
Retiral Benefits (B)		
Employer Contribution to PF @ 12% of Basic	1555	18662
Employer contribution to ESIC @ 3.25% of Gross Monthly Salary	585	7020
Total (B)	2140	25682
Total Fixed Compensation Cost to Company(A+B)	20140	241682
Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct.		



S.V. Sathyam
Director of Talent & Culture

Aljo Gigimon

NOVOTEL

25th November 2022
NOVOTEL Vijayawada Varun

G Jayaprakash
Gunadala, Vijayawada,
Krishna District,
Andhra Pradesh – 520004.

Dear Jayaprakash,

Subject: Letter of Intent

This is with reference to your application and subsequent interview with us. We are pleased to offer you the position of **Laundry Associate in Housekeeping Department in Level 1 at NOVOTEL Vijayawada Varun**. You shall join on or before **05th December 2022** as per the salary package attached (**Annexure – I**).

A detailed letter of appointment with terms and conditions will be issued to you in due course. Please note that this offer of employment is subject to your being declared medically fit by a Company nominated Hospital/Doctor to discharge the duties and responsibilities inherent in this position.

The Company also undertakes reference checks/ Background verification and enquiry, as part of due diligence in the recruitment process, and should the Management find any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment /other related documents or thereafter as the case may be or if reference checks/background verification checks reveal any concern, the Management shall be free to revoke the offer without further reference to you.


As part of joining formalities, will be required to submit the following documents:

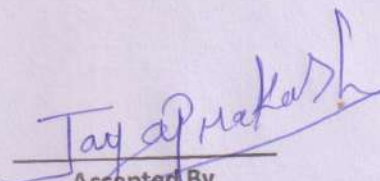
- Copy of PAN Card and Aadhaar Card
- Permanent Address proof
- Copies of all Educational & Professional Certificates and testimonials referred in the Employment Application form
- Clearance Certificate from previous employer
- Passport size photographs – 10 Nos.

Please send us your acceptance of this offer latest by **27th November 2022** failing which the offer will be deemed to be revoked and null and void.

We look forward to a long and mutually rewarding association.

Thanks & Regards,
For **NOVOTEL Vijayawada Varun**
(A Unit of Varun Hospitality Pvt Ltd)


Sivaram Prasad
Talent & Culture Manager


Accepted By
G Jayaprakash


Abhishek Pani
Hotel Manager

Novotel Vijayawada Varun
CIN: U45200TG1983TC004048
D.No 54-14/8-50, Bharathi Nagar, Main Road, Vijayawada - 520008
Andhra Pradesh, INDIA.
T : +91 866-6682999 — HAOLI-RE@accor.com
novotel.com — all.accor.com

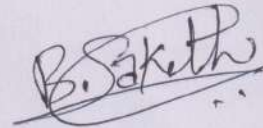
N

- If your Onboarding is virtual, please complete the forms, print, sign, and courier them to an Accenture facility. The address will be shared on DOJ. These forms will be available for 120 days from DOJ, post which they will not be accessible.
- You are required to upload a copy of your PAN and Aadhaar cards. If you do not have these, please apply immediately. For Aadhaar, visit your nearest enrollment center to apply.

Be sure to check out all that Countdown to Accenture offers— great tips and information to prepare you for your first days and weeks, what you can expect over your full Accenture career, and much more!

In the coming days, we will communicate with you via email and phone with details and reminders about your first day. If you require relocation accommodations, please raise this request when we call or if you require immediate assistance, contact the Onboarding team at TechnologyOnboarding@accenture.com.

If you experience issues accessing the site, please check out the **FAQs** for assistance. The **'I Need Help'** button available at the bottom of each form on the Action Items page will redirect you to the **Digital Personal Assistant (DiPA)** in case of further queries.



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202601

FRIENDS STUDIO <colorprintouts@gmail.com>

Fwd: Action Required: Prepare for Day One

1 message

138

SAKETH BAVIREDDY007 <sakethbavireddy007@gmail.com>
To: FRIENDS STUDIO <colorprintouts@gmail.com>

Thu, Jun 22, 2023 at 12:23 PM

----- Forwarded message -----

From: <emailservice@accenture.com>

Date: Mon, Jun 12, 2023, 20:32

Subject: Action Required: Prepare for Day One

To: <sakethbavireddy007@gmail.com>

**Hi, Saketh Bavireddy!****We are excited for you to join Accenture!**

Your first day is scheduled for 27/06/2023.

Things to do before you join:

Visit [Countdown to Accenture](#) to complete required forms and provide necessary documentation. These must be completed at least one week prior to your first day. Some important notes:

- Login using your personal email address as the username. If you do not remember your password or if you are logging in for the first time and need to set up a password, click [here](#) to generate a new password.
- Please complete your online forms and upload documents on the [Action Items](#) page.
- As a reminder, please print completed forms marked 'Print for Day One' so that,
 - If your Onboarding is physical, please complete the forms on tool, print, sign and bring them on your first day.



Data Marshall

Healthcare Analytics | Revenue Enhancement

Data Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

6th February 2023

To

Mr. Jupudi Vamsi

Vijayawada.

Dear Jupudi Vamsi,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **TRAINEE - BILLER** at an agreed annual compensation of **Rs. 246939/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **6th February 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

THRIVIKRAM DAMARAJU

HEAD – HUMAN RESOURCES



September 16, 2022

Ms. Vundru Sri Mayee
D/No: 28-25-13, Nasurulla Khan Street,
Arandalpeta, Vijayawada-520002

Dear Vundru Sri Mayee,

Sub: Appointment Letter dated 16th day of September 2022 ("Appointment Letter")

We, InterGlobe Aviation Limited ("Company"), are pleased to appoint you as **Officer - Security** in the role of **Security** in **Airport Operations & Customer Services** department of the Company, with effect from **September 20, 2022** or such other date notified in writing to you by the Company ("**Joining Date**") at **Kadapa** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

MANIKA AWASTHI
Gurgaon
16.09.2022 13:46

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

MANIKA AWASTHI
Gurgaon
16.09.2022 13:46

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters in which you are involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

MANIKA AWASTHI
Gurgaon
16.09.2022 13:46

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. Medical Fitness

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. Governing Law Jurisdiction

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. Severability

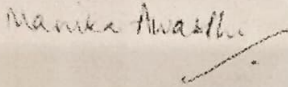
It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,

InterGlobe Aviation Limited

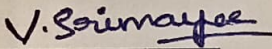


Manika Awasthi

Vice President - Human Resources (AOCS, Engineering & CarGo)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.



Vundru Sri Mayee :

Date: 20-09-2022

MANIKA AWASTHI
Gurgaon
16.09.2022 13:46

Annexure A: Total Rewards Statement**Name: Vundru Sri Mayee****Designation: Officer - Security****Band: A****Department: Airport Operations & Customer Services****Compensation w.e.f September 20, 2022**

	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	5,104	61,248	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,552	30,624		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,117	49,404		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,107	13,284	Monthly	As per the Provident Fund act
	B2	Gratuity	246	2,952		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B	Q	Total Fixed	13,126	1,57,512	Monthly	
Variable Pay / Bonus / PLI (C)	C1	Monthly Bonus	729	8,748	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC
	C2	Annual Bonus	729	8,748	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+C)	R	Cost to Company (CTC)	14,584	1,75,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (D)	D1	Transport Allowance	6,000	72,000	Monthly	This allowance is as per the Transport Allowance Policy for the respective locations
	D2	Efficiency Bonus		18,000	Quarterly	This is the maximum amount as per Efficiency Bonus Policy.
Insurance Benefit (E)	E1	Medi-claim Insurance		3,754	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	E2	Life Insurance		9,553	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+D+E)	S	Total of Emoluments		2,78,307		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.

MANIKA AWASTHI
Gurgaon
16.09.2022 13:46

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

Be aware of and comply with his / her safety & security responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives and IndiGo Security Programme.

MANIKA AWASTHI
Gurgaon
16.09.2022 13:46

NOVOTEL

Novotel Vijayawada Varun
21 November 2022

Melanati Sai Sahithya

1-5, Alaganuru Village,
Midthur Mandal,
Kurnool District.

Dear Sahithya,

Subject: Letter of Intent

This is with reference to your application and subsequent interview with us. We are pleased to offer you the position of **GSA – Housekeeping in Housekeeping Department in Level 2** at **NOVOTEL Vijayawada Varun**. You shall join on or before **05th December 2022** as per the salary package attached (**Annexure – I**).

A detailed letter of appointment with terms and conditions will be issued to you in due course. Please note that this offer of employment is subject to your being declared medically fit by a Company nominated Hospital/Doctor to discharge the duties and responsibilities inherent in this position.

The Company also undertakes reference checks/ Background verification and enquiry, as part of due diligence in the recruitment process, and should the Management find any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment /other related documents or thereafter as the case may be or if reference checks/background verification checks reveal any concern, the Management shall be free to revoke the offer without further reference to you.

As part of joining formalities, will be required to submit the following documents:

- Copy of PAN Card and Aadhaar Card
- Permanent Address proof
- Copies of all Educational & Professional Certificates and testimonials referred in the Employment Application form
- Clearance Certificate from previous employer
- Passport size photographs – 10 Nos.

Please send us your acceptance of this offer latest by **24th November 2022** failing which the offer will be deemed to be revoked and null and void.

We look forward to a long and mutually rewarding association.

Thanks & Regards,

For NOVOTEL Vijayawada Varun
(A Unit of Varun Hospitality Pvt Ltd)



Sivarani Prasad
Talent & Culture Manager



Abhishek Pani
Hotel Manager

Accepted By
Melanati Sai Sahithya

Novotel Vijayawada Varun

CIN: U45200TG1983TC004048

D.No 54-14/8-50, Bharathi Nagar, Main Road, Vijayawada - 520008

Andhra Pradesh, INDIA.

T : +91 866-6688999 — HAOLI-RE@accor.com

novotel.com — all.accor.com


N

NOVOTEL

Novotel Vijayawada Varun

Annexure – I

Name	Melanati Sai Sahithya	
Designation	GSA - Housekeeping	
Job Level	2	
Hotel	Novotel Vijayawada Varun	
Date of Joining	05th December 2022	
Salary & Allowances (A)	Rs./ Month	Rs./ Year
Basic Salary	11,160	1,33,920
House Rent Allowance	1,628	19,536
City Compensatory Allowance	-	-
Total (A)	12,788	1,53,456
Retiral Benefits (B)		
Employer Contribution to Provident Fund	1,339	16,068
Employer Contribution to ESIC	416	4,992
Total (B)	1,755	21,060
Total Fixed Compensation (A+B)	14,543	1,74,516


Sivaram Prasad
Talent & Culture Manager


Abhishek Pani
Hotel Manager

Accepted By
Melanati Sai Sahithya

Novotel Vijayawada Varun

CIN: U45200TG1983TC004048

D.No 54-14/8-50, Bharathi Nagar, Main Road, Vijayawada - 520008

Andhra Pradesh, INDIA.

T : +91 866-6688999 — HA0LI-RE@accor.com

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NOVOTEL

21st November 2022
Novotel Vijayawada Varun

Chintada Jeevana Lakshmi

76-26-176, Ekalavya Nagar, Church Road,
Bhavanipuram, Vijayawada, Krishna,
Andhra Pradesh – 520012.

Dear Jeevana,

Subject: Letter of Intent

This is with reference to your application and subsequent interview with us. We are pleased to offer you the position of **GSA – Housekeeping in Housekeeping Department in Level 2 at NOVOTEL Vijayawada Varun**. You shall join on or before **05th December 2022** as per the salary package attached (**Annexure – I**).

A detailed letter of appointment with terms and conditions will be issued to you in due course. Please note that this offer of employment is subject to your being declared medically fit by a Company nominated Hospital/Doctor to discharge the duties and responsibilities inherent in this position.

The Company also undertakes reference checks/ Background verification and enquiry, as part of due diligence in the recruitment process, and should the Management find any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment /other related documents or thereafter as the case may be or if reference checks/background verification checks reveal any concern, the Management shall be free to revoke the offer without further reference to you.

As part of joining formalities, will be required to submit the following documents:

- Copy of PAN Card and Aadhaar Card
- Permanent Address proof
- Copies of all Educational & Professional Certificates and testimonials referred in the Employment Application form
- Clearance Certificate from previous employer
- Passport size photographs – 10 Nos.

Please send us your acceptance of this offer latest by **24th November 2022** failing which the offer will be deemed to be revoked and null and void.

We look forward to a long and mutually rewarding association.

Thanks & Regards,

For NOVOTEL Vijayawada Varun
(A Unit of Varun Hospitality Pvt Ltd)


Sivaram Prasad
Talent & Culture Manager


Abhishek Pani
Hotel Manager

Accepted By
Chintada Jeevana Lakshmi

Novotel Vijayawada Varun

CIN: U45200TG1983TC004048

D.No 54-14/8-50, Bharathi Nagar, Main Road, Vijayawada - 520008
Andhra Pradesh, INDIA.

T : +91 866-6688999 — HA01-RE@accor.com

novotel.com — all.accor.com



Novotel Vijayawada Varun

Annexure – I

Name	Chintada Jeevana Lakshmi	
Designation	GSA - Housekeeping	
Job Level	2	
Hotel	Novotel Vijayawada Varun	
Date of Joining	05 th December 2022	
Salary & Allowances (A)	Rs./ Month	Rs./ Year
Basic Salary	11,160	1,33,920
House Rent Allowance	1,628	19,536
City Compensatory Allowance	-	-
Total (A)	12,788	1,53,456
Retiral Benefits (B)		
Employer Contribution to Provident Fund	1,339	16,068
Employer Contribution to ESIC	416	4,992
Total (B)	1,755	21,060
Total Fixed Compensation (A+B)	14,543	1,74,516


Sivaram Prasad
Talent & Culture Manager


Abhishek Rani
Hotel Manager

Accepted By
Chintada Jeevana Lakshmi

wd: Offer Letter - Data Marshall

Inbox



DCP16 Yasasvi 15:08 (0 minutes ago)

to me

----- Forwarded message -----

From: **Vikram Damaraju** <vikramd@datamarshall.com>

Date: Tue, Jan 24, 2023, 16:59

Subject: Offer Letter - Data Marshall

To: yashiyash1805@gmail.com <yashiyash1805@gmail.com>

Private & Confidential

23rd January 2023

To

Ms. Yasasvi Ratna

Vijayawada.

Dear Yasasvi Ratna

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us in campus placement drive conducted at Loyola College on 20th January 2023, we are delighted to offer you the role of **Trainee – AR** at an agreed annual compensation of **Rs. 2,74,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **25th January 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-placement talk, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the

organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd.**

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card/ Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

One attachment • Scanned by Gmail



Private & Confidential**14th April, 2023**

To

Ms. Mahima Chilla**Vijayawada.**

Dear Mahima Chilla,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-selectin orientation, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

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1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Card / Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Mahima Chilla

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

Sharath Kumar

Vice President - Operations



ITC Limited
Agri Business Division
Grand Trunk Road, Post Box No. 317
Guntur - 522 004 A.P., India
Telephone : +91 863 2348000
e-mail : abd@itc.in

03rd August 2023

Ms Alekhya Reddy,
D/O Reddy Satish Babu,
1-82A, Alluru, Mudinepalli Mandal,
Krishna District, Andhra Pradesh - 521343.

Dear Alekhya,


We are pleased to offer you **Traineeship** on the following terms and conditions:

1. The traineeship will be starting from **03rd August 2023** and will end on **02nd August 2024**.
2. You will receive a monthly stipend of Rs 17,000/- (Rupees Seventeen thousand rupees only) during the above mentioned period. You will be liable to pay taxes as may be applicable
3. Your travel, stay and other miscellaneous expenses which you might incur as per the requirement of the internship (for outstation travel only) will be reimbursed after due approval of your project guide.
4. It is understood and agreed between us that this letter shall not be treated and/or construed as a letter of appointment with this Company, and the Company will not be under any obligation to offer you employment on completion of the above mentioned period.
5. Your traineeship may be terminated at any time by either party giving to the other, 'one' English calendar month notice in writing of its intention to do so without assigning any reason whatsoever.

If these terms and conditions are acceptable to you, kindly sign the duplicate copy of this letter and return the same to us at the above-mentioned address. The original is for your retention.

Wishing you all the very best.

Yours faithfully,
For ITC Limited – Agri Business Division


Debashish Hait
General Manager – OD

On Mon, 24 Apr, 2023, 23:17 Robin, <robin@acidindia.in> wrote:

Dear Rajasekar,

Congratulations!!

Further to our discussions, we are glad to offer you the position of **Trainee Executive - Logistics** in **Acid India Limited** at Chennai.

Your total compensation package as mutually agreed upon will be provided in the letter of Appointment on the date of Joining.

You are required to report to **Mr. Devadoss, Logistics Manager** at Chennai for Induction & Training. The date of joining will be indicated shortly.

At the time of joining, you should submit all the original certificates.

We are sure that you will make the most out of this opportunity to work with **Acid India Limited** – One of India's finest Trading Organization and look forward for a long and successful career with us.

Kindly acknowledge by replying to this email.

Thank you.

Warm Regards,

R. Robin John

Manager - Corporate Communications, Training & Development

ACID INDIA LIMITED

No.285, Avvai Shanmugam Salai, Royapettah,
Chennai, Tamil Nadu 600014

Mobile: +917824841841

E-mail: robin@acidindia.in

Website: www.acidindia.in

2



NPM40 RAJASEKAR 3 days ago

to colorprintouts ▾



Private & Confidential**14th April, 2023**

To

Ms. Pujitha Pilla**Vijayawada.**

Dear Pujitha Pilla,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Pujitha Pilla

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

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****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:
Sharath Kumar
Sharath Kumar

Vice President - Operations



Wipro Enrolment Letter

1 message

Wipro offer letter <wipro+email+5kvoq-f6f2157143@talent.icims.com>
Reply to: Wipro offer letter <wipro+email+5kvoq-f6f2157143@talent.icims.com>
To: nagapraneetha24@gmail.com

Mon, 27 Feb 2023 at 9:32 am



Dear ARIPIRALA PRANEETHA,

What if you could turn your ambition to action? Let's work on that together at Wipro!

We are happy to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro. For us at Wipro, success is the outcome of choice and expectations, and we hope we have matched yours in the offer below. Let us know by clicking on "Accept" or "Decline" after you have read through the details using a desktop / laptop. (Note that you will not be able to save the offer letter if you open the link through a mobile phone).

Once you have accepted our offer, we will be in touch with next steps and all the other exciting little things that go into bringing you into our family.

How to accept and save your offer letter:

- Open this email on desktop / laptop, click on the **offer letter link** mentioned below.
- Log in with the login name nagapraneetha24@gmail.com and your password. (If you do not know your password, you can reset it by clicking [here](#).)
- **Click on Accept ► Signature check box ► Submit and Print ► Web browser ► ctrl+P ► Save as pdf ► Save ► Select destination on your system to download**

Important: Save your offer letter as soon as you accept your offer, as the link will expire and you will not be able to open the page again.

We are sure you are excited as we are to get started, but we do need to inform you that this offer will expire after 14 days. If we do not hear from you by then, we will conclude that you have unfortunately decided not to continue with the Wipro fresher hiring.

But above all, we look forward to welcoming you on board and creating amazing things together.

Click on the link below to accept or decline this offer using a desktop / laptop:
[Click to Complete](#)

If you would like to discuss this further, do not hesitate to contact
manager.campus@wipro.com

Warm Regards,

Team Wipro

We are an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorised agencies/partners to collect any fee for recruitment. If you encounter any suspicious email, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on helpdesk.recruitment@wipro.com

Connect with us through our social media channels



wipro Ambitions Realized.

This is an auto-generated mail. Please do not respond.

This message was sent to nagapraneetha24@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
<https://wipro.icims.com/icims2/?r=3CF526347403&contactId=32210355>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND

Private & Confidential**24th April 2023**

To

Mr. N Murali Krishnsa**Vijayawada.**Dear **N Murali Krishna**,**Congratulations!**

Further to your application and the subsequent selection process that you have appeared with us in campus placement drive conducted at Loyola College on 20th January 2023, we are delighted to offer you the role of **Trainee – AR** at an agreed annual compensation of **Rs. 2,89,565/-** and your place of work will be **Hyderabad**.

Your Training start date with us would be **1st May 2023**. We would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

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Sharath Kumar**Vice President – Operations**



Data Marshall®

Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: N Murali Krishna

Designation: Trainee – AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8565
HRA	3426
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2138
Fixed Salary	17,129
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,129
CCA / NSA	3,500
Total Monthly Earnings	20,629
Deductions	
PF	1,800
ESI	129
Professional Tax	200
Income Tax	-
Total deductions	2,129
Net Salary per month	18,500
Monthly Benefits	
PF	1,950
ESI	557
Total Additional benefits	2,507
Cost to Company per month	23136
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,933
PLI	-
ANNUAL COST TO COMPANY	289,565

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

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****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar

Vice President - Operations



Data Marshall
Healthcare Analytics | Revenue Enhancement

Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

14th April, 2023

To

Ms. Deepika G

Vijayawada.

Dear Deepika G,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us, we are delighted to offer you the role of **Trainee - AR** at an agreed annual compensation of **Rs. 274,539/-** and your place of working will be **Hyderabad**.

Your Training start date with us would be **1st May, 2023**. we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar

Vice President – Operations



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Deepika G

Designation: Trainee - AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8540
HRA	3416
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2123
Fixed Salary	17,079
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,079
CCA / NSA	2,300
Total Monthly Earnings	19,379
Deductions	
PF	1,800
ESI	129
Professional Tax	150
Income Tax	-
Total deductions	2,079
Net Salary per month	17,300
Monthly Benefits	
PF	1,950
ESI	556
Total Additional benefits	2,506
Cost to Company per month	21885
Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,919
PLI	-
ANNUAL COST TO COMPANY	274,539

Notes:

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For Data Marshall Pvt. Ltd.

DocuSigned by:
Sharath Kumar

Sharath Kumar

Vice President - Operations

OFFER LETTER

Date:06/03/2023.

Ref Code: ELT/23-24/216/ A

Dear PALADUGU NAVYA,

Congratulations!!!

We are pleased to offer you employment at **SPEAKING TREE** as an **ENGLISH LANGUAGE TRAINER (ELT)** for the academic year (June/July 2023-March/ April 2024). We feel that your skills and background will be valuable assets to our team. While welcoming you to be a part of SPEAKING TREE, we would like you to walk through and understand the terms and conditions.

INITIATORY TRAINING

1. You will have to undergo Initiatory training for 5-7 weeks in our H.O in the month of June 2023. During the initiatory training you will be required to sign an Assignment Agreement to work as a Professional English Language Trainer with us for at least one academic year.
2. This Initiatory training will primarily focus on the teaching and training techniques and will equip you with all the necessary qualities required to work in SPEAKING TREE. However, failing to perform well will effect on your placements and it may even lead to Assignment Agreement's termination.
3. You should be ready to work anywhere in Andhra Pradesh & Telangana after the successful completion of initiatory training.
4. Standard accommodation will be provided during the initiatory training and you will have to make your own arrangement for your food etc., if you are a non-resident of Vijayawada.

PERSONAL GROWTH

1. You will get to see the whole transformation of yourself in terms of English language proficiency and communication skills personally and professionally by imbibing self-confidence. You will get to meet the new 'YOU'. This will help you wherever you are in your career.

FINANCIAL & CAREER GROWTH

- You will be paid a professional fee of **Rs.16,000/-p.m** (Rupees Sixteen Thousand) from the date of your reporting.
- You will be certified for your English proficiency under **ENGLISH LANGUAGE SKILL ENHANCEMENT PROGRAM** after successful completion of one academic year.
- You will also be provided with added income source through **INDIAN NATIONAL GRAMMAR QUEST 2023-24 (INGQ) & JAAGO GENIUS 2023-24**.
- You will be provided standard accommodation from the date you report for your assignment and traveling allowance wherever applicable.
- Your sincere services will be valued at the end of successful completion of the academic year in the form of promotion which will enhance you to be a leader for a great team.

OFFICE REQUIREMENTS

1. You must submit any one of the academic original certificates to us at the start of the initiatory training.
2. Two months mandatory notice is required to discontinue your services before the closure of the academic year.
3. If failed to report at the work place after the Initiatory training, you will have to pay us Rs.40,000/- towards the training and facilities provided.

You will have to carry and submit these documents when you come for initiatory training without fail.

1. Any Academic Original Certificate.
2. PAN Card Copy
3. AADHAR copy
4. 5 Passport Size photos.

**Terms and conditions apply*

The entire team at SPEAKING TREE is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of the organization.

Note:- For any further clarifications please contact on +91-7093329963 / 9911993767 or email us at speakingtreevja@gmail.com

If you have read and understood the rules and regulations of the terms of appointment, send us an email hereby stating that you accept the offer to speakingtreevja@gmail.com by 15th April.

The date of the initiatory training will be intimated through mail and over the phone, once the acceptance letter is sent.

With Best Wishes



(Director)

From Wipro Global Campus Hiring •
wipro.hiring@joinsuperset.com

To lavanya.yeedi2.0@gmail.com

Date 22 Feb 2023, 20:03



Standard encryption (TLS).

[See security details](#)

<



Greetings from Wipro

As you are aware, your offer letter has been released. However, we have observed that you have not acted on your offer letter yet. Hence, we are conducting a session to help you and walk you through the process.

We request you to attend the session and make the best use of it by clearing all your doubts.

DEL-18

203718

DocuSign Envelope ID: 2FFD4965-52E4-4638-8E23-A5D984C0322D

**Data Marshall**
Healthcare Analytics | Revenue Enhancement**Marshall Private Limited**
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential24th April 2023

To

Mr. N Murali Krishnsna ✓**Vijayawada.**

Dear N Murali Krishna,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us in campus placement drive conducted at Loyola College on 20th January 2023, we are delighted to offer you the role of Trainee – AR at an agreed annual compensation of **Rs. 2,89,565/-** and your place of work will be **Hyderabad.**

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4. Five latest Passport size color photographs in formal attire

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:
Sharath Kumar
24E165D65A6945D...

Sharath Kumar
Vice President – Operations

Private & Confidential**24th April 2023**

To

Mr. Uday Babu**Vijayawada.**Dear **Uday**,**Congratulations!**

Further to your application and the subsequent selection process that you have appeared with us in campus placement drive conducted at Loyola College on 20th January 2023, we are delighted to offer you the role of **Trainee – AR** at an agreed annual compensation of **Rs. 2,89,565/-** and your place of work will be **Hyderabad**.

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For Data Marshall Pvt. Ltd

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar**Vice President – Operations**



Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Uday Babu

Designation: Trainee – AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8565
HRA	3426
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2138
Fixed Salary	17,129
Basket of allowance	0
Meal Voucher	0
Gross Salary	17,129
CCA / NSA	3,500
Total Monthly Earnings	20,629
Deductions	
PF	1,800
ESI	129
Professional Tax	200
Income Tax	-
Total deductions	2,129
Net Salary per month	18,500

Monthly Benefits	
PF	1,950
ESI	557
Total Additional benefits	2,507

Cost to Company per month	23136
----------------------------------	--------------

Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,933
PLI	-
ANNUAL COST TO COMPANY	289,565

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:

Sharath Kumar

24E165D65A6945D...

Sharath Kumar

Vice President - Operations

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 05/02/2023

Himaja Naga Praneetha Aripirala

C11928617

D.no:1-66, Ramanagar, Nidamanuru, Vijayawada Rural

8688426005

Dear **Himaja Naga Praneetha Aripirala**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

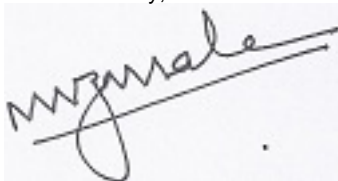
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Himaja Naga Praneetha Aripirala

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344700/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, 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 fiscal year.

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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

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.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Himaja Naga Praneetha Aripirala

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



Offer: Computer Consultancy

Ref: TCSL/DT20233859405/Hyderabad

Date: 23/05/2023

Ms. Himaja Naga Praneetha Aripirala
1-66, Ramanagar, Nidamanuru, Vijayawada Rural Street 1,
Near Ramalayam Temple,
Vijayawada-521104,
Andhra Pradesh.
Tel# -

Dear Himaja Naga Praneetha Aripirala,

Sub: Letter of Offer

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

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TCSL/DT20233859405

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



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

2. Compensation Benefits under ESI Act/Employees' Compensation Act*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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3

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



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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TCSL/DT20233859405

TATA CONSULTANCY SERVICES

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Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath

Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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



GROSS SALARY SHEET

Annexure 1

Name	Himaja Naga Praneetha Aripirala
Designation	Graduate Trainee
Institute Name	Andhra Loyola College, Vijayawada

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

421HBA 059



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : BOPPA SOWMYA
S/o D/o W/o : N MUKESH
Qualification : MBA
Department / Designation : ENGLISH
Date of Birth : 04.07.1999
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **ENGLISH Faculty** at **SN PURAM/MR PURAM/MR NAGAR Branch** on a consolidated pay of Rs. **13000/-** Per month in word **Rupees Thirteen Thousand**. For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

Y 21MBA002



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TEMPORARY APPOINTMENT ORDER

Name of the Applicant : PONDURU YOGI PRIYA
S/o D/o W/o : P RAJASUMANTH KUMAR
Qualification : MBA
Department / Designation : SOCIAL
Date of Birth : 22.08.1999
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **HYD MPC Workshop**.
The Management is pleased to offer you the post of at **SOCIAL Faculty** at **HYDERABAD Branch** on a consolidated pay of Rs. **14500/-** Per month in word **FOURTEEN THOUSAND FIVE HUNDRED RUPEES ONLY**. For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **08.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **08.05.2023**

Place:
Date:

Signature of the applicant



Letter Of Intent

2 messages

Freddy Sahai <freddy.sahai@hcl.com>

Fri, Mar 31, 2023 at 11:59 AM

To: ramyasreesanikommu@gmail.com <ramyasreesanikommu@gmail.com>

LETTER of INTENT

3/31/2023

Vijayawada

Dear S.Ramya Sree

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd, Vijayawada

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self-explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact Freddy.sahai@hcl.com

Regards,

HCL – Talent Acquisition Team

S. Ramya Sree

DISCLAIMER:

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e-mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.



Mr. Pasagadugula Sai Charan,
Vijayawada, Krishna District.

Date: 2nd Mar 2023

Dear Sai Charan,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Ms.PONDURU YOGI PRIYA,
BA0000789000,
6-1129 Sri Nagar Colony Opp K D C C Bank,
Jaggayyapeta,
,,
Budawada-521175.
Krishna.
Mobile:9959593685.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789000** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Ms. Sanikommu Ramya Sree,
Guntur, Guntur District.

Date: 2nd Mar 2023

Dear Ramya Sree,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only)** per annum, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

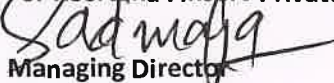
Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



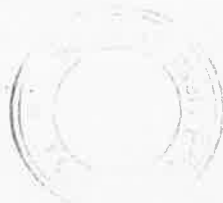
Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Mr.ANNAM POTHURAJU,
BA0000789021,
37-2-4 Jakraiah Street,
Badavapeta,
Vijayawada (M Corp+OG) (Part)-520010.
Krishna.
Mobile:9390140114.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789021** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

421 MBA 009



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : DHANNANA KRISHNAVENI
S/o D/o W/o : D APPALA NAIDU
Qualification : MCA
Department / Designation : SOCIAL
Date of Birth : 15.08,2001
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **SOCIAL Faculty** at **VIJAYAWADA Branch** on a consolidated pay of Rs. **13000/-** Per month in word **Rupees Thirteen Thousand** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

28-Jul-2023

To

Ms.JANGAM UMAMAHESWARI,
BA0000789020,
6-47 G Konduru Mandalam,
Koduru,
Chandragudem-521230.
Krishna.
Mobile:8886227201.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789020** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Ms. Muram Sowjanya,
Selamvaripalli, Prakasam District.

Date: 2nd Mar 2023

Dear Sowjanya,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.3,00,000/- (Rupees Three Lakhs Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____

Date : _____

Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Mr.PUTTI UMESH CHANDRA,
BA0000789012,
2-325 Remalavavaripalem,
Perlavanilanka Nagayalanka,
Etimoga-521120.
Krishna.
Mobile:7995465388.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789012** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.MOGAL RESHMA,
BA0000789010,
1-19 ,
Pottipadu Near Maseed,
,,
Atkuru-521286.
Krishna.
Mobile:9573574886.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789010** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Mr.BOGADI JASWANTH BALA NAGA SAI,
BA0000789025,
3-22 Gangineedupalem,
T Narasapuram Mandalam,
,,
Thatiramudu Gudem-534456.
West Godavari.
Mobile:7396469416.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance.You have been allotted agency code number **BA0000789025** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
- 5.You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
- 6.In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
- 7.Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Mr.RAKONDA PRUDVI SAI,
BA0000789007,
16/503 Prashanti Gram,
Puttaparthi,
Anantapur,
Puttaparthi-515134.
Anantapur.
Mobile:7287969727.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789007** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.PEDASANAGANTI RUPASRI,
BA0000789028,
8-132 Rtc Colony,
Near Nagarjuna Hospital Kanuru,
Kanuru (CT)-520007.
Krishna.
Mobile:7382443995.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789028** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.GURRALA POOJA,
BA0000789011,
21-11/1-2 1st Lane Near Railway Gate,
Saibaba Colony, Madhuranagar,
Vijayawada,
Vijayawada (M Corp+OG) (Part)-520011.
Guntur.
Mobile:8499058825.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789011** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.JASMITHA DARA,
BA0000789041,
D/o Prasad D.no: 17-6-12 Khadar Street,purnanandham Peta, Vijaywada ,
Gandhinagar ,
Vijayawada (M Corp.+OG) (Part)-520003.
Krishna.
Mobile:9666941755.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance.You have been allotted agency code number **BA0000789041** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
- 5.You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
- 6.In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
- 7.Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.NANDYALA RAMYA,
BA0000789039,
6-49,thurakapalli,
Guntu Pale ,
,
Mopadu-523110.
Prakasam.
Mobile:9398059948.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance.You have been allotted agency code number **BA0000789039** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
- 5.You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
- 6.In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
- 7.Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
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- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Ms. Ramya Nallabolu,
Piduguralla, Palnadu District.

Date: 2nd Mar 2023

Dear Ramya,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies; the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

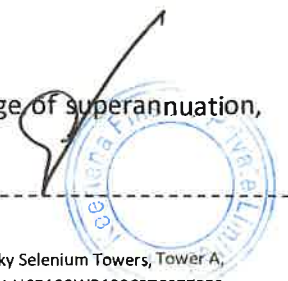
You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252



Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph





**Ms. Ghantasala Lilly Grace,
Chintapadu, Krishna District.**

Date: 2nd Mar 2023

Dear Lilly,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

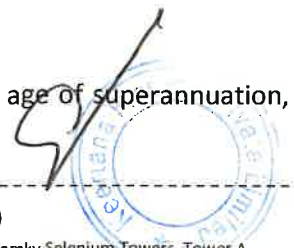
You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretariat@kfins.co, CIN:U65100WB1996PTC077252



Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph





Ms. Gangalakurthi Hanisha Priyadarsini,
Chirala, Bapla District.

Date: 2nd Mar 2023

Dear Hanisha,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

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Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



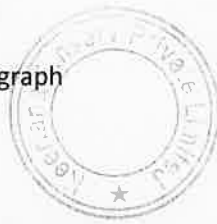
Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



----- Forwarded message -----

From: **Suggula Mahalakshmi** <suggulamahalakshmi333@gmail.com>

Date: Thu, 13 Jul, 2023, 3:22 pm

Subject: Fwd: SHRIRAM FINANCE LIMITED - MANAGEMENT TRAINEE - SELECTION

To: <dr.br.kumar75@gmail.com>

----- Forwarded message -----

From: **HRD** <hrd@novactech.in>

Date: Tue, 11 Jul 2023, 10:25 am

Subject: SHRIRAM FINANCE LIMITED - MANAGEMENT TRAINEE - SELECTION

To: SUGGULAMAHALAKSHMI333@GMAIL.COM <SUGGULAMAHALAKSHMI333@gmail.com>

Dear Mr./Ms. SUGGULA MAHALAKSHMI,

Greetings from Shriram!!

Enroll no. : AP109

Date : 07-07-2023

With reference to your participation at recruitment drive & subsequent interview, you have been selected as a **MANAGEMENT TRAINEE** for **SHRIRAM FINANCE LIMITED**. Your place of posting will be at **VIJAYAWADA - I (ANDHRA PRADESH)** and joining will be confirmed after submission of all required documents. You will be paid a total remuneration of **Rs. 3.06 LPA**

Kindly confirm your acceptance of selection by filling the link: <https://bit.ly/3kkRt8s>

Selection is subjected to the successful completion of, you qualifying the degree with **1st Class & an aggregate of 60% marks and above in Qualifying Degree (BE/B.Tech/MBA)**. Candidates with 2nd class/ arrears / backlogs / any semester result awaited are not eligible for joining.

You are advised to send us scan copy of the below specified documents to **hrd@novactech.in on or before 15-07-2023** and only after verification of the certificates you shall be intimated further details about joining. **Non-submission of documents “on time” may not guarantee the joining and may lead to offer rejection.**

List of documents to be submitted:

- Aadhar Card
- Driving License
- PAN Card
- Updated Resume*
- 10th Mark sheet**
- 12th Mark sheet / Diploma Certificate and all mark sheets of Diploma.
- **UG Degree**
 - 1-8 Semester Mark sheets / Consolidated Mark sheet (if final semester result is in internet copy, then it has to be attested by Principal)
 - Provisional Degree Certificate (or) Letter Head signed by Principal / Head of Institution with CGPA & Class mentioned
- **PG Degree (if applicable)**

- 1-4 Semester Mark sheets / Consolidated Mark sheet (if final semester result is in internet copy, then it has to be attested by Principal)
- Provisional Degree Certificate (or) Letter Head signed by Principal / Head of Institution with CGPA & Class mentioned
- Cancelled cheque/ Bank pass book scan copy for updation (for crediting salary)
- **For Experienced Candidates**
 - Offer Letter/Joining Letter of last company
 - Relieving Letter
 - Mail approval of resignation (if currently serving notice period)

Important Note:

#CTC based on Posting City Classification as per company norms

*Resume must have present & permanent address and it should match with any of the ID proof (DL, Aadhar) submitted.

**If the 10th Mark sheet doesn't have Date of Birth, then 10th Passing Certificate or Birth Certificate with Date of Birth mentioned should be submitted.

For any query you may mail us at [**hrd@novactech.in**](mailto:hrd@novactech.in) or call to **044-42913052**

Regards,

HR Team – Chennai H.O.

Disclaimer notice: This message and any attachments contain information that may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy, print or disclose to anyone the message or any information contained in the message. If you have received this e-mail in error, please advise the sender by reply and delete the message and any attachments or mail to [**sysadmin@novactech.in**](mailto:sysadmin@novactech.in)

Fwd: SHRIRAM FINANCE LIMITED - MANAGEMENT TRAINEE - SELECTION

Inbox

Dr.B.R. kumar Tue, 11 Jul, 12:36 (2 days ago)

to me

----- Forwarded message -----

From: **Jaswanth** <jaswanthnaidu135@gmail.com>

Date: Tue, 11 Jul 2023 at 11:39

Subject: Fwd: SHRIRAM FINANCE LIMITED - MANAGEMENT TRAINEE - SELECTION

To: Dr.B.R. kumar <dr.brkumar75@gmail.com>

----- Forwarded message -----

From: **HRD** <hrd@novactech.in>

Date: Tue, 11 Jul, 2023, 10:25 am

Subject: SHRIRAM FINANCE LIMITED - MANAGEMENT TRAINEE - SELECTION

To: JASWANTHNAIDU135@GMAIL.COM <JASWANTHNAIDU135@gmail.com>

Dear Mr./Ms. BOGADI JASWANTH BALA NAGA SAI,

Greetings from Shriram!!

Enroll no. : AP110

Date : 07-07-2023

With reference to your participation at recruitment drive & subsequent interview, you have been selected as a **MANAGEMENT TRAINEE** for **SHRIRAM FINANCE LIMITED**. Your place of posting will be at **RAJAHMUNDY - I** (ANDHRA PRADESH) and joining will be confirmed after submission of all required documents. You will be paid a total remuneration of **Rs. 3.06 LPA**

Kindly confirm your acceptance of selection by filling the link: <https://bit.ly/3kkRt8s>

Selection is subjected to the successful completion of, you qualifying the degree with **1st Class & an aggregate of 60% marks and above in Qualifying Degree (BE/B.Tech/MBA)**. Candidates with 2nd class/ arrears / backlogs / any semester result awaited are not eligible for joining.

You are advised to send us scan copy of the below specified documents to **hrd@novactech.in on or before 15-07-2023** and only after verification of the certificates you shall be intimated further details about joining. **Non-submission of documents “on time” may not guarantee the joining and may lead to offer rejection.**

List of documents to be submitted:

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- Driving License
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 - 1-8 Semester Mark sheets / Consolidated Mark sheet (if final semester result is in internet copy, then it has to be attested by Principal)
 - Provisional Degree Certificate (or) Letter Head signed by Principal / Head of Institution with CGPA & Class mentioned
- **PG Degree (if applicable)**
 - 1-4 Semester Mark sheets / Consolidated Mark sheet (if final semester result is in internet copy, then it has to be attested by Principal)
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- **For Experienced Candidates**
 - Offer Letter/Joining Letter of last company
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*Resume must have present & permanent address and it should match with any of the ID proof (DL, Aadhar) submitted.

**If the 10th Mark sheet doesn't have Date of Birth, then 10th Passing Certificate or Birth Certificate with Date of Birth mentioned should be submitted.

For any query you may mail us at [**hrd@novactech.in**](mailto:hrd@novactech.in) or call to **044-42913052**

Regards,

HR Team – Chennai H.O.

Disclaimer notice: This message and any attachments contain information that may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy, print or disclose to anyone the message or any information contained in the message. If you have received this e-mail in error, please advise the sender by reply and delete the message and any attachments or mail to sysadmin@novactech.in

28-Jul-2023

To

Ms.GANGALAKURTHI HANISHA PRIYADARSINI,
BA0000789002,
14-12-83 Jayalakshmi Painters Venuka Mumthavari Sentar,
Chirala,
Chirala-523155.
Prakasam.
Mobile:8523822701.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789002** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

LETTER of INTENT

3/31/2023

Vijayawada

Dear P.Rupasri

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd, Vijayawada

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self- explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact Freddy.sahai@hcl.com

Regards,

HCL – Talent Acquisition Team

::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.

P. Rupa Sri

28-Jul-2023

To

Ms.MITTISILA SANDHYA,
BA0000789018,
1-123,
Venkatapalem,
Mangalagiri (M+OG)-522503.
Guntur.
Mobile:9704299328.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789018** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.VEMULA RAGHAVI,
BA0000789009,
14/5 Rail Peta,
Near Bhaskar Theatre,
,,
Gudivada (Rural)-521301.
Krishna.
Mobile:7330705238.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789009** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

421 MBA029



Sri Chaitanya School
Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : VEMULA RAGHAVI
S/o D/o W/o : HEMANTH KUMAR
Qualification : MBA
Department / Designation : HINDI
Date of Birth : 29.06.2001
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **HINDI Faculty** at **SINGNAGAR/SN PURAM/MR PURAM Branch** on a consolidated pay of Rs. **14000/-** Per month in word **FOURTEEN THOUSAND RUPEES ONLY** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

421 MBA 0.30



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : MALAVATHU CHAMANTHI
S/o D/o W/o : M SWAMY
Qualification : MBA
Department / Designation : SOCIAL
Date of Birth : 30.11.1997
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **HYD MPC Workshop**.
The Management is pleased to offer you the post of at **SOCIAL Faculty** at **HYDERABAD Branch** on a consolidated pay of Rs. **14500/-** Per month in word **FOURTEEN THOUSAND FIVE HUNDRED RUPEES ONLY**. For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **08.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **08.05.2023**

Place:
Date:

Signature of the applicant

28-Jul-2023

To

Ms.CHAMANTHI MALAVATHU,
BA0000789014,
1-122a S T Colony,
Sri Ramanjaneyapuram Thanda,
Mannesultanpalem,
Chowtapapayapalem-522411.
Guntur.
Mobile:7337298413.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789014** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Mr.PUVVADI KRANTHI KUMAR,
BA0000789026,
14-5-88/b,
Vijaya Lakshmi Puram,
Bapatla,
Bapatla-522101.
Guntur.
Mobile:8125210585.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789026** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



**Ms. Malavathu Chamanthi,
Bellamkonda, Guntur District.**

Date: 2nd Mar 2023

Dear Chamanthi,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252



Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited

Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph





Mr. Puvvadi Kranthi Kumar,
Lakshmipuram, Guntur District.

Date: 2nd Mar 2023

Dear Kranthi Kumar,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.3,00,000/- (Rupees Three Lakhs Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

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Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



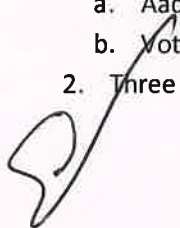
Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Mr.EDEGA KRANTHI KUMAR,
BA0000788999,
22-102 7th Lane,
Bhagat Singh Nagar,
Vijayawada,
Kanuru (CT)-520007.
Krishna.
Mobile:9515390905.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance.You have been allotted agency code number **BA0000788999** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
- 5.You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
- 6.In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
- 7.Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

421MBA033



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : EDA RAJASEKHARA REDDY
S/o D/o W/o : E SUBBA REDDY
Qualification : MBA
Department / Designation : MATHS
Date of Birth : 30.03.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **MATHS Faculty** at **MANGALAGIRI Branch** on a consolidated pay of Rs. **14000/-** Per month in word **FOURTEEN THOUSAND RUPEES ONLY** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

LETTER of INTENT

3

/31/2023

Vijayawada

Dear Vemula Raghavi

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd, Vijayawada

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self-explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact Freddy.sahai@hcl.com

Regards,

HCL – Talent Acquisition Team

V. Raghavi.



Mr.Edega Kranthi Kumar,
Yanamalakuduru, Krishna District.

Date: 2nd Mar 2023

Dear Kranthi Kumar,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.3,00,000/- (Rupees Three Lakhs Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

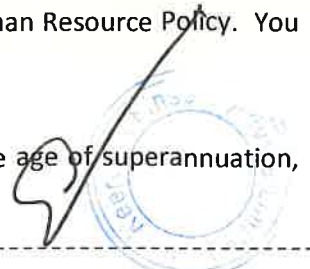
As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.



Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretariat@kfins.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



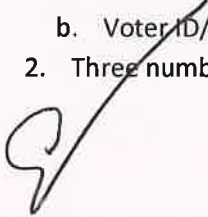
Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Ms.YANAM SRAVANI,
BA0000789017,
3-39b Ayyapuraju Palem Village,
Near Ramalayam Temple,
Chimakurthi Mandalam,
Boddikura Padu-523253.
Prakasam.
Mobile:9010218117.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789017** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

421HDA029



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : KAMMARI RAJESH KUMAR
S/o D/o W/o : K INNYASAPPA
Qualification : MBA
Department / Designation : ENGLISH
Date of Birth : 22.01.1995
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **ANANTAPUR MPC Workshop**. The Management is pleased to offer you the post of at **ENGLISH Faculty** at **ANANTAPUR Branch** on a consolidated pay of Rs. **13500/-** Per month in word **Rupees Thirteen Thousand Five Hundre** . For a period of one year on probhition

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 25.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **25.05.2023**

Place:

Date:

Signature of the applicant

28-Jul-2023

To

Ms.SANIKOMMU RAMYA SREE,
BA0000789024,
13-6-264/a,
Tamma Rangareddy Nagar 1st Lane Guntur,
Guntur (Rural)-522001.
Guntur.
Mobile:8247527170.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789024** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

421MBA018



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : RAKONADA PRUDVI SAI
S/o D/o W/o : R GIRIDHAR
Qualification : MBA
Department / Designation : SOCIAL
Date of Birth : 01.12.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **ANANTAPUR MPC Workshop**. The Management is pleased to offer you the post of at **SOCIAL Faculty** at **ANANTHAPUR Branch** on a consolidated pay of Rs. **12500/-** Per month in word **Rupees Twelve Thousand Five Hundred** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **25.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **25.05.2023**

Place:
Date:

Signature of the applicant

Y21MBA067



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : SANIKOMMU RAMYA SREE
S/o D/o W/o : S PRABHAKAR REDY
Qualification : MBA
Department / Designation : MATHS
Date of Birth : 15.10.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GNT MPC Workshop**.

The Management is pleased to offer you the post of at **MATHS Faculty** at **GUNTUR Branch** on a consolidated pay of Rs. **13000/-** Per month in word **Rupees Thirteen Thousand** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

Y21MBA013



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : YANAM SRAVANI
S/o D/o W/o : Y YOGAIAH
Qualification : MBA
Department / Designation : ENGLISH
Date of Birth : 06.09.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **HYD MPC Workshop**.
The Management is pleased to offer you the post of at **ENGLISH Faculty** at **HYDERABAD Branch** on a consolidated pay of Rs. **15000/-** Per month in word **FIFTEEN THOUSAND RUPEES ONLY** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **08.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **08.05.2023**

Place:
Date:

Signature of the applicant



Ms. Yanam Sravani,
Ayyaparajupalem, Prakasam District.

Date: 2nd Mar 2023

Dear Sravani,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.3,60,000/- (Rupees Three Lakhs Sixty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Mr.EDA RAJASEKHARA REDDY,
BA0000788997,
4-35, 75 ,
Thalluru,
,,
75-Tyallur-522436.
Guntur.
Mobile:7995252267.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000788997** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

LETTER of INTENT

3/31/2023

Vijayawada

Dear Madhu Peddasingu

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of Analyst at State Street HCL Services Ltd, Vijayawada

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self- explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact Freddy.sahai@hcl.com

Regards,

HCL – Talent Acquisition Team



28-Jul-2023

To

Mr.MADHU PEDDASINGU,
BA0000789008,
27-235 Priyadarshini Nagar,
Near R C M Church Yanamalakuduru,
,,
Kanuru (CT)-520007.
Krishna.
Mobile:9381439691.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789008** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.GANTA HARSHITHA,
BA0000789044,
00 Kamepalli,
Zarugumalli Mandalam,
,,
Uppala Dinne-523271.
Prakasam.
Mobile:6301785248.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789044** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
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- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

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- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Mr. Peddasingu Madhu Rao,
Yanamalakuduru, Krishna District.

Date: 2nd Mar 2023

Dear Madhu Rao,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.3,00,000/- (Rupees Three Lakhs Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

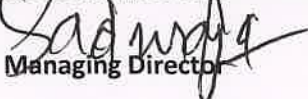
Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



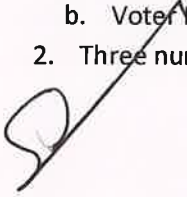
Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



LETTER of INTENT

3/31/2023

Vijayawada

Dear E.Kranthi kumar

Congratulations! We are very pleased to inform you that based on your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd, Vijayawada

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self-explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact Freddy.sahai@hcl.com

Regards,
HCL – Talent Acquisition Team

::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e-mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.

E. Kranthi kumar

Y21MBA 042



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : UPPALURI SHANMUKH CHOWDARY
S/o D/o W/o : U RAMESH
Qualification : MBA
Department / Designation : SOCIAL
Date of Birth : 22.02.1998
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **SOCIAL Faculty** at **ASHOK NAGAR/PATAMATA LANKA/MR PURAM Branch** on a consolidated pay of Rs. **14000/-** Per month in word **FOURTEEN THOUSAND RUPEES ONLY**. For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

28-Jul-2023

To

Mr.GANGA SRINU,
BA0000789006,
24-13-9 Sanagasetty Vari Veedhi 1 Va Line,
Bavaji Peta,
Vijayawada (M Corp.+OG) (Part)-520003.
Krishna.
Mobile:8121519057.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789006** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.SINGUPILLA DIMPUL,
BA0000789015,
9-42-108 K T Road,
Kottapeta,
Vijayawada (M Corp+OG) (Part)-520001.
Guntur.
Mobile:9502885332.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789015** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

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- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Mr. Damodara Chinni,
Vijayawada, Krishna District.

Date: 2nd Mar 2023

Dear Chinni,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfins.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Mr.DAMODARA CHINNI,
BA0000789005,
24-9/1-7 Rama Nagar,
Ramakoti Maidanam,
Vijayawada,
Vijayawada (M Corp.+OG) (Part)-520003.
Krishna.
Mobile:8333871549.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789005** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

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- i. Identify yourself as an Insurance agent of the Company;
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- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
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- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

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- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

Y 21HBA 046



Sri Chaitanya School
Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : **MOGAL RESHMA**
S/o D/o W/o : **NAGUL MEERA**
Qualification : **MBA**
Department / Designation : **HINDI**
Date of Birth : **14.08.2001**
Date of Interview : **24.04.2023**

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **HINDI Faculty** at **GANNAVARAM Branch** on a consolidated pay of Rs. **14000/-** Per month in word **FOURTEEN THOUSAND RUPEES ONLY** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

28-Jul-2023

To

Ms.SHAIK HASMA,
BA0000789003,
1-38 Lakshmipuram,
Ventrappagada,
Kornipadu-521263.
Krishna.
Mobile:8639235348.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789003** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
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- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Mr.PEEKA KALYAN,
BA0000789031,
7-99 Vasanthanagar,
Tadigadapa,
..
Kanuru (CT)-521137.
Krishna.
Mobile:9985088588.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789031** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

LETTER of INTENT

3
/31/202
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Vijayawada

Dear Y.Sravani,

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd, Vijayawada

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self- explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact Freddy.sahai@hcl.com

Regards,

HCL – Talent Acquisition Team

Y. Sravani

28-Jul-2023

To

Mr.KAMMARI RAJESH KUMAR,
BA0000789027,
1-35 Yaramalle Palli,
Ananthapur,
Yenumaladoddi-515765.
Anantapur.
Mobile:9392616107.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789027** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Mr. Katru Sai Kiran,
Gannavaram, Krishna District.

Date: 2nd Mar 2023

Dear Sai Kiran,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

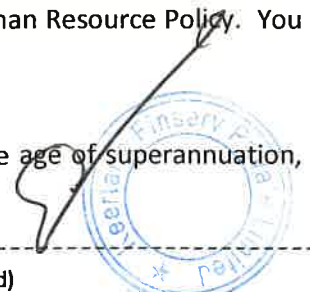
You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252



Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited

Sadma
Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph





Mr. Pechetti Nagendra,
Atili, West Godavari District.

Date: 2nd Mar 2023

Dear Nagendra,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

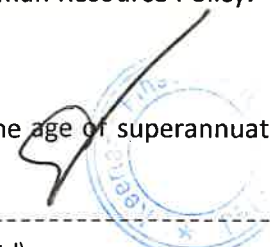
You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252



Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.


Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Ms.BHUTHAPATI AMULYA,
BA0000789022,
17-5-12 Borra Balayya Street,
Bapthist Palem,
Vijayawada (M Corp.+OG) (Part)-520003.
Krishna.
Mobile:9515615299.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance.You have been allotted agency code number **BA0000789022** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
- 5.You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
- 6.In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
- 7.Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

421MBA054



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : **BOGADI JASWANTH BALA NAGA SAI**
S/o D/o W/o : **B SAMBA SHIVA RAO**
Qualification : **MBA**
Department / Designation : **ENGLISH**
Date of Birth : **14.03.1999**
Date of Interview : **24.04.2023**

With reference to your Application dated **24.04.2023** and the subsequent interview held at **HYD MPC Workshop**.
The Management is pleased to offer you the post of at **ENGLISH Faculty** at **HYDERABAD Branch** on a consolidated pay of Rs. **15000/-** Per month in word **FIFTEEN THOUSAND RUPEES ONLY** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 08.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **08.05.2023**

Place:
Date:

Signature of the applicant



Mr. Kammari Rajesh Kumar,
Kambadur, Anantapur District.

Date: 2nd Mar 2023

Dear Rajesh Kumar,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only)** per annum, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.



Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited

Sadma
Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



421MBA055



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Techno Curriculum

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TEMPORARY APPOINTMENT ORDER

Name of the Applicant : **LENKA BHAGYASRI**
S/o D/o W/o : **L V V PRASADA RAO**
Qualification : **MBA**
Department / Designation : **ENGLISH**
Date of Birth : **02.11.2000**
Date of Interview : **24.04.2023**

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **ENGLISH Faculty** at **BHAVANIPURAM/ONETOWN Branch** on a consolidated pay of Rs. **12000/-** Per month in word **Rupees Twelve Thousand** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

421MBA057



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TEMPORARY APPOINTMENT ORDER

Name of the Applicant : KANCHARLA SRI LASYA
S/o D/o W/o : K SALAMAN RAJU
Qualification : MBA
Department / Designation : ENGLISH
Date of Birth : 25.07.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **ENGLISH Faculty** at **VIJAYAWADA Branch** on a consolidated pay of Rs. **13000/-** Per month in word **Rupees Thirteen Thousand** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

28-Jul-2023

To

Ms.KANCHERLA SRI LASYA,
BA0000789032,
11-113 Harijanavada,
Gollapudi,
Gollapudi-521225.
Krishna.
Mobile:9676393609.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789032** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

28-Jul-2023

To

Ms.SUGGULA MAHALAKSHMI,
BA0000789033,
22-5-93,
Satyanarayana Park Road,
Tenali (M)-522201.
Guntur.
Mobile:7386216878.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789033** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

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- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

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- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Ms. Suggulu Mahalakshmi,
Tenali, Guntur District.

Date: 2nd Mar 2023

Dear Mahalakshmi,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only)** per annum, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.

Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252



Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited

Sadma
Managing Director



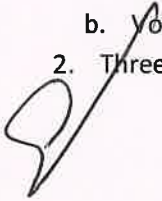
Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



Re: Letter Of Intent

Singupilla Dimple <singupilladimple@gmail.com>

To: "sampathbellapu61@gmail.com" <sampathbellapu61@gmail.com>

9 May 2023 at 20:04

On Fri, Mar 31, 2023, 11:59 AM Freddy Sahai <freddy.sahai@hcl.com> wrote:

LETTER of INTENT

3/31/2023

Vijayawada

Dear singupilla Dimpul

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd, Vijayawada

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self-explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact Freddy.sahai@hcl.com

Regards,

HCL – Talent Acquisition Team



::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e-mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any

28-Jul-2023

To

Ms.BOPPA SOWMYA,
BA0000789030,
Lig-29,autonagar Colony,autonagar,vijayawada(urban),
Autonagar,
,,
Kanuru (CT)-520007.
Krishna.
Mobile:8333818593.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance.You have been allotted agency code number **BA0000789030** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
- 5.You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
- 6.In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
- 7.Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Letter Of Intent

1 message

Freddy Sahai <freddy.sahai@hcl.com>

Fri, 31 Mar 2023 at 11:59 am

To: suggulamahalakshmi333@gmail.com <suggulamahalakshmi333@gmail.com>

LETTER of INTENT

3/31/2023

Vijayawada

Dear Suggula Mahalakshmi

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd, Vijayawada

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree and the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self- explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact Freddy.sahai@hcl.com

Regards,

HCL – Talent Acquisition Team

S. Maha lakshmi

::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or



Ms. Tulagapu Bhavani
Pathapatnam, Srikakulam District.

Date: 2nd Mar 2023

Dear Bhavani,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only)** per annum, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.



Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

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Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited

Sadma
Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph





Ms. Boppa Sowmya,
Vijayawada, Krishna District.

Date: 2nd Mar 2023

Dear Sowmya,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

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Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

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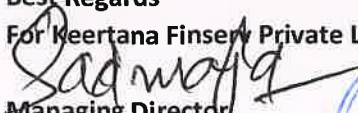
Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited


Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



28-Jul-2023

To

Ms.BHAVANI TULAGAPU,
BA0000789004,
5-84 Yashoda Nagar,
Pathapatnam,
Savarasiddamadugu-532213.
Srikakulam.
Mobile:9885859062.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789004** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer



Mr. P Narasimha Rao
Macherla, Palnadu District.

Date: 2nd Mar 2023

Dear Narasimha Rao,

Sub: Offer cum Appointment Letter

Pursuant to our discussions with you, we are pleased to offer you the position of **Executive Trainee**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

Designation and Reporting

You will be designated as **Executive Trainee** and you will report to the **Managing Director** for assignment and duties. You will be based out of Hyderabad.

Remuneration:

Your annualized cash-basis cost to the company would be a maximum of **Rs.2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum**, to be Paid Monthly.

Tax considerations:

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

Termination notice/resignation

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

Continuous satisfactory work performance

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

Leave and public holidays

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

Medical Fitness

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.



Keertana Finserv Pvt Ltd (Formerly Known as Rajshree Tracom Pvt Ltd)

Regd. Office: 11 Pollock Street, 5th Floor, PS Hare Street, Kolkata, West Bengal – 700001. Administrative Office: Plot No. 31 & 32, Ramky Selenium Towers, Tower A, Financial District, Nanakramguda, Hyderabad, Telangana-500032. Contact Number: 040 4878 7000, E-mail ID: secretarial@kfin.co, CIN:U65100WB1996PTC077252

Adherence to policies

As part of your continuing employment, it is your obligation that you comply with the Organization's policies, procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

Conflict of Interest

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

Statement of facts

It must be specifically understood that this appointment is made based on your proficiency on technical and professional skills you have declared as per the application and on the ability to handle any assignment/job independently. In case, later, any of your statements / particulars furnished is found to be false or misleading, the Organization shall have the right to terminate your services without notice.

Non-disclosure Agreement

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization. You will not disclose by a word of mouth or otherwise, or details or business plans, trade secrets, finance, administration, knowhow and or any confidential information of business coming to your knowledge by your being in the employment of Keertana Finserv Private Limited. By signing this appointment letter, you are obligated to follow non-disclosure clause as mentioned herein.

Service of any communication

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you would be sent to the above-mentioned address. Dispatch of any communication to the above mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish such latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

Governing law and jurisdiction

Your employment shall be governed by and interpreted in accordance with the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Best Regards

For Keertana Finserv Private Limited

Sadma
Managing Director



Annexure-1

Please mention your tentative date of joining _____; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

Name : _____
Date : _____
Signature : _____

List of Documents to be submitted

1. Identity Proof
 - a. Aadhaar Card
 - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



421 MBA 066



Sri Chaitanya School Techno Curriculum

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TEMPORARY APPOINTMENT ORDER

Name of the Applicant : **NANDYALA RAMYA**
S/o D/o W/o : **N MALA KONDAIAH**
Qualification : **MBA**
Department / Designation : **SOCIAL**
Date of Birth : **24.04.2001**
Date of Interview : **24.04.2023**

With reference to your Application dated **24.04.2023** and the subsequent interview held at **ONGL MPC Workshop**.

The Management is pleased to offer you the post of at **SOCIAL Faculty** at **ONGOLE Branch** on a consolidated pay of Rs. **12000/-** Per month in word **Rupees Twelve Thousand** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

421MBA019



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : PEDASANAGANTI RUPASRI
S/o D/o W/o : P SRINIVASA RAO
Qualification : MBA
Department / Designation : ENGLISH
Date of Birth : 06.08.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **ENGLISH Faculty** at **ASHOKNAGAR/PORANKI/PATAMATA LANKA Branch** on a consolidated pay of Rs. **13000/-** Per month in word **Rupees Thirteen Thousand** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

28-Jul-2023

To

Ms.MEDIDA VELANGINI DAKSHINYA,
BA0000789013,
15 13 New Sanath Nagar,
Near Haresh Cord Clinic ,
Ashok Nagar,
Kanuru (CT)-520007.
Krishna.
Mobile:8885642199.

Madam,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance.You have been allotted agency code number **BA0000789013** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
- 5.You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
- 6.In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
- 7.Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

Y 2MCA 037



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TEMPORARY APPOINTMENT ORDER

Name of the Applicant : JUPUDI SUKANYA
S/o D/o W/o : J HARI PRASAD
Qualification : MCA
Department / Designation : MATHS
Date of Birth : 10.10.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **MATHS Faculty** at **REPALLE/VIJAYAWADA Branch** on a consolidated pay of Rs. **14000/-** Per month in word **FOURTEEN THOUSAND RUPEES ONLY** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

28-Jul-2023

To

Mr.KUKKADAPU GANESH KUMAR,
BA0000789034,
1-19/a Nuthipadu,
Vemireddypally,
Vissannapeta,
A.Konduru-521227.
Krishna.
Mobile:7780233693.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789034** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

Y 21M CA-021



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : MEESALA NAGA NANCHAR KUMAR
S/o D/o W/o : M GOPI
Qualification : MCA
Department / Designation : MATHS
Date of Birth : 27.10.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **MATHS Faculty** at **VIJAYAWADA Branch** on a consolidated pay of Rs. **14000/-** Per month in word **FOURTEEN THOUSAND RUPEES ONLY** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

421MCA012



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : AKUNURU SINDHUJA
S/o D/o W/o : A VENKATA RAMANA
Qualification : MBA
Department / Designation : ENGLISH
Date of Birth : 13.09.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **ENGLISH Faculty** at **MYLAVARAM/IBM/VIJAYAWADA Branch** on a consolidated pay of Rs. **13000/-** Per month in word **Rupees Thirteen Thousand**. For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

42111CA 005



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : CHOWDABOINA RAJA
S/o D/o W/o : CH RAMU
Qualification : MCA
Department / Designation : MATHS
Date of Birth : 17.06.2001
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **VSPT MPC Workshop**.

The Management is pleased to offer you the post of at **MATHS Faculty** at **NUZIVEDU/VSPT/TRNR Branch** on a consolidated pay of Rs. **14000/-** Per month in word **FOURTEEN THOUSAND RUPEES ONLY** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **02.06.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **02.06.2023**

Place:

Date:

Signature of the applicant

421HCA 007



Sri Chaitanya School

Techno Curriculum

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TEMPORARY APPOINTMENT ORDER

Name of the Applicant : ALLADI SUDHEER KUMAR
S/o D/o W/o : CHENNARAO
Qualification : MCA
Department / Designation : SOCIAL
Date of Birth : 30.08.2000
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **SOCIAL Faculty** at **NUZIVEDU/VSPT/TRNR Branch** on a consolidated pay of Rs. **13000/-** Per month in word **Rupees Thirteen Thousand**. For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

421MCA027



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : **BANDREDDY ROHITHA**
S/o D/o W/o : **B SESHU**
Qualification : **MCA**
Department / Designation : **MATHS**
Date of Birth : **13.06.2000**
Date of Interview : **24.04.2023**

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **MATHS Faculty** at **VIJAYAWADA Branch** on a consolidated pay of Rs. **13500/-** Per month in word **Rupees Thirteen Thousand Five Hundre** . For a period of one year on probhition

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:

Date:

Signature of the applicant

28-Jul-2023

To

Mr.CHOWDABOYINA RAJA,
BA0000789029,
3-30/1 Vissannapeta Mandalam,
Sattenagudem,
A.Konduru-521227.
Krishna.
Mobile:8688647182.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789029** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

421MCA001



Sri Chaitanya School Techno Curriculum

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TEMPORARY APPOINTMENT ORDER

Name of the Applicant : VAVILAPALLI MAVULA NAIDU
S/o D/o W/o : RAVI KUMAR
Qualification : MCA
Department / Designation : SOCIAL
Date of Birth : 20.10.1999
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **SOCIAL Faculty** at **PARVATHIPURAM/BOBBILI Branch** on a consolidated pay of Rs. **14000/-** Per month in word **FOURTEEN THOUSAND RUPEES ONLY**. For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

28-Jul-2023

To

Mr.KRISHNA VIJAY,
BA0000789046,
3-39a,
Raghavapuram,
Lingalapadu-521185.
Krishna.
Mobile:8688355763.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789046** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer

Y21MCA 014



Sri Chaitanya School Techno Curriculum

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TEMPORARY APPOINTMENT ORDER

Name of the Applicant : DARIPALLI GOPI VINAY
S/o D/o W/o : D VEERABRAHMAM
Qualification : MBA
Department / Designation : ENGLISH
Date of Birth : 15.06.2001
Date of Interview : 24.04.2023

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **ENGLISH Faculty** at **VIJAYAWADA Branch** on a consolidated pay of Rs. **12000/-** Per month in word **Rupees Twelve Thousand** . For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ You are advised to report to the workshop on : **05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

421MCA28



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

TEMPORARY APPOINTMENT ORDER

Name of the Applicant : **PILLI PRAVALLIKA**
S/o D/o W/o : **P SURYA PRAKASH**
Qualification : **MCA**
Department / Designation : **ENGLISH**
Date of Birth : **25.05.2000**
Date of Interview : **24.04.2023**

With reference to your Application dated **24.04.2023** and the subsequent interview held at **GAYATRI NAGAR MPC Workshop**. The Management is pleased to offer you the post of at **ENGLISH Faculty** at **SINGNAGAR/SN PURAM/ONETOWN Branch** on a consolidated pay of Rs. **13000/-** Per month in word **Rupees Thirteen Thousand**. For a period of one year on probation

Note :: The finalization of Branch will be done at the teacher's workshop. The Teacher's choice and preference will be considered for the finalization of Branch, which will be within the zone preferred by the candidate

➤ **You are advised to report to the workshop on : 05.05.2023**

Appointment Authority

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on : **05.05.2023**

Place:
Date:

Signature of the applicant

28-Jul-2023

To

Mr.KOLLATI PAVAN ESWAR,
BA0000789016,
5-69 Main Road,
Avakuru,
Kalidindi,
Vemavarappadu-521343.
Krishna.
Mobile:8142124030.

Dear Sir,

Sub: Letter of Appointment to act as Health Insurance Agent

1. We refer to your application in Form 1A requesting for appointment to act as an Insurance Agent of our company and are pleased to appoint you as an Agent of Star Health and Allied Insurance Company Ltd (herein after called as Company) for the purpose of soliciting or procuring insurance business including business relating to continuance, renewal or revival of policies of insurance. You have been allotted agency code number **BA0000789016** and attached to our **Area Office - Vijayawada (131200)**.
2. Your appointment as Insurance Agent in the Company is subject to the regulations prescribed under Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations 2016 (herein after called as Regulations).
3. You shall undergo required product or such other training from time to time as may be prescribed by the Company.
4. As an Agent of the Company, you will be paid commission on the business procured by you at the rates specified under the Insurance Act or notified by IRDAI (herein after called as Regulator) by from time to time. However, the Company reserves the right to vary, alter and change the rates of commission subject to the rules & regulations mentioned above.
5. You are required to achieve a minimum business target of Rs.15,000 premium per year or as would be specified by the Company from time to time.
6. In case of your performance not being satisfactory, the Company reserves the right to take appropriate action including termination of appointment.
7. Being an Agent of the Company, based on business performance during the year, you are eligible for Company's Club Membership.

8.(1) While discharging the functions as Agent, you shall adhere to the code of conduct specified below,

- i. Identify yourself as an Insurance agent of the Company;
- ii. Show the agency identity card to the prospect, and also disclose your agency appointment letter to the prospect on demand;
- iii. Disseminate the requisite information in respect of insurance products offered for sale by the Company and take into account the needs of the prospect while recommending a specific insurance plan;
- iv. Where you represent more than one Insurance Company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect;
- v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- vi. Indicate the premium to be charged by the Insurer for the insurance product offered for sale;
- vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
- viii. Bring to the notice of the Company every fact about the prospect relevant to insurance underwriting including any adverse habits or income inconsistency of the prospect, within your knowledge in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the company wherever applicable and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- ix. Obtain the requisite documents at the time of filling the proposal form with the Company; and other documents subsequently asked for by the Company for completion of the proposal;
- x. Advise every prospect to effect nomination under the policy;
- xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- xii. Render necessary assistance and advice to every policy holder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- xiii. Render necessary assistance to the policy holders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company.

(2).During your tenure as agent, you shall not:

- a)Solicit or procure insurance business without being appointed to act as such by the Company;
- b)Induce the prospect to omit any material information in the proposal form;
- c)Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of proposal;
- d)Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder to join a multilevel marketing scheme;
- e)Behave in a discourteous manner with the prospect;
- f)Interfere with any proposal introduced by any other insurance Agent;
- g)Offer different rates, advantages, terms and conditions other than those offered by your Company;
- h)Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i)Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j)Apply for fresh agency appointment to act as an insurance agent, if your agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
- k)Become or remain a director of any insurance Company.

9.You shall with a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policy holders within the stipulated time, by giving notice to the policy holder orally and in writing.

10.As an insurance agent if you act in contravention of the provisions of the insurance act and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees.

11.Authority's right to inspect: The Authority may appoint one or more of its officers as an "Investigating Officer" to undertake inspection of affairs of an Insurance Agent, to ascertain and see whether the business is carried on by him as per the Act, Regulations and instructions issued by the Authority from time to time, and also to inspect the books of accounts, records and documents of the Agent.Provided such inspection will be limited to the matters pertaining to insurance business undertaken by the Insurance Agent.

12.Your appointment as an Agent may be cancelled or suspended after due notice and after giving a reasonable opportunity of being heard if you,

- a. Violate the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999(41 of 1999) or rules or regulations, made there under as amended from time to time;
- b. Attract any of the conditions for disqualification stipulated under Section 42 (3) of the Act;
- c. Fail to comply with the code of conduct stipulated under clause 7;
- d. Violate terms of the appointment;
- e. Fail to furnish any information relating to your activities as an Agent as required by the Company or the Authority;
- f. Fail to comply with the directions issued by the Authority;
- g. Furnish wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Agents or during the period of its validity;
- h. Do not submit periodical returns as required by the Company/ Authority;
- i. Do not cooperate with any inspection or enquiry conducted by the Authority;
- j. Fail to resolve the complaints of policy holders or fails to give a satisfactory reply to the Authority in this behalf;

13. If you wish to surrender your agency with our Company; you shall surrender your appointment letter and identity card to the designated official of the Company. The Company shall issue the cessation certificate within a period of 15 days from the date of resignation or surrender of appointment.

14. You will be issued an identity card by the Company along with the appointment letter.

For Star Health and Allied Insurance Company Limited.



Designated Officer