



PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY
[PRIST]

(Institution Deemed to be University - U/s 3 of the UGC Act, 1956)
THANJAVUR - 613 403 - TAMIL NADU

Date: 14.07.2022


PROVISIONAL APPOINTMENT ORDER

We are pleased to inform that, Ms. G. KANIMOZHI has been provisionally selected for the appointment of **OFFICE ASSISTANT** in CRD of **PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE AND TECHNOLOGY (PRIST), THANJAVUR**. Her appointment is purely performance based and subject to the terms & conditions of this Management. She will be paid a monthly Salary of Rs. **9,000/- (Rupees Nine Thousand Only)**.

Confirmation Appointment Order will be issued only on submission of the following documents:

- (i) Original Educational Qualification Certificates.
- (ii) Original Certificate for the service claimed in the application.
- (iii) Original Relieving Order from the Institution, where recently relieved from the service.
- (iv) Proof for last drawn salary.




REGISTRAR
REGISTRAR,
Ponnaiyah Ramajayam Institute of
Science & Technology (PRIST),
(Institution Deemed to be University
U/s 3 of the UGC Act, 1956),
THANJAVUR - 613 403, TAMIL NADU.

Copy to:

Hon'ble Chancellor Sir (for kind information)
Hon'ble Pro Chancellor Madam
President
Vice Chancellor
Controller of Examinations
Director - CRD
Accounts Officer (West Campus)
Personnel Department
The Concerned
File

To,
Vidhya Devi Ramasamy
Chennai

Dear Vidhya,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10108447**.

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **21-01-2022** and your place of posting is **Chennai**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 216000 (Two lakh sixteen thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

4. Hours of Works

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

6. Inventions and Patents

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

8. Termination of Employment

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.
- f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:
 - i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
 - ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
 - iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.
- h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

9. Performance Adherence

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

10. Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

11. Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

12. Business Continuity

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

13. "My JD" Mobile Application

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

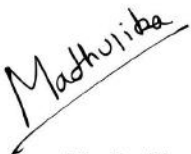
Please note-

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.

In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,
For Just Dial Ltd.



Madhulika Singh

Regional Head - Human Resources

Annexure:-

Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vidhya Devi Ramasamy	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	21-01-2022	
CTC (in INR)	216000/- per annum	
Pay structure	Monthly	Annual
Fixed Components		
Basic	9922	119064
House Rent Allowance (HRA)	4961	59532
Customer Handling Allowance	328	3936
Conveyance Allowance	268	3216
Salary (C1)	15479	185748
Statutory Components		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	503	6036
Benefit's(C2)	1694	20328
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	0	0
Statutory Bonus	827	9924
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	18000	216000
Deductions		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	117	1404
Total Deductions (b)	1308	15696
*Net Take Home {a - b - C2}	14998	179976
Performance Bonus		0
***Overall CTC	18000	216000

* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,
For Just Dial Limited

Madhulika Singh

Regional Head - Human Resources



Date: 24 Mar 2022

Mr. FAHEEM AHAMED H
Dubai, UAE

OFFER LETTER

Dear Faheem Ahamed H,

Techniche Trading LLC (TT) is pleased to offer you employment at its Dubai Headquarters on the following terms and conditions:

1. Title : Sales and operation engineer
2. Joining Date : Should you accept this offer of employment, you will join TT on 01 April 2022.

This offer of employment shall remain open until 01 April 2022. If no acceptance by you hereof is received by us on or before such date, this offer shall expire.

3. Compensation : You shall be paid a salary in United Arab Emirates Dirham's ("AED"). Your total monthly compensation shall equal to AED 4,500/- payable monthly as gross salary.

Your monthly basic salary and allowances are as follows:

Basic Salary:	AED 1500/-
Living allowance	AED 1000/-
House Rent Allowance:	Shared company accommodation provided
Transport Allowance:	AED 500/-



Mobile Allowance:	Limited mobile plan provided under company account
Total Monthly Compensation:	AED3,000/-

Allowances include all amounts whatsoever over and above the Basic Salary as contemplated under the definition of "Remuneration" in Article 1 of the UAE Labour Law for the Private Sector being Federal Law No. 8 of 1980, as amended (the "Labour Law"). Basic salary is paid for 365 days per year.

4. Office Timings : You will be required to work from 9:00 a.m. to 6:00 p.m. in 6 days a week with one day weekly off and you may be required to work additional hours based on operational requirements.
5. Public Holidays : You will be entitled to all public holidays based on the government press release concerning holidays for the private sector. Any public holidays, which fall during your annual vacation, cannot be claimed.
6. Air Fare : You will be eligible for a cash benefit for a round-trip economy airfare in an airline at company's discretion for every completed 24 months of service to the international airport of the capital of your country of permanent residence.
7. Annual Leave : Annual Leave - 24 calendar days' vacation for the first year of service (pro rata) and 30 days' leave thereafter for each completed 12 months of service or pro-rata (which cannot be taken during probationary period) plus any government announced public holidays, which fall on a normal working day.
8. Contract Validity : You will be employed on a limited contract and will remain in force until one party delivers to the other party 2 month written notice of termination excluding any terminations as applicable under Article 120 of UAE Labour Law.



9. Medical Insurance : You will be covered by Medical Insurance as per UAE Labour Law
10. Probation : Probation period shall be for a period of six months, starting from the date of joining the Company during which time the contract may be terminated by either party by giving not less than one week's notice
11. Visa : The cost of visa stamp on the passport & visa medical for self will be borne by the Company.

In the event that your Visa application is rejected or not processed within 60 days from the date of joining then your employment with TT will stand terminated with immediate effect.

Should you fail the mandatory Medical/Fitness Test by the Dubai Health Authority, or should you resign prior to completion of one year of service, you will be required to reimburse the company all recruitment expenses including the cost of airline tickets for you to join us (if applicable), total visa process expenses, and bear you air tickets for your return to your country.

12. End of Service Gratuity : As applicable by Labour Law
13. Confidentiality / Conduct : As per the signed Confidentiality Agreement & Code of Conduct & Ethics.

During your employment with us, you must devote your entire time and attention to the services of the company and may not be involved in any other service, occupation or business without the prior written consent of the Management.

14. Rules and Regulations : In addition to the terms and conditions set forth in this offer letter, employment contract and as described in paragraph 14, by accepting this offer of employment, you expressly and irrevocably agree that you shall follow and abide by any applicable rules and regulations issued from time to time by TT, the Government of Dubai or any other Government agency of the United Arab Emirates. But



without limitation, the terms and conditions of the Security Compliance and Non-Disclosure Agreement apply as terms and conditions of your employment.

15. Labour & Immigration Formalities : Notwithstanding any of the foregoing, you expressly agree that your employment hereunder is contingent on the successful completion of all labour and immigration formalities and the ability of TT to obtain for you the appropriate residence and employment visa.

We at TT look forward to you joining us and sincerely hope that you find your employment with us both challenging and rewarding. Please confirm your acceptance of this offer of employment by signing below where indicated "Agree and Accept."

Yours sincerely,



Name: Arye Nishant
Title: Managing Director
Techniche Trading LLC

I, the undersigned, Agree and Accept to the above terms and conditions.

Faheem Ahamed

.....
Name



.....
Signature

25/03/2022

.....
Date



APPENDIX TO OFFER LETTER

1. This offer is subject to your passing a pre-employment medical examination
2. Your salary and allowances will be paid in arrears at the end of each month.
3. You will be entitled to sick leave as per UAE Labour Law, subject to being certified as sick by a competent medical authority. No accumulation of sick leave is permitted.
4. This offer is valid subject to completion of all formalities and submission, prior to commencement of employment, of all the required documents such as Release or End of Service Certificate from your last employer, if applicable; Education and Experience certificates (if not already submitted).
5. You will be required at all times to comply with the Company's rules, regulations and procedures, Confidentiality agreement, Employee Code of Conduct including its Quality Assurance, Environment, Health and Safety standard procedures, for the duration of your employment.
6. You may be required to provide training, coaching & guidance to other employees working with the Company & contribute to their development & enhanced performance.
7. TT reserves the right to carry out reference checks prior to your joining TT or during probationary period. Confirmation of your employment will be subject to satisfactory reference checks.
8. All aspects of this contract shall be interpreted in accordance with UAE Labour Law and Company's policies and procedures.

I hereby accept the offer of employment and the terms and conditions as detailed above.

Faheem Ahamed

25/03/2022

.....
Name

.....
Signature

.....
Date



Ref: TCSL/DT20218031218/1625903/Chennai

Date: 27 May 2022

MR. NARANDHAR B
B3 Ar Apartment,
Malaikovil, Thiruverambur, Trichy,
Tamilnadu-620013.

Sub: Joining Letter

Dear Mr. Narandhar B,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **21st July 2022**, your joining location is **Chennai** and work location is **Chennai**. This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and the number of attempts taken to clear the TCS Xplore Program, you are eligible for the Readiness Incentive of **INR40000** . Your incentive will be given along with your salary, provided you:

- *Join the organization on the specified date.*
- *Serve Minimum tenure (12 months from the date of joining) with the organization.*

Note :

- *If you do not serve the minimum tenure mentioned above, the incentive provided will be recovered.*
- *Readiness incentive will not be given if a request for re-joining is initiated by you.*

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development
TCS Human Resources



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



LCS/rch/India: VSR
Page 1 of 6

AECOM India Global Services Private Ltd. +91 124 4898500/600 Tel
2nd floor, Tower A, SP Infocity, Industrial
Plot No 243, Udyog Vihar Phase 1,
Dundahera, Gurgaon-122016
www.aecom.com
CIN : U74999HR2020PTC089820

PRIVATE & CONFIDENTIAL

Date: 21st Jan 2022

**VENKATA SUDHAKAR
H.NO: 32 SRI LAKSHMI NARASIMHA
BUILDING, 3RD MAIN, MADIWALA
NEW EXTENSION, BENGALURU - 560068.**

Dear Venkata Sudhakar,

APPOINTMENT LETTER AS RPA SUPPORT SPECIALIST AT AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

We are pleased to offer you an appointment as **RPA SUPPORT SPECIALIST** at career level **11** to **AECOM INDIA GLOBAL SERVICES PRIVATE LTD.** on the following terms and conditions.

You shall perform your duties as an **RPA Support Specialist** at our **Bangalore** office.

However, the Company may at its sole discretion, transfer or assign you to work in any unit or department within the Company group or the Clients' offices in India or abroad in the future depending on the exigencies of work, with or without any change in the terms and conditions of the appointment.

1. Commencement Date Your appointment will commence on **7th February 2022.**

2. Salary Your gross annual compensation package will be as stated in Annexure A by the break-up amounts stated therein. Taxes and statutory deductions if any will be borne by the employee.

In all other matters concerning the allowances and benefits, you will be governed by such policies and rules as may generally apply to other staff or as specifically intimated to you, and as modified and amended from time to time. Please note the Management reserves the sole right to modify the allowances/benefits applicable in a category depending on relative merits/demerits of any individual, determined on a case-to-case basis.

3. Probation Period The initial **six months** of your employment shall be a probationary period during which either party may terminate this employment contract by giving **one month** in writing or a **month's** salary instead of notice. Your performance and suitability for continued employment will be reviewed at the end of the probation.

4. Working Hours Normal office hours are from 9.00 am to 5.30 pm. Mondays to Fridays with a ½ hour break for lunch (12.30 pm to 01.00 pm). You shall also be required to work in the shifts to ensure business continuity.



LCS/rch/India: VSR
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AECOM India Global Services Private Ltd. +91 124 4898500/600 Tel
2nd floor, Tower A, SP Infocity, Industrial
Plot No 243, Udyog Vihar Phase 1,
Dundahera, Gurgaon-122016
www.aecom.com
CIN : U74999HR2020PTC089820

13. Termination of Engagement After Confirmation
- We may at any time terminate your engagement by giving you **months' notice** in writing or by paying you **two months** compensation package instead of notice and, except as otherwise expressly provided, you will have no further claim on us.
- You may terminate your service during your engagement by giving us **months' notice** in writing or by paying us **two months** compensation package instead of notice.
- However, in the event of your resignation, you can be relieved at the sole discretion of the company without payment of any balance notice period.
- However, the Company will not be required to give any notice or compensation package in lieu thereof, if the termination is due to an act of indiscipline, furnishing of incorrect particulars/information during the appointment, etc.
- Treatment of any outstanding leave entitlement within the notice period is at the discretion of the Company. We may instruct you to take leave on specific days within the notice period or pay for your outstanding leave entitlement.
- If we terminate your engagement for the reason of indiscipline and/or misconduct, you will forfeit all accrued and untaken leave.
14. Conformity
- You will conform to the Company's laid down expected standards of discipline, policies, rules, etc. As amended and modified from time to time or understood by convention as company norms. Any breach of such discipline, a commission of misconduct will render your appointment liable for termination with immediate effect, without any obligation on the Part of the Management/Company.
15. Policy and Procedures
- You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.
16. Confidentiality Undertaking
- You are required to observe and comply with the confidentiality undertakings as more particularly set out in the attached Confidentiality Undertakings. Please sign and return a copy of the attached Confidentiality Undertakings to acknowledge your acceptance and understanding of the same when you sign back a copy of your employment letter.



LCS/rch/India: VSR
Page 4 of 6

Prior to commencing employment, you are requested to review the AECOM Code of Conduct and confirm your acknowledgment of receipt by completing and returning the enclosed Receipt and Acknowledgement Form. You agree and confirm that you will comply with all AECOM policies and procedures including, expressly, AECOM's Code of Conduct.

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

We would be pleased to have your confirmation in writing that you agree and accept this offer on these terms and conditions. Please sign and date the attached copy and return it to our Human Resources Department immediately.

Yours sincerely,

AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

Sameer Mathur
Senior Director, Human Resources
(sameer.mathur1@aecom.com)

ACKNOWLEDGEMENT

I _____ S/O _____ fully understand
and accept the appointment on the terms and conditions set out above.

Name and Signature: _____

Date: _____



LCS/rch/India: VSR
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Annexure A	
Salary Break-Up Sheet	
Venkata Sudhakar	
RPA Support Specialist	
Particulars	Per Annum (INR)
Basic Salary	394,250
House Rent Allowance	197,125
Flexible Allowance as per company policy	266,474
Internet Allowance	12,000
Gross Salary	869,849
Employer Provident Fund	47,310
Bonus - Monthly Payable	32,841
Total CTC	950,000
Taxes: Taxes and statutory deductions, if any will have to be borne by the employee	

Yours sincerely,

AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

Sameer Mathur
Senior Director, Human Resources
(sameer.mathur1@aecom.com)

ACKNOWLEDGEMENT

I _____ S/O _____ fully understand
and accept the appointment on the terms and conditions set out above.

Name and Signature: _____

Date: _____



LCS/rch/India: VSR
Page 6 of 6

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www.aecom.com
CIN : U74999HR2020PTC089820

Confidentiality Undertakings

I understand that in the course of performing my duties related to my employment position, I may be given access to the company's confidential information, including but not limited to the company's financial information, business plans, analyses, reports, bids, and proposals, tendering documents, technical innovations, design, inventions, client lists, and other sensitive, privileged information and intellectual property of the company.

Similarly, there may be sensitive and privileged information of our clients to which I may be given access.

With regard to the sensitive and privileged information mentioned above, I undertake that I shall only use the information to perform my duty in the company and shall keep the information confidential. I shall not divulge the information to any person and/or any party without the company's prior written authorization. I shall exercise care to ensure the information will not be misused. In this regard, I shall not copy, download, forward, and/or print any such information use, of the company other than to discharge my duties in the company.

I shall observe and comply with the above undertakings during and after the termination of my employment with the company. If I have violated my undertaking as stipulated above, I understand I will be subject to disciplinary actions, including summary dismissal, by the company and I may be liable to the legal proceedings and consequences which may be brought against me.

For the avoidance of doubt, the reference of "Company" contained herein shall include your direct employer or any one of the following entities: (i) a company or entity that is directly or indirectly owned and/or controlled by your direct employer; (ii) a company or entity which directly or indirectly owns and/or controls your direct employer or (iii) a company or entity which is an affiliate of your direct employer being owned or controlled by the same company as mentioned in (ii).

Signed by: _____

Name:

Position:

NRIC/Passport/FIN No.

Date:

accesshealthcare

Date: March 29, 2022

Dear Karthick R

Sub: Offer of Appointment

Further to our discussion we are pleased to offer you the position of Senior Client Partner at Access Healthcare Services Private Limited ("Company"), located at Access Healthcare (HQ) , A9, First Main Road, Ambattur Industrial Estate, Ambattur, Chennai-600058, on the following terms and conditions:

a) Compensation: You will be paid a salary of Rs. 5,85,000/- per annum. Salary is computed on a Cost to Company basis and the same is outlined in the attached annexure.

Appointment letter will be issued to you on the date of joining (29-Mar-2022).

You may be required to work from office or work from home, based on Company's instructions from time to time for any reasons whatsoever. Accordingly, you shall ensure that you have in place necessary facilities including, but not limited to, broadband internet connection, network coverage, adequate workspace etc., at all times throughout your employment association with the Company.

b) You will be eligible for the benefits of leave, Provident Fund, Gratuity, etc., in accordance with the applicable laws and the rules of the Company.

c) You will be required to execute Standard Terms and Conditions of your employment and other related Agreements, upon you joining the Company.

d) The certificates and the documents produced by you will be subjected to verifications and in case of any discrepancies found during the scrutiny of the documents, the offer/employment extended by the Company shall stand automatically withdrawn.

e) This Offer is valid until 29-Mar-2022 or for a period extended solely at the discretion of the Company, which would be communicated to you in writing through e-mail. If you do not join the Company within the dates specified above, then the offer shall automatically stand cancelled.

f) This offer letter and/or subsequent employment relationship between the Company and You, can be revoked/terminated by the Company forthwith, at any time, due to any reasons whatsoever, so long as the reason for such revocation/termination is not statutorily prohibited, unreasonable or otherwise unlawful".

Kindly confirm your acceptance of the offer and the joining date by responding back to this e-mail before 11 am tomorrow.

We welcome you and we are confident that you will contribute in building Access Healthcare Services Private Limited into a world-class organization.

Sincerely,

For Access Healthcare Services Private Limited

Authorised Signatory

.....
Signature of the Candidate

I accept this offer and the terms and conditions attached.

Encl.:

1. Remuneration Details and other benefits.
2. List of Documents to be submitted.

Annexure - I

NAME: KARTHICK R
DESIGNATION: SENIOR CLIENT PARTNER
PROPOSED DATE OF JOINING: 29-MAR-2022

COMPENSATION DETAILS		
NAME	KARTHICK R	
DESIGNATION	SENIOR CLIENT PARTNER	
	Per Month	Per Annum
A Base Components		
Basic	19,500	2,34,000
DA	0	0
HRA	9,750	1,17,000
Total	29,250	3,51,000
B Basket of Allowance		
Transport Allowance	1,600	19,200
SDA	0	0
Special Allowance	11,555	1,38,660
Statutory bonus	1,985	23,820
Total	15,140	1,81,680
Total Gross * (A+B)	44,390	5,32,680
C Annual Benefit		
Retention Incentive	1,624	19,488
ESI (Employer)	0	0
Total	1,624	19,488
D Retiral Benefits		
PF - Company contribution	1,800	21,600
Gratuity	936	11,232
Total	2,736	32,832
Total CTC (A+B+C+D)	48,750	5,85,000

You are entitled to the following additional benefits, as applicable:

1. 13th Month Pay Scheme:

- The 13th months' pay scheme shall be applicable only to all Band 1 employees of operations and service quality department of the Accounts Receivable vertical. Pay out shall happen after completion of every one (1) year of service in the Accounts Receivable vertical. Entitlement to pay out of 13th month pay shall be in accordance with the Company's policies.

Annexure - II

1. **BTO:** I understand that, in the position I have been offered at Access Healthcare, I am expected to work from within the assigned delivery centre(s) of Access Healthcare, and there will be no option given to work from home or any other remote location.
2. **Schedule adherence – Shift timing:** I have been made aware of, and will follow, the specific shift timings assigned for my work, and I understand that no change will be granted in the shift except based on business requirements.
3. **Performance:** I understand that I need to meet performance targets.
4. **Dual employment:** I confirm that I am currently not employed with any other organization. I am aware of the dual employment clause mentioned in the employment agreement.
5. **Proxy declaration:** I confirm that I personally attended the interview with Access Healthcare leading to the offer of this position, without taking any undue assistance or support from any other party.
6. **Out of boundary:** I am aware of the Nodal Point for the pick-up and drop facility, based on the location of my residence, and I have accepted the same. I understand that transport facility will not be provided for out of boundary limits.
7. **No leaves during training:** I understand that I should avoid taking leaves during the training period barring leaves for emergency which are duly approved per process.
8. **Non-disclosure of compensation:** I understand that my compensation amount and details are to be kept confidential in all respects, and I shall not discuss them with my colleagues or any individual outside the organization.

2. Floating Medical Insurance:

- **Married Employees:** Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and maximum of three dependent coverage, which includes spouse and two children.
- **Unmarried Employees:** Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and dependent parents.

3. Personal Accident Insurance: Round the clock financial protection in case of an accident anywhere in India for self only. Coverage limit: Rs.1,00,000/-

4. Provident Fund: Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to Rs.15,000/-. If your basic salary is above Rs.15,000/- PF contribution shall be at Rs.1,800/- per month and if your basic salary is less than Rs.15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee's PF contribution forms part of your salary structure mentioned above and is payable as per Employees Provident Fund Act, 1952.

5. Change in statutory contributions:

Any changes in the rate of statutory contribution, on account of statutory increase or decrease in the take home salary, shall be adjusted within the employee's salary.

LIST OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING

On the date of joining, it is mandatory for you to submit the photocopies of the following documents (Please do bring the original testimonials for verification purpose):

- a) Educational Certificates (Original & Xerox Attested Copies) and mark-sheets. (Class 10th /equivalent onwards)
- b) Relieving Letter / Accepted Copy of the Resignation from Previous Employer
- c) Experience Certificate from the previous employer.
- d) Proof of last salary drawn (Copy of salary Certificate / Salary Slip)
- e) Passport size photographs (3 nos.)
- f) Copy of Aadhar card for Address Proof & ID Proof documents.

March 11, 2022

HRD/3T/1002763770/21-22

Mr. SUGAM VERMA

hig 145 new housing unit,
behind rto office, VALLAM
Thanjavur-613403
India

Ph: +91-8072407497

Dear SUGAM,

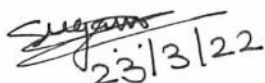
Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO**EVP and Head Human Resources - Infosys Limited**

Sugam
23/3/22

SUGAM VERMA

THANJAVUR

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue

Electronics City, Hosur Road

Bangalore 560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.com

www.infosys.com

March 11, 2022

HRD/1002763770/21-22

Mr. SUGAM VERMA
hig 145 new housing unit,
behind rto office, VALLAM
Thanjavur-613403
India

Ph: +91-8072407497

Dear SUGAM,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining


Your scheduled date of joining the employment of the Company will be **24-Mar-2022**.

Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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


23/3/22

SUGAM VERMA
THANJAVUR

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.


You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:


23/3/22
SUGAM VERMA
THANJAVUR

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

~~SUGAM~~
23/3/22
SUGAM VERMA
THANJAVUR

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

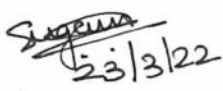
You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.


23/3/22
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THANJAVUR

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

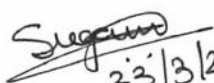
Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.


23/3/22
SUBAM VERMA
THANJAVUR

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.


Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.


23/3/22
SUGAM VERMA
THANJAVUR

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.


~~Sugam~~
23/2/22
SUGAM VERMA
THANJAVUR

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited


I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 23rd MARCH, 2022



Sign your name

SUGAM VERMA THANJAVUR
Print your full Name Location

Certification  Signature by Richard Lobo
richard_lobo@infosys.com / Address Unknown
Digitally signed by Richard Lobo
Date: 2022.03.17 17:27:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. SUGAM VERMA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

Sugam
23/2/22
SUGAM VERMA
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23/2/22
SUGAM VERMA
THANJAVUR

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. SUGAM VERMA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
FIXED GROSS SALARY (1+2+3)	25,000			
4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250			
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500			
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000			
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

DCB BANK



Name : Vignesh A

Employee Code : 28077

Blood Group : O+ve

Ashu Parthasarathy

Authorised Signatory

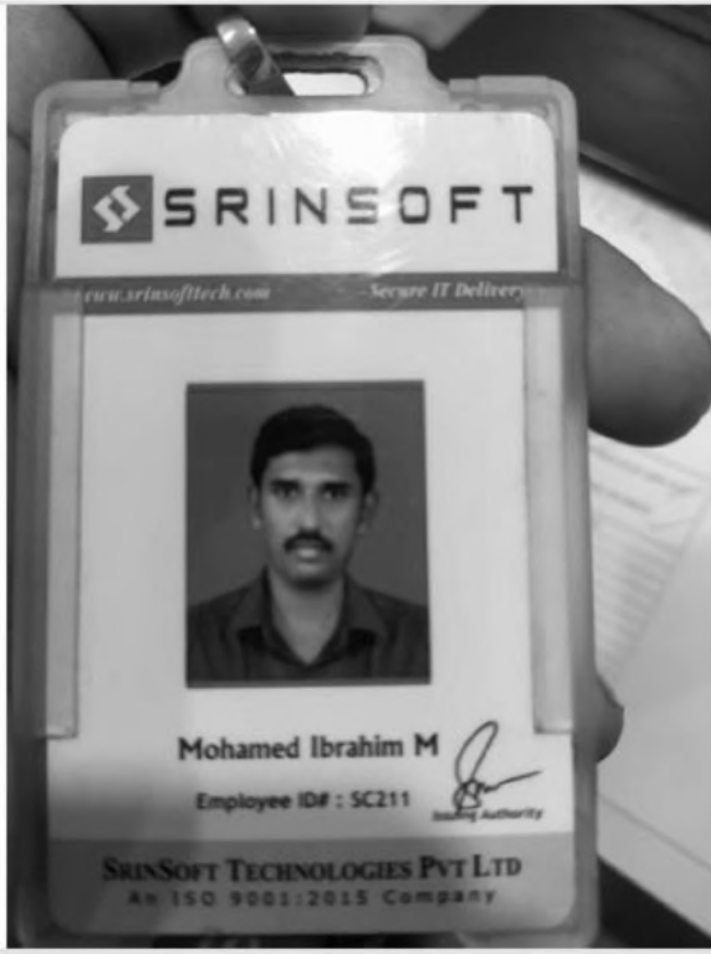


TANBIO R and D SOLUTION
Karumandapam, Palpannai
Trichy - 620 001



S. SUPRAJA
Research Assistant

CEO
TANBIO R & D Solution



Delphi-TV5
Technologies

MANNUR KOOTU ROAD
THODUKKADU POST
SRIPERUMBUDUR TALUK 602 105
Ph : 044-27658454 / 044-27658353
Fax : 044-27658351

SHORT TERM
TRAINEE IDENTITY CARD

Name : R. VEERAGOKUL
C.C. No. : ST25120
Dept. : MFI
From : 02/12/22
To : 31/12/23



E. 02/12/2022

Delphi - TVS
Technologies

MANNUR KOOTU ROAD
THODUKKADU POST
SRIPERUMBUDUR TALUK 602 105
Ph : 044-27658454 / 044-27658353
Fax : 044-27658351

SHORT TERM
TRAINEE IDENTITY CARD

Name : K. Deevadharshan
C.C. No. : ST25148
Dept. : MFI
From : 08/12/2022
To : 07/12/2023

N. G. P. V. V.



Date: 24 Mar 2022

Mr. FAHEEM AHAMED H
Dubai, UAE

OFFER LETTER

Dear Faheem Ahamed H,

Techniche Trading LLC (TT) is pleased to offer you employment at its Dubai Headquarters on the following terms and conditions:

1. Title : Sales and operation engineer
2. Joining Date : Should you accept this offer of employment, you will join TT on 01 April 2022.

This offer of employment shall remain open until 01 April 2022. If no acceptance by you hereof is received by us on or before such date, this offer shall expire.

3. Compensation : You shall be paid a salary in United Arab Emirates Dirham's ("AED"). Your total monthly compensation shall equal to AED 4,500/- payable monthly as gross salary.

Your monthly basic salary and allowances are as follows:

Basic Salary:	AED 1500/-
Living allowance	AED 1000/-
House Rent Allowance:	Shared company accommodation provided
Transport Allowance:	AED 500/-



Mobile Allowance:	Limited mobile plan provided under company account
Total Monthly Compensation:	AED3,000/-

Allowances include all amounts whatsoever over and above the Basic Salary as contemplated under the definition of "Remuneration" in Article 1 of the UAE Labour Law for the Private Sector being Federal Law No. 8 of 1980, as amended (the "Labour Law"). Basic salary is paid for 365 days per year.

4. Office Timings : You will be required to work from 9:00 a.m. to 6:00 p.m. in 6 days a week with one day weekly off and you may be required to work additional hours based on operational requirements.
5. Public Holidays : You will be entitled to all public holidays based on the government press release concerning holidays for the private sector. Any public holidays, which fall during your annual vacation, cannot be claimed.
6. Air Fare : You will be eligible for a cash benefit for a round-trip economy airfare in an airline at company's discretion for every completed 24 months of service to the international airport of the capital of your country of permanent residence.
7. Annual Leave : Annual Leave - 24 calendar days' vacation for the first year of service (pro rata) and 30 days' leave thereafter for each completed 12 months of service or pro-rata (which cannot be taken during probationary period) plus any government announced public holidays, which fall on a normal working day.
8. Contract Validity : You will be employed on a limited contract and will remain in force until one party delivers to the other party 2 month written notice of termination excluding any terminations as applicable under Article 120 of UAE Labour Law.



9. Medical Insurance : You will be covered by Medical Insurance as per UAE Labour Law
10. Probation : Probation period shall be for a period of six months, starting from the date of joining the Company during which time the contract may be terminated by either party by giving not less than one week's notice
11. Visa : The cost of visa stamp on the passport & visa medical for self will be borne by the Company.

In the event that your Visa application is rejected or not processed within 60 days from the date of joining then your employment with TT will stand terminated with immediate effect.

Should you fail the mandatory Medical/Fitness Test by the Dubai Health Authority, or should you resign prior to completion of one year of service, you will be required to reimburse the company all recruitment expenses including the cost of airline tickets for you to join us (if applicable), total visa process expenses, and bear you air tickets for your return to your country.

12. End of Service Gratuity : As applicable by Labour Law
13. Confidentiality / Conduct : As per the signed Confidentiality Agreement & Code of Conduct & Ethics.

During your employment with us, you must devote your entire time and attention to the services of the company and may not be involved in any other service, occupation or business without the prior written consent of the Management.

14. Rules and Regulations : In addition to the terms and conditions set forth in this offer letter, employment contract and as described in paragraph 14, by accepting this offer of employment, you expressly and irrevocably agree that you shall follow and abide by any applicable rules and regulations issued from time to time by TT, the Government of Dubai or any other Government agency of the United Arab Emirates. But



without limitation, the terms and conditions of the Security Compliance and Non-Disclosure Agreement apply as terms and conditions of your employment.

15. Labour & Immigration Formalities : Notwithstanding any of the foregoing, you expressly agree that your employment hereunder is contingent on the successful completion of all labour and immigration formalities and the ability of TT to obtain for you the appropriate residence and employment visa.

We at TT look forward to you joining us and sincerely hope that you find your employment with us both challenging and rewarding. Please confirm your acceptance of this offer of employment by signing below where indicated "Agree and Accept."

Yours sincerely,



Name: Arye Nishant
Title: Managing Director
Techniche Trading LLC

I, the undersigned, Agree and Accept to the above terms and conditions.

Faheem Ahamed

.....
Name



.....
Signature

25/03/2022

.....
Date



APPENDIX TO OFFER LETTER

1. This offer is subject to your passing a pre-employment medical examination
2. Your salary and allowances will be paid in arrears at the end of each month.
3. You will be entitled to sick leave as per UAE Labour Law, subject to being certified as sick by a competent medical authority. No accumulation of sick leave is permitted.
4. This offer is valid subject to completion of all formalities and submission, prior to commencement of employment, of all the required documents such as Release or End of Service Certificate from your last employer, if applicable; Education and Experience certificates (if not already submitted).
5. You will be required at all times to comply with the Company's rules, regulations and procedures, Confidentiality agreement, Employee Code of Conduct including its Quality Assurance, Environment, Health and Safety standard procedures, for the duration of your employment.
6. You may be required to provide training, coaching & guidance to other employees working with the Company & contribute to their development & enhanced performance.
7. TT reserves the right to carry out reference checks prior to your joining TT or during probationary period. Confirmation of your employment will be subject to satisfactory reference checks.
8. All aspects of this contract shall be interpreted in accordance with UAE Labour Law and Company's policies and procedures.

I hereby accept the offer of employment and the terms and conditions as detailed above.

Faheem Ahamed

25/03/2022

.....
Name

.....
Signature

.....
Date



Ref: TCSL/DT20218031218/1625903/Chennai

Date: 27 May 2022

MR. NARANDHAR B
B3 Ar Apartment,
Malaikovil, Thiruverambur, Trichy,
Tamilnadu-620013.

Sub: Joining Letter

Dear Mr. Narandhar B,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **21st July 2022**, your joining location is **Chennai** and work location is **Chennai**. This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and the number of attempts taken to clear the TCS Xplore Program, you are eligible for the Readiness Incentive of **INR40000** . Your incentive will be given along with your salary, provided you:

- *Join the organization on the specified date.*
- *Serve Minimum tenure (12 months from the date of joining) with the organization.*

Note :

- *If you do not serve the minimum tenure mentioned above, the incentive provided will be recovered.*
- *Readiness incentive will not be given if a request for re-joining is initiated by you.*

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development
TCS Human Resources



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

March 11, 2022

HRD/1002763770/21-22

Mr. SUGAM VERMA
hig 145 new housing unit,
behind rto office, VALLAM
Thanjavur-613403
India

Ph: +91-8072407497

Dear SUGAM,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining


Your scheduled date of joining the employment of the Company will be **24-Mar-2022**.

Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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


23/3/22

SUGAM VERMA
THANJAVUR

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.


You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:


23/3/22
SUGAM VERMA
THANJAVUR

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

~~Sugam~~
23/3/22
SUGAM VERMA
THANJAVUR

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

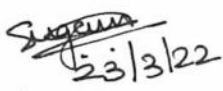
You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.


23/3/22
SUGAM VERMA
THANJAVUR

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

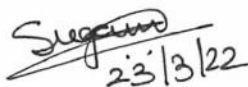
Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.


23/3/22

SUBAM VERMA
THANJAVUR

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.


Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.


23/3/22
SUGAM VERMA
THANJAVUR

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.


~~Sugam~~
23/2/22
SUGAM VERMA
THANJAVUR

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited


I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 23rd MARCH, 2022



Sign your name

SUGAM VERMA THANJAVUR
Print your full Name Location

Certification  signature by Richard Lobo
richard_lobo@infosys.com / Address Unknown
Digitally signed by Richard Lobo
Date: 2022.03.17 17:27:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. SUGAM VERMA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

Sugam
23/2/22
SUGAM VERMA
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Sugam
23/2/22
SUGAM VERMA
THANJAVUR

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. SUGAM VERMA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
FIXED GROSS SALARY (1+2+3)	25,000			
4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250			
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500			
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000			
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



LCS/rch/India: VSR
Page 3 of 6

AECOM India Global Services Private Ltd. +91 124 4898500/600 Tel
2nd floor, Tower A, SP Infocity, Industrial
Plot No 243, Udyog Vihar Phase 1,
Dundahera, Gurgaon-122016
www.aecom.com
CIN : U74999HR2020PTC089820

13. Termination of Engagement After Confirmation
- We may at any time terminate your engagement by giving you **months' notice** in writing or by paying you **two months** compensation package instead of notice and, except as otherwise expressly provided, you will have no further claim on us.
- You may terminate your service during your engagement by giving us **months' notice** in writing or by paying us **two months** compensation package instead of notice.
- However, in the event of your resignation, you can be relieved at the sole discretion of the company without payment of any balance notice period.
- However, the Company will not be required to give any notice or compensation package in lieu thereof, if the termination is due to an act of indiscipline, furnishing of incorrect particulars/information during the appointment, etc.
- Treatment of any outstanding leave entitlement within the notice period is at the discretion of the Company. We may instruct you to take leave on specific days within the notice period or pay for your outstanding leave entitlement.
- If we terminate your engagement for the reason of indiscipline and/or misconduct, you will forfeit all accrued and untaken leave.
14. Conformity
- You will conform to the Company's laid down expected standards of discipline, policies, rules, etc. As amended and modified from time to time or understood by convention as company norms. Any breach of such discipline, a commission of misconduct will render your appointment liable for termination with immediate effect, without any obligation on the Part of the Management/Company.
15. Policy and Procedures
- You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.
16. Confidentiality Undertaking
- You are required to observe and comply with the confidentiality undertakings as more particularly set out in the attached Confidentiality Undertakings. Please sign and return a copy of the attached Confidentiality Undertakings to acknowledge your acceptance and understanding of the same when you sign back a copy of your employment letter.



LCS/rch/India: VSR
Page 4 of 6

Prior to commencing employment, you are requested to review the AECOM Code of Conduct and confirm your acknowledgment of receipt by completing and returning the enclosed Receipt and Acknowledgement Form. You agree and confirm that you will comply with all AECOM policies and procedures including, expressly, AECOM's Code of Conduct.

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

We would be pleased to have your confirmation in writing that you agree and accept this offer on these terms and conditions. Please sign and date the attached copy and return it to our Human Resources Department immediately.

Yours sincerely,

AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

Sameer Mathur
Senior Director, Human Resources
(sameer.mathur1@aecom.com)

ACKNOWLEDGEMENT

I _____ S/O _____ fully understand
and accept the appointment on the terms and conditions set out above.

Name and Signature: _____

Date: _____



LCS/rch/India: VSR
Page 5 of 6

Annexure A	
Salary Break-Up Sheet	
Venkata Sudhakar	
RPA Support Specialist	
Particulars	Per Annum (INR)
Basic Salary	394,250
House Rent Allowance	197,125
Flexible Allowance as per company policy	266,474
Internet Allowance	12,000
Gross Salary	869,849
Employer Provident Fund	47,310
Bonus - Monthly Payable	32,841
Total CTC	950,000
Taxes: Taxes and statutory deductions, if any will have to be borne by the employee	

Yours sincerely,

AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

Sameer Mathur
Senior Director, Human Resources
(sameer.mathur1@aecom.com)

ACKNOWLEDGEMENT

I _____ S/O _____ fully understand
and accept the appointment on the terms and conditions set out above.

Name and Signature: _____

Date: _____



LCS/rch/India: VSR
Page 6 of 6

AECOM India Global Services Private Ltd. +91 124 4898500/600 Tel
2nd floor, Tower A, SP Infocity, Industrial
Plot No 243, Udyog Vihar Phase 1,
Dundahera, Gurgaon-122016
www.aecom.com
CIN : U74999HR2020PTC089820

Confidentiality Undertakings

I understand that in the course of performing my duties related to my employment position, I may be given access to the company's confidential information, including but not limited to the company's financial information, business plans, analyses, reports, bids, and proposals, tendering documents, technical innovations, design, inventions, client lists, and other sensitive, privileged information and intellectual property of the company.

Similarly, there may be sensitive and privileged information of our clients to which I may be given access.

With regard to the sensitive and privileged information mentioned above, I undertake that I shall only use the information to perform my duty in the company and shall keep the information confidential. I shall not divulge the information to any person and/or any party without the company's prior written authorization. I shall exercise care to ensure the information will not be misused. In this regard, I shall not copy, download, forward, and/or print any such information use, of the company other than to discharge my duties in the company.

I shall observe and comply with the above undertakings during and after the termination of my employment with the company. If I have violated my undertaking as stipulated above, I understand I will be subject to disciplinary actions, including summary dismissal, by the company and I may be liable to the legal proceedings and consequences which may be brought against me.

For the avoidance of doubt, the reference of "Company" contained herein shall include your direct employer or any one of the following entities: (i) a company or entity that is directly or indirectly owned and/or controlled by your direct employer; (ii) a company or entity which directly or indirectly owns and/or controls your direct employer or (iii) a company or entity which is an affiliate of your direct employer being owned or controlled by the same company as mentioned in (ii).

Signed by: _____

Name:

Position:

NRIC/Passport/FIN No.

Date:

accesshealthcare

Date: March 29, 2022

Dear Karthick R

Sub: Offer of Appointment

Further to our discussion we are pleased to offer you the position of Senior Client Partner at Access Healthcare Services Private Limited ("Company"), located at Access Healthcare (HQ) , A9, First Main Road, Ambattur Industrial Estate, Ambattur, Chennai-600058, on the following terms and conditions:

a) Compensation: You will be paid a salary of Rs. 5,85,000/- per annum. Salary is computed on a Cost to Company basis and the same is outlined in the attached annexure.

Appointment letter will be issued to you on the date of joining (29-Mar-2022).

You may be required to work from office or work from home, based on Company's instructions from time to time for any reasons whatsoever. Accordingly, you shall ensure that you have in place necessary facilities including, but not limited to, broadband internet connection, network coverage, adequate workspace etc., at all times throughout your employment association with the Company.

b) You will be eligible for the benefits of leave, Provident Fund, Gratuity, etc., in accordance with the applicable laws and the rules of the Company.

c) You will be required to execute Standard Terms and Conditions of your employment and other related Agreements, upon you joining the Company.

d) The certificates and the documents produced by you will be subjected to verifications and in case of any discrepancies found during the scrutiny of the documents, the offer/employment extended by the Company shall stand automatically withdrawn.

e) This Offer is valid until 29-Mar-2022 or for a period extended solely at the discretion of the Company, which would be communicated to you in writing through e-mail. If you do not join the Company within the dates specified above, then the offer shall automatically stand cancelled.

f) This offer letter and/or subsequent employment relationship between the Company and You, can be revoked/terminated by the Company forthwith, at any time, due to any reasons whatsoever, so long as the reason for such revocation/termination is not statutorily prohibited, unreasonable or otherwise unlawful".

Kindly confirm your acceptance of the offer and the joining date by responding back to this e-mail before 11 am tomorrow.

We welcome you and we are confident that you will contribute in building Access Healthcare Services Private Limited into a world-class organization.

Sincerely,

For Access Healthcare Services Private Limited

Authorised Signatory

.....
Signature of the Candidate

I accept this offer and the terms and conditions attached.

Encl.:

1. Remuneration Details and other benefits.
2. List of Documents to be submitted.

Annexure - I

NAME: KARTHICK R
DESIGNATION: SENIOR CLIENT PARTNER
PROPOSED DATE OF JOINING: 29-MAR-2022

COMPENSATION DETAILS		
NAME	KARTHICK R	
DESIGNATION	SENIOR CLIENT PARTNER	
	Per Month	Per Annum
A Base Components		
Basic	19,500	2,34,000
DA	0	0
HRA	9,750	1,17,000
Total	29,250	3,51,000
B Basket of Allowance		
Transport Allowance	1,600	19,200
SDA	0	0
Special Allowance	11,555	1,38,660
Statutory bonus	1,985	23,820
Total	15,140	1,81,680
Total Gross * (A+B)	44,390	5,32,680
C Annual Benefit		
Retention Incentive	1,624	19,488
ESI (Employer)	0	0
Total	1,624	19,488
D Retiral Benefits		
PF - Company contribution	1,800	21,600
Gratuity	936	11,232
Total	2,736	32,832
Total CTC (A+B+C+D)	48,750	5,85,000

You are entitled to the following additional benefits, as applicable:

1. 13th Month Pay Scheme:

- The 13th months' pay scheme shall be applicable only to all Band 1 employees of operations and service quality department of the Accounts Receivable vertical. Pay out shall happen after completion of every one (1) year of service in the Accounts Receivable vertical. Entitlement to pay out of 13th month pay shall be in accordance with the Company's policies.

Annexure - II

1. **BTO:** I understand that, in the position I have been offered at Access Healthcare, I am expected to work from within the assigned delivery centre(s) of Access Healthcare, and there will be no option given to work from home or any other remote location.
2. **Schedule adherence – Shift timing:** I have been made aware of, and will follow, the specific shift timings assigned for my work, and I understand that no change will be granted in the shift except based on business requirements.
3. **Performance:** I understand that I need to meet performance targets.
4. **Dual employment:** I confirm that I am currently not employed with any other organization. I am aware of the dual employment clause mentioned in the employment agreement.
5. **Proxy declaration:** I confirm that I personally attended the interview with Access Healthcare leading to the offer of this position, without taking any undue assistance or support from any other party.
6. **Out of boundary:** I am aware of the Nodal Point for the pick-up and drop facility, based on the location of my residence, and I have accepted the same. I understand that transport facility will not be provided for out of boundary limits.
7. **No leaves during training:** I understand that I should avoid taking leaves during the training period barring leaves for emergency which are duly approved per process.
8. **Non-disclosure of compensation:** I understand that my compensation amount and details are to be kept confidential in all respects, and I shall not discuss them with my colleagues or any individual outside the organization.

2. Floating Medical Insurance:

- **Married Employees:** Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and maximum of three dependent coverage, which includes spouse and two children.
- **Unmarried Employees:** Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and dependent parents.

3. Personal Accident Insurance: Round the clock financial protection in case of an accident anywhere in India for self only. Coverage limit: Rs.1,00,000/-

4. Provident Fund: Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to Rs.15,000/-. If your basic salary is above Rs.15,000/- PF contribution shall be at Rs.1,800/- per month and if your basic salary is less than Rs.15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee's PF contribution forms part of your salary structure mentioned above and is payable as per Employees Provident Fund Act, 1952.

5. Change in statutory contributions:

Any changes in the rate of statutory contribution, on account of statutory increase or decrease in the take home salary, shall be adjusted within the employee's salary.

LIST OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING

On the date of joining, it is mandatory for you to submit the photocopies of the following documents (Please do bring the original testimonials for verification purpose):

- a) Educational Certificates (Original & Xerox Attested Copies) and mark-sheets. (Class 10th /equivalent onwards)
- b) Relieving Letter / Accepted Copy of the Resignation from Previous Employer
- c) Experience Certificate from the previous employer.
- d) Proof of last salary drawn (Copy of salary Certificate / Salary Slip)
- e) Passport size photographs (3 nos.)
- f) Copy of Aadhar card for Address Proof & ID Proof documents.

Mr. S. Sangeethraj
S/o Shri P Sankar
#2/55A, Kumarimaduvu,
Bommidi (PD),
Pappireddipatti (Tk), Dharmapuri (Dist),
PIN - 635 301.

Dear Mr. Sangeethraj

Sub: Appointment Order

Shefa Management takes pleasure in appointing you in the company as Marketing Officer, in Tamilnadu Region. The compensation and other terms & conditions governing your employment are given below:

1. The total investment to the company by virtue of your employment as Marketing Officer is Rs. 2,40,000/- (Rupees Two Lakhs & Forty Thousand Only) per annum. Since the compensation to the employees of our company is purely based on potential performance and promise, it is governed by a confidential salary system. Hence it is requested to keep your remuneration confidential.
2. If any of the information furnished by you through your Resume / Application or any other document in connection with your employment with our Company is found to be incorrect or it is found at a later date that you have not revealed any relevant information, your services are liable to be terminated forthwith without any notice pay in lieu thereof.
3. You will be eligible for compensation towards official tours and travels, as per the rules of the Company.
4. Your initial place of posting will be communicated after induction Training Programme.
5. As per our Service Rules, you shall be liable to be transferred to any branch of this Department at any place in India or to any Department of our Company and assigned such other duties as may be deemed proper in the interest of the Management.
6. You will be reporting to Mr. S Arul Xavier, Regional Manager, Tamil Nadu & Kerala.

Shefa Agricare Technologies

Old No. C20, New No. 44, 16th Avenue, Ashok Nagar, Chennai 600 083
Tel: +91 44 48601720 email : welcome@shefa.co.in

Handwritten signature

Date: 21 Oct 2022

Mr Jayachandiran
269Kuttappatti Santhur Kattagaram PochampallickrishnagiriKrishnagiriTamil

Nadu 635206

Employee No: 2625581
Dear Mr Jayachandiran

Appointment Letter

We are pleased to appoint you in our organization as Crop Advisor subject to the following terms and conditions:

1. Your contract will commence from 21 Oct 2022 and expire on 20 Oct 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 21 Oct 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc. and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 21 Oct 2022 to 20 Oct 2023. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For **TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



Authorized Signatory

Signature and date

NAME: JAYACHANDAN

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395

Ascend Building, # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore-560095

Ph: (91 80) 33002345, Fax: (91 80) 33243001 www.teamlease.com

Employee No: 2025001

Particulars	Amount
Basic	19244
House Rent Allowance	4298
Monthly LTA	2562
Employee PF Contribution	1230
ESI - Employer	483
Insurance	185
Employer Presents Monthly	497
Total Amount	19779
Amount in Handicrafts	

Handicrafts: TeamLease Services Limited (for 90 days)

EARNINGS	
Basic	19244
House Rent Allowance	4298
Monthly LTA	2562
Employer Presents Monthly	497
Gross Earnings	17403

DEDUCTIONS *	
Employee ESI	112
Employee PF	1230
Professional Tax	219
Total Deduction	1551
Net Salary	15852

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note: This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter

Please note that undergoing online training is mandatory for this engagement

The link to undergo the programme and complete the evaluation is given below

Link : <https://connect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme

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ति / To,

MS. KOBIHA R

Roll No: 2711003290

5BY150A SAKTHI NAGAR CHINNAMPALAYAM ,

MAKKINAMPATTI P.O POLLACHI

COIMBATORE -642003

TAMILNADU

विषय: SWO 'A' पद के लिये तैनाती आदेश
Posting Order for the post of SWO-A/Clerk

1. यह पत्र आपको जारी किये गये पत्रांक मास: भर्ती: HRD:REC:5559:2023 दिनांक 06.05.2023 के अनुक्रम में है, जिसके द्वारा आपको बैंक में सिंगल विंडो ऑपरेटर "A" पद के लिये बैंक की ओर से अनंतिम नियुक्ति प्रस्ताव दिया गया था।
This has reference to our Provisional Offer of Appointment letter No. HRD:REC:5559:2023 dated 06.05.2023 issued to you for the post of Single Window Operator-A in the Bank.
2. भर्तीपूर्व औपचारिकताओं को सफलतापूर्वक पूरा करने तथा भर्ती पूर्व चिकित्सा जांच में स्वस्थ पाये जाने के पश्चात सक्षम प्राधिकारी द्वारा आपको के अंतर्गत मरमडक्की में पदस्थ करने का निर्णय लिया गया है. अतः आपको निम्न पते पर रिपोर्ट करने की सलाह दी जाती है.

Upon successful completion of pre-recruitment formalities & being found medically fit, it has been decided by the Competent Authority to post you at the **MARAMADAKKI** branch [562572] under MADURAI Regional office.

You are advised to report at following address (Branch Address/Regional office Address):

Union Bank of India,
MARAMADAKKI
103/A3, Kothamangalam Road, Maramadakki, Aranthangi Post
Contact No- 04371-9137562570 / 9137562570

3. कृपया उपरोक्त पते पर रिपोर्ट करते समय आप निम्नलिखित दस्तावेज अपने साथ लाएँ.
Please bring following documents with you while you report at the aforesaid address:
 - > इस नामांकन पत्र की मूल प्रति एक फोटोकॉपी के साथ.
This Nomination letter in original along with photocopy thereof.
 - > मूल फोटो आईडी (पासपोर्ट/ ड्राइविंग लाइसेंस/ पैनकार्ड/ आधार कार्ड/ वोटर आई डी) तथा उसकी एक फोटोप्रति, जो आपके द्वारा रिपोर्टिंग ऑफिस में दी गई थी.
Original Photo ID (Passport/ Driving License/ Pan Card/ Aadhaar Card/Voter ID) along with photocopy thereof as submitted during document verification.
 - > बैंक द्वारा जारी मूल अनंतिम नियुक्ति प्रस्ताव पत्र उसके एक छायाप्रति के साथ.
Original Provisional Offer of appointment letter issued to you by the Bank along with photocopy thereof.
 - > अन्य कोई दस्तावेज जो दस्तावेज सत्यापन के समय प्रस्तुत नहीं किए गये.
Any other documents pending to be submitted at the time of document verification.

यूनियन बैंक ऑफ इंडिया  Union Bank of India

भारत सरकार का उपक्रम

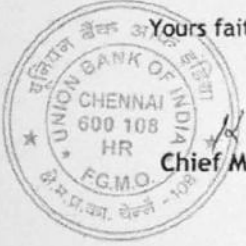
A Government of India Undertaking

4. यदि आप फिलहाल किसी सेवा में हैं और आपने भर्ती संबंधी औपचारिकताओं को पूरा करते समय सक्षम प्राधिकारी से प्राप्त शर्तरहित कार्यभारमुक्ति प्रमाण-पत्र प्रस्तुत नहीं किया था, तो आप अपने वर्तमान नियोक्ता से प्राप्त उक्त प्रमाण-पत्र को प्रस्तुत किये बिना इस प्रशिक्षण कार्यक्रम के लिये अनुमत नहीं किये जायेंगे और साथ ही बैंक द्वारा दिया गया नियुक्ति प्रस्ताव भी रद्द माना जायेगा.

If you are presently in service and have not submitted the unconditional relieving letter issued by the Competent Authority at the time of completion of recruitment formalities, you will not be allowed to join the services of the Bank without submission of the unconditional relieving letter from your existing employer and your offer of appointment will stand cancelled.

5. कृपया नोट करें कि बैंक सेवाओं में आपकी परीविक्षा अवधि तथा स्थायीकरण साथ ही बैंक/संवर्ग में आपकी पारस्परिक-बढ़ता का निर्धारण बैंक सेवाओं में आपके कार्यग्रहण की तारीख से किया जाएगा.
Please note that Your Probation period and confirmation in the services of the Bank as well as your inter-se seniority in the Bank/ Cadre will be determined from the date of your joining the services of the Bank.
6. कृपया नोट करें कि प्रशिक्षण के दौरान किसी भी अवकाश की अनुमति नहीं होगी.
Please note that no leave will be permitted during the Training.
7. अनुवाद में किसी अस्पष्टता की स्थिति में, अंग्रेजी के प्रारूप को प्राथमिकता दी जाएगी.
In case of any ambiguity in translation, English version will prevail.

शुभकामनाओं सहित,
With best wishes.

Yours faithfully / भवदीय,

H. Murali
Chief Manager (HR)



Ref: TCSL/DT20218031218/1625903/Chennai

Date: 27 May 2022

MR. NARANDHAR B
B3 Ar Apartment,
Malaikovil, Thiruverambur, Trichy,
Tamilnadu-620013.

Sub: Joining Letter

Dear Mr. Narandhar B,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **21st July 2022**, your joining location is **Chennai** and work location is **Chennai**. This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and the number of attempts taken to clear the TCS Xplore Program, you are eligible for the Readiness Incentive of **INR40000** . Your incentive will be given along with your salary, provided you:

- *Join the organization on the specified date.*
- *Serve Minimum tenure (12 months from the date of joining) with the organization.*

Note :

- *If you do not serve the minimum tenure mentioned above, the incentive provided will be recovered.*
- *Readiness incentive will not be given if a request for re-joining is initiated by you.*

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development
TCS Human Resources



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

Date: 17th November 2022



Dear Aiswaryaa Ravichandran

Congratulations! We are pleased to inform you that you have been selected for the position of **Executive** in **BAND I** at Hexaware Technologies Limited, **Chennai**. Your date of joining will be on **17th November 2022**. Your compensation structure is as follows:

COMPONENTS		PM		PA	
A: Monthly					
1.1 Basic		INR	7,133	INR	85,600
1.2 HRA		INR	3,609	INR	43,313
1.3 LTA		INR	594	INR	7,133
1.4 VPA		INR	3,567	INR	42,800
Total (A)		INR	14,904	INR	178,846
B: Benefits					
2.1 Provident Fund		INR	856	INR	10,272
2.2 GLIP & Medclaim		INR	155	INR	1,860
2.3 ESIC		INR	519	INR	6,222
2.4 Bonus		INR	1,400	INR	16,800
Total (B)		INR	2,930	INR	35,154
TOTAL CTC: [A+B]		INR	17,834	INR	214,000

MONTHLY TAKE HOME CALCULATION				
COMPONENTS MONTHLY	MONTHLY TAKE HOME@3 RATING	MONTHLY TAKE HOME BASED ON RATING		
Gross(Refer to Total [A] above)	INR 14,904	Rating 1 (Considering 50% Monthly VPA)	INR	12,987
Add: Advance Bonus	INR 1,050	Rating 2 (Considering 75% Monthly VPA)	INR	13,879
Less: ESIC	INR 120	Rating 3 (Considering 100% Monthly VPA)	INR	14,771
Less: PF Contribution	INR 856	Rating 4 (Considering 125% Monthly VPA)	INR	15,662
Less: Profession Tax	INR 208	Rating 5 (Considering 150% Monthly VPA)	INR	16,554
Net Take Home Salary	INR 14,771			

Variable Performance Allowance will be paid based on the ratings at the end of every month. These ratings will be given for your performance in line with the KRAs. **VPA for employees for the first 30 days or training period, whichever is higher, will be paid at a default rating of 2.** In case you exceed performance and get a rating of 4 and above you will be entitled to make more than your Target Variable Pay as mentioned above in the structure.

The company has taken a Group Life Insurance Policy and a Medclaim Policy in case of any medical emergencies. A premium of Rs.155/- per month is paid by the company and hence is provided as a benefit as shown in the above table. As per the policy, the coverage limit under Medclaim is Rs.1,25,000/- & the coverage under Group Life Insurance Policy is Rs. 500,000/-.

Bonus – Any Advance bonus component as a part of CTC is being paid as a part of monthly take home. The final bonus payable as per Payment of Bonus Act 1965 will be decided & paid before Diwali after adjusting the advance amount paid out as a monthly component.

Notice Period - Any voluntary termination of employment by an employee requires a notice of 7 working days during the probation period of three months and One month's written notice post confirmation in Hexaware BPS.

Probation Period - An employee is eligible for Confirmation post the completion of the Probation period subject to a satisfactory performance review. The Probation and confirmation is as per the company policy and the same shall be binding on the employee

The above salary is subject to income tax deductions & is calculated based on the Statutory provisions prevailing at the time of issue of this letter which may change from time to time as per Government rules and regulations.

The Company provides Transportation facility (for regular shifts only) as part of the Employee Welfare scheme and is not considered as a part of the CTC.

A detailed Offer Letter will be issued on you undergoing a medical check up and submission of relevant documents required at the time of joining. Non Compliance of the same will entail the date of joining to being revised, with effect from completion of all joining formalities.

Policies

Leave Entitlement -

Rules related to Earned Leaves and Sick Leaves

Eligibility & Procedure

	Earned Leave	Sick Leave
Entitlement for confirmed employees	21 days per calendar year of service, or pro-rata for partial period of service in a calendar	7 days per calendar year of service, or pro-rata for partial period of service in a calendar year.

Mediclaime Policy -

The coverage is for all Hexaware BPS

MEDICLAIM GRADE AND SUM INSURED		
Grade	Sum - Insured	Policy Type
Band 1	Rs. 125000	Individual
Band 2	Rs. 150000	Self + 1 Spouse or Child
Band 3	Rs. 250000	Self + 3
Band 4	Rs. 500000	Self + 3

Group Life Insurance Policy -

The coverage is for all Hexaware BPS

GROUP LIFE INSURANCE POLICY GRADE AND SUM INSURED	
Grade	Sum - Insured
Band 1	Rs. 5,00,000
Band 2	Rs. 12,00,000
Band 3	Rs. 25,00,000
Band 4	Rs. 60,00,000

* The employee will be eligible for Mediclaim and GLIP benefits under this scheme only from the date of joining.

For Hexaware Technologies Limited



Kumaravel P M

Senior Manager - Human Resources

ACCEPTANCE

I, _____, have read and understood the above terms and conditions governing the services and employment at Hexaware Technologies Limited., and the same are acceptable to me.

Place:

Signature:

Date:



CIN No : U72200TN2011PTC080370
(An ISO 9001 : 27001 company)

OCTOBER 10,2022

SRIDHAR D
Chennai, India

Dear *Sridhar*,

Thank you for the interest you have shown in employment with Alphind Software Solutions. We are pleased to offer you the position of **Associate Trainee** effective **October 10, 2022**.

As with all new appointments, your employment will be on a **Probationary** basis during the first six months. Based upon your performance and our mutual satisfaction, you will be considered for a **"Regular"** appointment following the probationary period.

Please be aware that **Alphind Software Solutions** only employs Indian Citizens with a valid Permanent Account Number (PAN). You will be required to provide documents such as Pan / Aadhaar cards and certificates. Your compensation split-up is detailed below on **Annexure A**.

This offer of employment is contingent upon several factors which include the results of verification of all information discussed during interview process, a criminal background investigation, and verification of professional education

Pre-employment drug screening and a pre-employment health checkup may be required. Periodic drug screening may also be required at any time during employment.

If an employee wants to terminate employment, it is mandatory to furnish a written notice to the Reporting Manager/HR at least SIXTY (60) days before the date of desired termination. Employees, who terminate their employment without providing at least 60 days advance notice, the HR department will not pursue with relieving procedures and advise the finance department to stop all payments.



CIN No : U72200TN2011PTC080370
(An ISO 9001 : 27001 company)

The specific conditions of our offer are as follows:

Position: **Associate Trainee**

CTC: **Rs. 2,25,000** [Two Lakh Twenty-Five Thousand Per Annum]

Starting Date: **October 10, 2022.**

Work Schedule: Mon-Fri 09:30AM – 06:00 PM with 30 minutes lunch break.

Holidays/Leave: National Holidays, Floating Holidays & Paid leaves. Paid leaves are to be availed only beyond probationary period.

Other: Emergency on-call may be required. Staying late may be required from time to time as and when situation demands. Schedule is flexible. Being full time employment, no overtime payment will be made for extra hours.

To accept this offer, please sign a copy of this letter and return to the undersigned. If you do not wish to accept this offer, please notify me at your earliest convenience.

If you have any questions, feel free to reach out to us. We look forward to hear back from you.

Sincerely,

Balaji. V, HR Manager

I accept this offer of employment and terms and conditions as stated above.

Sridhar D(Signature)

10.10.2022
(Date)



CIN No : U72200TN2011PTC080370
(An ISO 9001 : 27001 company)

ANNEXURE A		
Name	Sridhar D	
Designation	Associate Trainee	
Date of Joining	10-Oct-22	
Location	Chennai	
	MONTHLY	ANNUALLY
COMPONENTS OF CTC		
Basic	8475	101700
HRA	4238	50850
Special Allowance	2638	31650
Conveyance Allowance	1600	19200
Medical Expense reimbursement	0	0
Total (A)	16950	203400
Provident Fund (Employer's Contribution)	1800	21600
Total (B)	1800	21600
Total CTC (A+B)	18750	225000
Provident Fund (Employee's Contribution)	1800	21600
PT	208	2496
Net Pay (Monthly Pay)	14942	

D. Sridhar