

Ref No: 18802533



17-Nov-2021

Momin Sameer

Dear Momin,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Associate - Projects** with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). Your place of posting will be **Bangalore**.

Your annual total compensation will be **INR 999,996**. This includes an annual incentive target of **INR 45,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 39 months of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **29-Nov-2021**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("Cognizant"),

Shibu Balakrishnan  
**Sr. Director-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



22-Feb-21

**APPOINTMENT LETTER**

**Name of the Employee:** Ms. Kanji Sreelekha  
**Employee No:** 1112545  
**Present Address:** NA,NA,Bengaluru,560037  
**Permanent Address:** Same As Above  
**Father's Name:** Kanji Lakshmaiah  
**Emp. Date of Birth:** 25-May-98

Dear Kanji Sreelekha,

We are pleased to employ you as **Analyst (Grade G)** in our company, Firstsource Solutions Limited (**Company**), located at **Bangalore - Pritech**, or in such other capacity as the Company shall from time to time determine. This letter sets out the terms of your employment and, along with the Company's Policies and procedures, as amended from time to time (**Company Policies**), constitutes your employment agreement with the Company (**Employment Agreement**). In the event of a conflict between any of the terms or conditions contained in this Employment Agreement and those in the Company Policies, the terms of this Employment Agreement shall prevail.

**1. APPOINTMENT**

- a. Your employment by the Company is effective from the date of this Employment Agreement **22-Feb-21**.
- b. You will be on probation for a period of six months from the Date of Joining (**Probation Period**). Subject to Company Policies, after completion of the Probation Period, your performance will be evaluated, and if found satisfactory, you may be confirmed in the services of the Company. However, during the Probation Period, if your performance is unsatisfactory, (i) the Probation Period may be extended for a further period as may be decided by the Company; or (ii) the Company may terminate your services.
- c. You shall retire from the services of the Company on completing 60 years of age.
- d. Your employment in Company will be subject to you being and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the Company at any time.

Sreelekha

**FIRSTSOURCE SOLUTIONS LTD.**

Floor 3, Wing A, 12<sup>th</sup> Block, Pritech II, SEZ (Ecospace Park), Sarjapur Outer Ring Road, Varthur Hobli, Bengaluru - 560 103. India.

Tel: + 91 (80) 6633 6000 | Fax: +91 (80) 6633 6099

Paradigm B, 5th Floor, Mindspace, New Link Road, Malad (W), Mumbai - 400 064. India.

Tel: +91 22 6666 0888 | Fax: +91 22 6666 0887 | Web: www.firstsource.com

(CIN: L64202MH2001PLC134147)



29-Mar-2022

C6231626



*\*For Accenture use only*

**Borigi Kiran Kumar**

**2-115 Main Road Kanchili Srikakulam Andhrapradesh,532290 532290**

Dear **Borigi**,

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

Job Profile- **Finance Process Enablement Associate**

Management Level- 12

Sublevel - 3

Job Family Group- **Finance**

Business Deal- **Non Contact Center**

Your annual total cash compensation will be **INR 509240** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

- Annual fixed compensation of **INR 439000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Joining Bonus: You will be paid a joining bonus of INR 20000. The joining bonus is a one-time conditional payment that you will be entitled to only if you (a) join us on or before the date of joining confirmed to you by the recruiter; and (b) are employed with the Company for a period of 12 months from the date on which you join the Company. However, to facilitate your transition into Company, the joining bonus will be paid to you in advance along with the 1st month's salary. In the unlikely event, you choose to leave the Company, or if your services are terminated for any reason whatsoever, other than for redundancy, before the completion of 12 months of employment with the Company, the aforementioned joining bonus will be construed as debt due and will have to be repaid fully by you before your last working day. By signing this Agreement, you authorize the Company to set off the advance amount i.e. the joining bonus due from you against any amounts, salaries, allowance, or any other pecuniary benefit due and payable to you by the Company. However, if the advance amount exceeds the amount due and payable by the Company to you at the time of your exit, the Company shall notify you of the same, and you agree to pay the remaining balance within the notified timelines. In the event you fail to repay the balance of the joining bonus pursuant to the time frame set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorneys' fees and court costs.

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

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

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

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

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

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

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Borigi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call [nikita.easu](mailto:nikita.easu) at 7259839450 should you have anything you would like to discuss further.

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



Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

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

Date:

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



Building a better  
working world

**Annexure B**

<b>Name</b>	<b>Chelamaneni Girl</b>	<b>DOJ</b>	<b>31 January, 2022</b>
<b>Designation</b>	<b>Associate</b>	<b>Service Line</b>	<b>Assurance US NFS - East</b>
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	12,064	1,44,762
House Rent Allowance (HRA)	6,032	72,381
Other allowance including flexible components 1	6,443	77,322
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>30,159</b>	<b>3,61,905</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,461
Gratuity 4		6,963
<b>Total of Benefits</b>		<b>22,424</b>



MBA  
19-20

ALCHEMY TECHSOL INDIA PVT.LTD.

**Ms. Ammineni Puja**  
06304315226

**Date: 12 May 2021**

**LETTER OF OFFER**

**Dear Ammineni Puja,**

**Congratulations!!**

We are pleased to offer you an Employment with **Alchemy Techsol India Pvt. LTD** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as "**Accounting Analyst**" and will be based at our **Bangalore** Centre.
2. Your date of commencement of Employment will be on or before **12/05/2021**.
3. You will be entitled to receive compensation and benefits (Fixed Pay of **INR 264132/-PA**) as per the enclosed annexure.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your Date of joining.
5. You will be on probation for a period of **6 months** from the date of joining.
6. The notice period to be served would be **1 month**.
7. Please bring along the below listed documents / details on your day of joining.
  - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
  - b) Original Academic Certificates (all from 10<sup>th</sup> to Highest)
  - c) Resignation Acceptance Letter with acknowledgement
  - d) Relieving letter from previous employer (Original)
  - e) Proof of compensation last drawn (last 3 Months)
  - f) 4 passport size photograph
8. It is mandatory to open a salary account with **HDFC Bank**, as salary would be processed only to Axis/ HDFC Bank account.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer within 7 days from the date written above post which this offer stands withdrawn.
10. Our Bank Spoc will reach you for opening Bank account.

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

Yours Truly,

**For ALCHEMY TECHSOL INDIA PVT.LTD**



**Joseph Rudolph Lobow**  
(Global Chief Human Resources Officer)



#2, Above Cherry Pick Furniture Showroom, 4<sup>th</sup> Floor, 80 Feet Road, Koramangala 8<sup>th</sup> Block, Bangalore-560095 Tel:9513920020  
www.alchemytechsol.com

Compensation & Benefit Sheet		
Employee Name	Ammineni Puja	
Designation	Accounting Analyst	
Location	Bangalore	
Component	Monthly	Annual
<b>Part A - Gross Salary</b>		
Basic & DA	15800	189600
HRA	3062	36744
Medical	0	0
Conveyance	0	0
Statutory Bonus	1316	15792
Special Allowance	0	0
<b>Total - A</b>	<b>20178</b>	<b>242136</b>
<b>Part B - Employer Contribution</b>		
Employer ESI (3.25% of Gross)	656	7872
Employer PF (13% of Basic)	0	0
Earned Leave (1.75 Leaves / Month)	1177	14124
<b>Total - B</b>	<b>1833</b>	<b>21996</b>
<b>Part C - Employee Deductions</b>		
Employee ESI (0.75% of Gross)	151	1812
Employee PF (12% of Basic)	0	0
Professional Tax	200	2400
GMI	190	2280
<b>Total - C</b>	<b>541</b>	<b>6492</b>
Fixed CTC (Part - A + B)	22011	264132
Variable CTC (Retention Bonus) #	0	0
<b>TOTAL CTC</b>	<b>22011</b>	<b>264132</b>
Fixed Net Take Home (Part A - C)*	19637	235644
<p>* Net take home is subject to TDS deductions as per income tax norms.            # Refer Retention Bonus Policy for Pay-out of Retention Bonus.            ## This Annexure is subject to change with respect to any amendment in any of the Statutory Acts. The CTC would not be revised in the event of any such changes. **</p> <p>All Unused Earned Leaves Lapse / can be encashed at the end of the Financial Year / Full &amp; Final Settlement.            ***Employer contribution of PF = Pension scheme 8.33% + Provident Fund 3.67% + EPF Admin charges 0.5% + EDLI 0.5%</p>		





**Authorized Signatory**  
**Joseph Rudolph Lobow**  
**(Global Chief Human Resources Officer)**

**Employee Signature:** A PLSa

**Date:** 12 / 05 / 2022

#2, Above Cherry Pick Furniture Showroom, 4<sup>th</sup> Floor, 80 Feet Road, Koramangala 8<sup>th</sup> Block, Bangalore-560095 Tel:9513920020  
www.alchemytechsol.com



**Date:** January 21, 2021

**Sub: Offer of Employment**

Dear Golla,

We are pleased to make you an offer of employment at Firstsource Solutions Limited ("Company"), for the position of **Analyst, G** at the company's Bangalore office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	10,260.00
House Rent Allowance	4,104
Special Allowance	3,305
Statutory Bonus	2,808
<b>GROSS SALARY</b>	<b>20,477</b>
PF (12% of Basic) – Co. Contribution	1,231
Gratuity(4.8% of Basic)*	492
<b>RETIRALS</b>	<b>1,723</b>
Conduct Incentive p.m	10,000
Shift Allowance (p.m.)**	2,000.00
<b>FIXED SALARY (p.m.)</b>	<b>34,200</b>
<b>FIXED SALARY (p.a.)</b>	<b>410,400</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

<b>Date of joining</b>	January 22, 2021
<b>Time of joining</b>	11:00:00 PM

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies. You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

2019-20

MBAL



**nagarro**

Nagarro Enterprise Services Pvt. Ltd.

CIN : U72200DL2008PTC172755

Regd: 19/20 E Punjabi Bagh, New Delhi 110026

[www.nagarro.com](http://www.nagarro.com) | [email: info.in@nagarro.com](mailto:info.in@nagarro.com)

Date: 06/04/2022

To: Derangula Manikanta

Dear Derangula,

This has reference to your application for employment with Nagarro and your subsequent interview.

We are pleased to offer you the position of Senior Engineer at our fast-growing company.

You can join us on or before 06/06/2022.

Please accept the offer extended through your digital signatures on the Nagarro Candidate Portal as a token of your acceptance. The terms and conditions of your employment are enclosed as Annexure "B".

Yours truly,

For Nagarro Enterprise Services Pvt. Ltd.

Sandeep Anand  
Managing Director

Name		Derangula Manikanta	
Monthly Earnings	Amount (INR)	Annualized Amount (INR)	
Basic Pay	28,500	342,000	
HRA	14,250	171,000	
Executive Allowance	48,879	586,548	
Total (A)	91,629	1,099,548	
Annual Earnings	Amount (INR)		
Employer's Contribution to Provident Fund	23,400		
Employer's Contribution to ESIC	0		
Leave Travel Allowance*	0		
Gratuity**	16,452		
Labour Contribution Fund	600		
Total Yearly (B)	40,452		
Total Fixed Compensation (A+B)	1,140,000		
Variable Earnings(C)	Amount (INR)		
Allocation Bonus****	60,000		
Total Potential Compensation(A+B+C)	1,200,000		
Note:			
*Leave Travel Allowance (LTA) will be paid once in a year on submission of bills & subject to Income Tax rules			
**Payment as per Gratuity Act			
****The Allocation bonus payout will be prorated to the actual allocation percentage and will be paid out quarterly. The same is subject to changes in HR policy.			
Income Tax in respect of the above-mentioned compensation package should be borne by the employee. There would be following deduction from Monthly A- Tax / Medclaim / PF - employee contribution and Transport (Optional)			
PLs will accrue each month on a prorated basis. Amount of accrual for the month is calculated on the basic pay existing at the end of each month			

Group Insurance



**Details of Salary**

Name : Gaddam Pullapu Raju  
 Position : Process Analyst, G1L1

A. Monthly Salary	Rs. / pm	Rs.
• Basic Salary	10,730	
• House Rent Allowance (40% of Basic Salary)	4,292	
• Flexible Benefits (30% of Basic Salary)	2,125	17,147

**B. Standard Benefits**

• Provident Fund (12% of Basic Salary)	1,288	
• Gratuity	516	
• ESI	557	2,361

Gross Monthly Salary **19,508**

Total Yearly Salary **2,34,100**

Bonus 28,092  
 (Variable linked to Company's and individual's performance upto 12% of Yearly Salary)

Sodexo 15,000

Gross Yearly Compensation **2,77,192**

*Capit Singh*



Date: February 22, 2021

**Sub: Offer of Employment**

Dear SHAIK,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of **Analyst, G** at the company's Bangalore office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	9,630.00
House Rent Allowance	3,852
Special Allowance	2,192
Statutory Bonus	2,808
<b>GROSS SALARY</b>	<b>18,482</b>
PF (12% of Basic) – Co. Contribution	1,156
Gratuity(4.8% of Basic)*	462
<b>RETIRALS</b>	<b>1,618</b>
Conduct Incentive p.m	10,000
Shift Allowance (p.m.)**	2,000.00
<b>FIXED SALARY (p.m.)</b>	<b>32,100</b>
<b>FIXED SALARY (p.a.)</b>	<b>385,200</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

Date of joining	February 22, 2021
Time of joining	11:00:00 PM

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies. You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

MBA - 2019-20

**PRABHATH INSTITUTE OF BUSINESS MANAGEMENT**

(Sponsored by Prabhath Educational Society)  
Parnapally (V), B.Atmakur (M), Nandyal (Tq), Kurnool (Dt..)

Dt: 01.09.2020

PROCEEDINGS OF THE CHAIRMAN

No. PES/PIMN/2019-4

Sub: Selection of Staff Member – Appointment Orders – Issued – Reg.

Ref: Recommendations of the selection committee, dt :25.08.2020

\*\*\*

The management is pleased to appoint Dr. **M SATYANARAYANA** as **Principal** in **PRABHATH INSTITUTE OF BUSINESS MANAGEMENT**, Parnapally (V), Nandyal(Tq), Kurnool (Dt..). You will be paid salary as per AICTE consolidated scales. And will be governed by the Rules and Regulations of PRABHATH EDUCATIONAL SOCIETY.

You are directed to report for duty on or before **2<sup>nd</sup> Sep 2020** to **Prabhath Institute of Business Management, Parnapally (V), Nandyal (Tq), Kurnool (Dt..)** with all original certificates and with one set of Xerox copies of original certificates.

The appointment is purely temporary and liable to be terminated at any time without assigning any reasons thereof.

By Order

To :

Dr. M SATYANARAYANA,  
NGO COLONY,  
NANDYALA  
Kurnool (Dist.).



Chairman

(Dr. B. Satyanarayana)

**CHAIRMAN**

**Prabhath Educational Society**  
**PARNAPALLI, NANDYAL.**

Copy:

Personal File

2. Accounts Officer

3. Administrative Officer

14-12-2020

Dear Mr. Parisaboyina Jagadeesh,

We are pleased to offer you the position of Executive in our organisation based at Nellore.

We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of Rs. 1.8 Lakhs, subject to tax and other statutory deductions
- **Sales Incentive:** As per the prevailing company scheme.
- Business Travel allowance and reimbursements as per company policy.

This offer letter is valid till 18-12-2020. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our office.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters, if any, (4) two color passport-size photos, (5) latest salary slip from your previous organization, if any, and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For Adarsh Holidays



Manager





Offer: Computer Consultancy  
Ref: TCSL/DT20229450100/Pune  
Date: 28/01/2022

Ms. Kavitha Ponugupati  
Swathi Ladies PgAswanth Nagar, 2nd Cross,  
Marthali,  
Bangalore-560037,  
Karnataka.  
Tel# -6305223270

Dear Kavitha Ponugupati,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential  
TCSL/DT20229450100

P. Kavitha

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

TCS Career Service Line: 1800 209 3111 Email: career@tcs.com



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

TCS Confidential  
TCSL/DT20229450100

P. Kavitha

2

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No. 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6508 7777 Fax: 91 20 6508 7107 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3117 Email: careers@tcs.com



### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Program.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if

TCS Confidential  
TCSL/DT20229450100

P. Kavitha

3

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No. 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



GROSS SALARY SHEET

Annexure 1

Name	Kavitha Ponugupati
Designation	Assistant System Engineer-Trainee
Institute Name	Vikrama Simhapuri University, Nellore

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

Table 2: TCSL defined structure for BoB (All Components in INR)

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

P. kavitha

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

## OFFER & APPOINTMENT LETTER

Offer Release Date: March 10, 2022

**Pandirapalli Rajitha**  
Bangalore  
Bangalore, Karnataka

Dear Pandirapalli Rajitha,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in HCL Technologies Ltd. ( herein referred as "HCL" or "Company") we are pleased to inform you that you have been selected for employment in our organization as **SOFTWARE ENGINEER**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join HCL. You are requested to join us on or before **April 12, 2022**.

You will be on probation for a period of **6 months** from the date of your joining. Your compensation would be as outlined in a separate document "**Salary Structure**". The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure III**. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at HCL. **Annexure I** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap ( Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiters email id- **saumya.singh@hcl.com** , failing which the offer will stand null and void.

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.

Any change in the date of joining needs to be communicated to the concerned recruiter at least one week in advance.

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

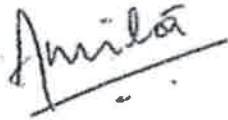
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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

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

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

For **HCL Technologies Ltd.**,



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

---

**ANNEXURE I**

**EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ↓ Basic Salary
- ↓ Monthly Allowances
- ↓ Variable Pay
- ↓ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.



*Kyndryl Solutions Private Limited*  
*(formerly known as Grand Ocean Managed Infrastructure Services*  
*Private Limited)*  
CIN: U72900KA2021PTC142940  
No. 12, Subramanya Arcade,  
Bannerghatta Main Road  
Bangalore - 560029, India  
Phone: +91 80 63697722

Dear Madduluru Vengala Rao,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a **Associate - Technical Engineer, 04G** effective February 24, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you



February 16, 2022

**Kyndryl Solutions Private Limited**

(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)

CIN: U72900KA2021PTC142940

No. 12, Subramanya Arcade,

Bannerghatta Main Road

Bangalore - 560029, India

Phone: +91 80 63697722

Dear **Madduluru Vengala Rao,**

The terms and conditions of your employment contract at KYNDRYL are detailed below. Please read these important details carefully, including your compensation and benefits.

Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% in your highest completed education, failing which KYNDRYL may, at its sole discretion, withdraw this offer of employment

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e February 24, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.

You need to report at the Onboarding location on the joining date at 9:00 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving Licence
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.





KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	February 16, 2022		
NAME	Madduluru Vengala Rao	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Chennai
<u>Compensation Components</u>		<u>Kyndryl Offer (in INR)</u>	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
<b>3. Annual Reference Salary (ARS)</b>		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
<b>5. Annual Reference Salary + Retirals</b>		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



**Annexure I**

<b>Name</b>	<b>:</b>	<b>Kalluru Narayana</b>		
<b>Company</b>	<b>:</b>	<b>Ilabz Technology LLP</b>		
<b>Payroll Breakup</b>		<b>Gross (Monthly)</b>	<b>CTC (Annual)</b>	
CTC		50,000	6,00,000	
Basic - 40%		20,000	2,40,000	
HRA-40% on Basic		8,000	96,000	
Conveyance		1,600	19,200	
Medical		1,250	15,000	
Statutory Bonus		1,250	15,000	
Flexi Benefit Plan 10%		-	-	
Special Allowance		16,100	1,93,200	
Mediclaime Insurance		-	-	
PF Employer Contribution		-	21,600	
<b>Total</b>		<b>48,200</b>	<b>6,00,000</b>	
<b>Deductions</b>				
Profession Tax / Tax on Employment		200	2,400	
PF - Employee Contribution		1,800	21,600	
<b>Total</b>		<b>2,000</b>	<b>24,000</b>	
			-	
<b>Net Pay - Monthly before Income Tax</b>		<b>46,200</b>	<b>5,76,000</b>	

If you are agreeable to accept the above terms and conditions please sign and return to us a copy of this letter as a token of your having read, understood and accepted the same.

**Bangalore, India**  
Ilabz Technology LLP.  
# 186/2, Tapaswiji Arcade, Hosur Main Road, BTM 1<sup>st</sup> Stage, Bangalore-560068  
Karnataka

**New York, USA**  
Ilabz Technology Inc.  
750, Third Avenue,  
New York – 10017, USA.

**Chennai, India**  
Ilabz Technology LLP.  
F-203, Kamarajar Street, Ayanambakkam,  
Chennai – 600095 Tamilnadu



# Ilabz Technology

- ☐ You are requested to bring with you/courier us, attested photocopies of mark sheets for 10<sup>th</sup>, 12<sup>th</sup>, final year degree, PG, Passport copy, PAN Card copy, Aadhar card copy, previous employers Appointment Letter, Relieving letter, Hike letter, last three month pay slips, ID/Address proof, signed copy of resume with photograph. The documents need to reach HR department of Ilabz Technology LLP. before joining.
  
- ☐ If an employee desires to leave the organization he/she is to give two months' notice or salary in lieu of the same and handing over the project to Client and obtaining their No objection for your release. The Company reserves the right to recover salary in lieu of any un-served notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period and is not bound to give any reason thereof.
  
- ☐ In the event of any misconduct or breach of terms of employment on the part of the employee during probation or on/after confirmation the Company reserves the right to terminate this contract immediately without any notice.

All the Terms and Conditions of employment amended from time to time applicable to the employees from a part of this offer letter.

We wish you a very successful career and look forward to your fruitful association with us.

Yours Sincerely

Warm Regards,

For Ilabz Technology LLP



**Nagaraj Kashyap**  
Senior Manager- HRBP

Accepted By:

Name:

Date:

**Bangalore, India**

Ilabz Technology LLP.

# 186/2, Tapaswiji Arcade, Hosur Main Road, BTM 1<sup>st</sup> Stage, Bangalore-560068  
Karnataka

**New York, USA**

Ilabz Technology Inc.

750, Third Avenue,  
New York – 10017, USA.

**Chennai, India**

Ilabz Technology LLP.

F-203, Kamarajar Street, Ayanambakkam,  
Chennai – 600095 Tamilnadu

**E: info@ilabztechnology.com**

**Letter of Intent/Appointment Offer**

Dear **Kande Ephraim,**

**Date: 17 Feb 2022**

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **Consultant Trainee Testing** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **15 Feb 2022**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be **INR 28843.00 and 346116.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Hyderabad**. The job is transferable anywhere within India.

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

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

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

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

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421268?mt=8>

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

Yours sincerely,

**For TEAMLEASE SERVICES LIMITED**



**Rituparna Chakraborty**  
(Authorized Signatory )

Accepted and Agreed

Signature and date:

Name:

## Processware Systems Pvt. Ltd.

# 33, P T Street, Basavanagudi, Bangalore - 560 004. India.

Tel: 080 26572188 / 26579635 Fax: 080 26579635

Email: info@processwaresystems.com

www.processwaresystems.com



Processware

10<sup>th</sup> June 2022

To,

Mr. Mahesh Y S  
Bangalore

### **Sub: APPOINTMENT LETTER**

With reference to your application and the subsequent interview with us, we are pleased to offer you the position of **Software Engineer.**

Your responsibilities and conditions of employment are stated in general terms on the attached description. However, it is possible that your duties could change over time, as needed.

You will be on probation for a period of six months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the organization.

*With your active participation, Processware can grow to new heights.*

**Welcome to Processware Systems (P) Ltd.,**

For Processware Systems (P) Ltd,

Shilpa T P

Associate Manager-HR



## Processware Systems Pvt. Ltd.

# 33, P T Street, Basavanagudi, Bangalore - 560 004. India.

Tel: 080 26572188 / 26579635 Fax: 080 26579635

Email: info@processwaresystems.com

www.processwaresystems.com



Processware

### JOB DESCRIPTION:

*Verification & Validation, Documentation and Review of Artifacts to be performed during the Software Development Life Cycle for Safety-Critical Real-Time Systems Software which is developed using C/C++ languages and according to DO-178C/ IEEE standards.*

### CONDITIONS OF EMPLOYMENT:

- **Designation** : 'Software Engineer'
- **Date of Joining** : 13<sup>th</sup> June 2022
- **Working Days** : Six days a week  
(1st and 3rd Saturday –Full Day 2nd, 4<sup>th</sup> and 5th Saturday-Half Day)
- **Work Timings** : 9:30 A.M - 6:00 P.M  
(Flexible as per the requirement of the work)
- **Leave** : Not entitled to any leave during probationary period.  
22 days paid leave on each completed year of service.
- **Benefits** : Group mediclaim coverage and Group personal  
Accident coverage of Rs 2 lakh each per employee.
- **Gross Salary** : Rs.42000 pm



## Processware Systems Pvt. Ltd.

# 33, P T Street, Basavanagudi, Bangalore - 560 004. India.

Tel: 080 26572188 / 26579635 Fax: 080 26579635

Email: [info@processwaresystems.com](mailto:info@processwaresystems.com)

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



Processware

- **Termination of employment:**

*a. After you have been informed, either party may terminate this contract by giving two-month notice.*

*b. Upon termination all the documents, papers, drawings, designs etc that are in your possession should be delivered back to the company.*

- *You will be required to act in the best interest of the organization at all times. You shall not discuss, divulge, or make public to any person/third party at any time during your service with the organization or thereafter any information, transaction, secrets relating to the business of the company, which may come within your possession in the course of your work.*

*After going through the job description and the conditions of employment I duly accept the order.*

- *If employee leaves before 24 months, he has to pay 3 months' basic salary before leaving the organization.*

Place: Bangalore.

Mr. Mahesh Y S



HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046169

Technology Hub, Special Economic Zone

Plot No : 3A, Sector: 126, NOIDA 201 304, UP, India.

T +91 120 6126000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

## Offer & Appointment Letter

**Offer Release Date: October 7, 2022**

14509529

UDAYKUMAR BATTALA

india

Dear UDAYKUMAR,

Congratulations, With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in **HCL TECH LTD. - IOMC** (herein referred as "HCL" or "Company") as **SENIOR SPECIALIST**

In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least keep your work and life in a perfect balance, because that is the prerequisite for success. We take this opportunity to thank you and extend our appreciation on your decision to join **HCL TECH LTD. - IOMC**. You are requested to join us on **October 12, 2022**.

Your compensation would be as outlined in a separate document "**Salary Breakup – Annexure I**". The general terms and conditions governing your employment are outlined in Annexure II. **HCL TECH LTD. - IOMC** works under 24x7 operations supporting clients hence you may be required to work under various shifts as per the terms and conditions of the client.

On the date of joining, you would be requested to submit the documents listed in Annexure III. Please note that the submission of all documents is mandatory to facilitate joining, back ground verification/ validation and appointment process at **HCL TECH LTD. - IOMC**. Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of HCL family.

This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id Kumar\_ashish4@hcl.com , failing which the offer will stand null and void.

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.

You are advised to go through the contents of this offer letter and annexures before signing the duplicate copy.



**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046360

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

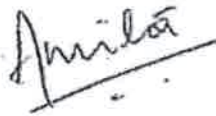
Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Looking ahead we see exciting times and we look towards you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT services. Welcome to our organization! We look forward to a mutually fruitful association.

For **HCL TECH LTD. - IOMC**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

**ANNEXURE II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

**1. Location**

Your Joining location will be **Bangalore**

**2. Medical Check up**

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

**3. Increments and promotions**

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. You shall be on probation for a period of 6 months from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period. If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time and without any liability. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6126000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

## ANNEXURE IV

### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Flexi Basket
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

#### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

#### FLEXI BASKET

Flexi basket is a part of your CTC and has been allotted to cover expenses related to the following:

- Car lease rental reimbursement

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PLC046069

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

---

**UDAYKUMAR BATTALA**

**October 7, 2022**

**Employee Statement**  
**(Part of Offer cum Appointment Letter 14509529**  
**dated October 2, 2022 for UDAYKUMAR BATTALA)**

- (a) I accept employment with HCL Technologies Ltd. (IOMC) pursuant to the terms set forth in:
- Letter of Offer cum Appointment
  - Annexure "I" (Salary details and break-up)
  - Annexure "II" (Terms & Conditions of Employment)
  - Annexure "III" (List of Documents)
  - Annexure "IV" (Explanation of compensation Structure)
  - Annexure "V" (Joining location)
  - Annexure "VI" (Non-Disclosure Agreement)
- 
- Service Agreement for 12 months (if selected for any transition or knowledge sharing assignment) with Surety.
- (b) I hereby confirm to submit:
- I. Copy of Acceptance to Letter of Offer cum Appointment and all the related Annexure.
  - II. All Joining documents mentioned in the Letter of Offer cum Appointment on the date of Joining: October 12, 2022
  - III. Originals of Service Agreement complying with all terms & conditions set-forth.

No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and I am not relying upon any terms other than as set forth.

I agree to the terms & conditions of employment and freely make the statements set forth above.

Date: 16<sup>th</sup> December, 2021

**OFFER LETTER**

To,

**Shaik Hattumiyagari Ashraf Hussain**

Dear **Ashraf,**

Congratulations! With reference to your application and subsequent discussions with us, we are pleased to offer you the position of **Software Trainee** with SDG Software India Pvt. Ltd.

You're expected to join us on **17<sup>th</sup> December, 2021**. Your appointment will be effective from your date of joining.

Kindly confirm your acceptance of this offer via email to [offeracceptance@sdgc.com](mailto:offeracceptance@sdgc.com). Please contact us immediately if you require an alternative joining date or if you have any queries with regards to this offer.

The compensation and terms & conditions of the offer are detailed in attached Annexures (A and B).

A detailed appointment letter will be issued to you after you join our company and satisfactory completion of Reference and Background check as per Clause 2 in Annexure A.

We look forward to a mutually fruitful association and wish you success in your career with us.

**For SDG Software India Pvt. Ltd.**



**Sumiksha Koul Suri**  
Senior Manager-Human Resources

**Read and Accepted by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Annexure A**  
**Terms and Conditions**

1. **Location:** Upon joining you will be working from Hyderabad with SDG Software India Pvt. Ltd. However, your service may be transferred temporarily or permanently to any office of the Company or its associate organizations in India or abroad depending upon the exigencies of work. You will be governed by the transfer rules prevailing in the Company at that time.
2. **Appointment Terms:** Your appointment is contingent upon satisfactory Reference and Background Checks. Your employment is also contingent upon your ability to work for the company without any restriction (i.e. you do not have any non-compete obligations or restrictive clauses with any of your previous employers). This is a pre-requisite for the appointment in our organization. Following your appointment if it is determined that you have made false representation on any information, including but not limited to your current compensation, experience, and education/ training and employment history, your employment will be terminated immediately without notice or future compensation.
3. **Probation:** You will be on probation for a period of Twelve months (12 months) from your date of joining. After successful completion of the probation for one year as "Software Trainee", the organization would offer you a suitable employment and career - path as per its policies. However, if your performance is not satisfactory, the probation period may be extended as per the company policy.
4. **Compensation:** Your detailed compensation and benefits sheet as per organization norm is attached as Annexure B to this document. Please note that the gross compensation includes tax or any statutory deductions at source as applicable by the law and will be deducted accordingly. The perquisites applicable to your grade are subject to alteration and amendment and you will be entitled to the same as per the rules of the company. Your individual remuneration is strictly between yourself and the company. This information and any changes made therein should be treated as personal and confidential. Any voluntary disclosure of such information to any unauthorized individual or group will lead to breach of confidentiality and will be strictly dealt with as per our disciplinary policy.
5. **Notice period:** After confirmation, either party, by stating their intention to do so, in writing may terminate this employment at any time, by serving a notice period of 60 days as per the company policy. In case you decide to leave the organization during probation period, a notice period of 45 days shall be applicable. However, in the event of you being guilty of any misconduct or any breach of the terms and conditions herein, the Company reserves its right to terminate your services at any given point of time, with immediate effect without any compensation or notice.

However you're expected to serve for a minimum period of Eighteen Months from the date of joining, failure to do so would invite recovery amounting to sum of Rs. 100,000/ (One Lakh only) from you as a cost of training imparted to you.

6. **Confidentiality Agreement:** Information pertaining to SDG operations and intellectual property is confidential. You will treat matters pertaining to the Company's business interests with utmost confidentiality and such confidentiality has to be maintained during your employment with the Company and thereafter. If you are bound by any confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
7. **Rules and Regulations of the Company:** During your services with the Company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.



Authorized Signatory

Received and Accepted

**Annexure B**

**(Compensation & Benefits)**

DOJ: 17 <sup>th</sup> December, 2021	Category: Technical
Name: Shaik Hattumiyagari Ashraf Hussain	Grade: A-1
Designation: Software Trainee	Work Location: Hyderabad

Salary Components	Amount	Amount
	(INR, Per Month)	(INR, Per Annum)
I. Basic*T	15,000	1,80,000
II. House Rent Allowance(HRA)*NTB	7,500	90,000
<b>(A) Gross Salary – (I-II)</b>	<b>22,500</b>	<b>2,70,000</b>
I. Employer Provident Fund (PF)*NTN	1,800	21,600
II. Gratuity*NTN	722	8,658
<b>(B) Retirement Benefits (I-II)</b>	<b>2,522</b>	<b>30,258</b>
<b>Fixed Pay (A+B)</b>	<b>25,022</b>	<b>3,00,258</b>
<b>Maximum Earning Potential</b>	<b>-</b>	<b>3,00,258</b>

**Note:**

- \*T-Taxable, \*NTB-Non Taxable against Bills/Proofs as applicable in original, \*NTN-Non Taxable (No Bills/Proofs Required)
- All other benefits are over and above the Gross monthly salary as per the company's policy and terms and conditions of the appointment letter.
- The In-hand compensation is dependent on individual's savings & existing tax structures and shall be subject to deduction of employee's contribution of PF or any other relevant deductions from the gross salary.



Authorized Signatory

Received and Accepted

## Benefits Overview at SDG, India

SDG as an organization offer a dynamic and flexible work culture that enables our employees to creatively and collaboratively deliver desired outcomes for clients' success. We thrive in a culture of flexibility with harmony and sense of ownership as its core ethos. We value our employees and care for their overall wellbeing. Despite having a history of more than 20 years, we still like to call ourselves a start-up for the cohesiveness and camaraderie amongst us. We believe in long-term relationship and help it gain strength by aligning our benefits. Below is a glimpse of our benefits that will enlighten you about our organizational culture and entice you to having a fruitful professional journey with SDG.

Being an IT organization, human capital forms the center of the business. Employee wellbeing is a paramount service. We look at 3 primary aspects i.e. Financial, Physical wellbeing and Work-life balance of the employee. We believe if these aspects are well managed for any individual, then there can be better engagement of employee at work.

- **Financial Wellbeing**

Apart from the market based compensation and performance based increment policy, we also focus on ensuring support to our employees for any adhoc financial need through collateral free, interest free advances or loans.

In addition to ensure sustainability of life styles post his/her retirement; we encourage our employees to participate in Provident Fund Program as established by the Government of India. In line with our permanence philosophy, we provide for the gratuity benefits for our long term serving employees as per The Payments of Gratuity Act.

- **Physical Wellbeing**

In today's time, everybody is prone to sickness and unpredictable incidence/challenges where medical care is required. To ensure that our employees are well equipped to manage these challenges, as an organization we assist in providing good medical practitioners, immediate finances etc.

Few of the key features that are covered in our group medical insurance:

- No waiting period
- Less of exceptions of diseases
- Cashless facility


We provide you with a choice to include your immediate family members and also have the option to extend the same facility to your parents. We also have tie-ups with few hospitals & clinics where you can avail discounted services on out-patient treatments. We have been conducting various health check-up camps on a periodic basis to ensure wellbeing of our employees.

- **Work-life Balance**

These days, work-life balance seems like an impossible feat. Technology makes workers accessible round the clock. SDG has been employee centric since its inception and has also thrived that its employees are able to manage their professional and personal lives.

Our leave policy enables our employees to spend quality time with their families. Apart from the maternity leaves being provided we also provide time off to fathers to celebrate the joy of parenthood.

Our benefits are designed considering our employee demographics, and country's economic landscape. We try to be relevant and aligned and keep updating our policies from time to time. We hope our policies will help you have a strong professional and balanced personal life and thereby help you excel in your career.

  
\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Received and Accepted



**Write4U**  
Writing Solution

Date- 1<sup>st</sup> August, 2022

Dear Adi,

---

### OFFER/APPOINTMENT LETTER

---

We, WRITE4U are pleased to offer you employment subject to terms and conditions contained in this Offer of employment, Employee handbook, terms and conditions that WRITE4U. In future make and/or implement in respect of its business and operations.

1. **Position/Designation, Department and Place of Posting:** You have been offered and appointed for the position of **Technical Subject Matter Expert** in our Company. Your posting is in Kolkata.

2. **Compensation:** As per your performance your revised salary is **Rs35000** per month and **Rs1000** for asset and internet allowance + incentives on targets.

3. **Working Schedules:**

Your initial working hours are 10.00-6.30 Hours. The Employee's working schedules shall be as advised by the Company and may change from time to time to accommodate business and operational requirements.

4. **Monthly Target:** Your monthly achievable target would be accompanied by the 75000 words delivery. Per daily your daily target will be 3000-3500. In the month, your ability to meet the target will be assessed and it is expected that you will do your best towards learning and delivering the best.

5. **Training Agreement (if applicable):**

On accepting this offer, the Employee hereby accepts that he/she may be required to undergo such training. The company shall bare all the expenses towards the training of the employees during the term of Employment however, in the event Employee terminates this Agreement and the Training agreement anytime between the date of joining the company upto the Mandatory Employment Period or in breach of any terms in accordance with the training agreement, the Employee shall be bound to make payments towards the fee and expenses incurred by the company for the said period and the employee will not be having any say in this.



6. **Notice Period:** During the probation period, if you wish to leave the Company, you will have to serve 15 days prior notice in writing. After your confirmation, the notice period will be 15 days. The Company reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period.

7. **Leave Policy:** You will get officially 20 PL If you need PL, then inform the company's HR before 2 week ago/ prior intimation required (As per the Leave Policy). In case of sudden leave without information then the company will deduct 1-4 days salary as absent.

**8. Performance Appraisal:**

The company conducts a periodic performance review in every 6 months, wherein you will be reviewed on factors like Job Expectations, Achievements to determine performance appraisal.

Performance Appraisal will be done Yearly Basis.

**9. Documents:**

The Employee shall, during his/her employment with the Company, hold license/licenses duly issued in his name as prescribed by the Company and/or Regulators and/or any Government policy.

This offer of employment is subject to the Company receiving original/duly certified academic and employment certificates wherever applicable.

**10. Confidentiality:**

The Employee irrevocably agrees not to use or disclose, except to the extent of his duties may require, any of the terms of this offer letter or Company's confidential information (whether or not conceived, originated discovered, or developed by the Employee) unless the Company consents in writing. Upon acceptance of employment, the Employee will also be required to sign a Non-Disclosure and Non-Compete Agreement ("NDA") with WRITE4U. Such NDA shall form an integral part of the Employee's terms of employment contract. The Employee undertakes and agrees not to make any copies and/or reproduce or replicate any confidential information without the prior written approval of the Company; The Employee understands that this obligation shall remain binding and effective even after the expiry or termination of his employment with the Company

**11. Employee Covenants:**

The Employee hereby agrees, represents and covenants with the Company that during his/her employment with the Company;

1. He/she shall maintain the highest standard of work ethic, character and conduct.
2. He/she shall not, during the time he/she is performing his/her service, consume any alcoholic beverage nor intake any intoxicant or any other narcotic or other similar substance;
3. He/she shall at all times during his employment with the Company, strictly adhere to and obey and abide by all applicable rules and regulations and the code of conduct of the Company;

**ACCEPTANCE OF OFFER/APPOINTMENT LETTER**

I hereby unconditionally accept and agree to the terms and conditions contained in WRITE4U letter of appointment dated 1<sup>st</sup> August 2022. I agree and understand that my employment will be subject to all terms and conditions of employment as are now applicable and that Write4u shall have the right to modify such terms and conditions at any time and from time to time as Write4u deems fit and I shall be bound by any such revised terms and conditions.

I agree that my salary shall be banked into the bank account details provided by me to the Company.

I confirm that I have read and understood all the terms and conditions contained in this Offer of Employment.

I hereby declare that I have not been convicted of a criminal offence or been declared bankrupt in any country. I understand that if any that I have provided are established as untrue or misleading, I am liable to be summarily dismissed and my employment with the terminated.

Employee Signature

.....  
Date

Name: ..... ADI NARAYANA REDDY .....

Passport No: .....

Received by Human Resources Department on this date: .....

(For and on Behalf of WRITE4U )

Argha Bhattacharya

Argha Bhattacharya  
Co-Founder

Anirban Sanyal

AnirbanSanyal  
Co-Founder

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

## Offer & Appointment Letter

**Offer Release Date: November 14, 2021**

13438534

**Manugonda Balakrishna**

Chennai

Chennai

Dear **Manugonda,**

Congratulations, With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in **HCL TECH LTD. - IOMC** (herein referred as "HCL" or "Company") as **Specialist**

In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least keep your work and life in a perfect balance, because that is the prerequisite for success. We take this opportunity to thank you and extend our appreciation on your decision to join **HCL TECH LTD. - IOMC**. You are requested to join us on **November 22, 2021**.

Your compensation would be as outlined in a separate document "**Salary Breakup – Annexure I**". The general terms and conditions governing your employment are outlined in Annexure II. **HCL TECH LTD. - IOMC** works under 24x7 operations supporting clients hence you may be required to work under various shifts as per the terms and conditions of the client.

On the date of joining, you would be requested to submit the documents listed in Annexure III. Please note that the submission of all documents is mandatory to facilitate joining, back ground verification/ validation and appointment process at **HCL TECH LTD. - IOMC**. Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of HCL family.

As confirmation of your acceptance, you are requested to sign the duplicate copy of the offer cum appointment letter and annexures and submit the same within 7 days to the undersigned.

Rajesh M

Chennai

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.

You are advised to go through the contents of this offer letter and annexures before signing the duplicate copy.

Looking ahead we see exciting times and we look towards you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT services. Welcome to our organization! We look forward to a mutually fruitful association.

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4883030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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

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

For **HCL TECH LTD. - IOMC**



**Amrita Das**

**Vice President, Head-Global Rewards**

## ANNEXURE IV

### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Flexi Basket
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

#### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

#### FLEXI BASKET

Flexi basket is a part of your CTC and has been allotted to cover expenses related to the following:

- Car lease rental reimbursement
- Fuel and Car Maintenance charges reimbursement



## Letter of Intent

**ATL-PSG/210809/1679**  
**12-July-2021**

---

**Dear Puttluru Sivasankar Reddy,**

As a sequel to your meeting with us/our customer, we are pleased to offer you an assignment at the post **Software Developer**. Your Gross emoluments will be **Rs.4,80,000 /-Per Annum (Rs. Four Lacs Eighty Thousand Only)**. Kindly note that the appointment letter with details of your gross emoluments and all the terms and conditions governing your employment with the company shall be given to you on your acceptance of this offer on the date of joining.

All of us at **Avantha Technologies Limited** welcome you to join us and are confident that you will contribute substantially to the success and growth of the company and therefore share its triumphs. Please return to us the duplicate copy of the letter duly signed in token of your acceptance of this offer within 3 (Three) working days. LOI is valid subject to BGV clearance.

You are requested to join us on or before **19-July-2021** at **Bangalore**. Please submit the scan copies of the following documents on or before your DOJ as mentioned in this letter. Please also bring the following documents on the day of your joining/send us the self-attested photocopies of all the documents along with your joining formalities documents to be communicated to you on the day of your joining along with the appointment letter and other documents.

- 6 Passport Size Photographs.
- Educational certificate copies.
- Copy of relieving letter from previous employers.
- Work experience details (Supporting documents).
- Salary certificate of previous employers.
- Copy of PAN Card.
- Form – 16 from previous employer.
- Permanent address proof for e.g. Copy of passport, Voter I-card, driving license, ration card etc.

**AVANTHA TECHNOLOGIES LIMITED**

Corporate Identity No.: U72300DL2004PLC128864

Operating Office: 1st Floor, Plot No. 47, Udyog Vihar Phase IV, Gurugram, Haryana - 122015 (India)

Tel: +91-11-24-4343434 Fax: +91-124-4343409 | Website: [www.avanthabsl.com](http://www.avanthabsl.com)

Registered Office: Thapar House, 124 Janpath, New Delhi 110001, India. T: +91-11-23368332, F: +91-11-23368729



We request you to kindly revert as a reply to this email with in 3(three) calendar days accepting this offer along with your confirmed date of joining. We would also request you to kindly send us a copy of your resignation letter from the current employer and subsequent acceptance of resignation by the current employer within 5(five) calendar days.

We look forward to the pleasure of having you with us.

**Note:** The offer is contingent on us working together determine an appropriate start date of your employment, if the start date of your employment is different as mentioned in this letter. The terms of this letter and the offer are valid for a period of 3 (three) calendar days from the date of this offer. If we do not receive the above items from you on/before the timeline mentioned or the offer is extended in writing by us, this offer will be deemed to have stood withdrawn.

Yours Truly,  
For Avantha Technologies Limited

  
RMG Team  
Professional Services Group

**AVANTHA TECHNOLOGIES LIMITED**

Corporate Identity No.: U72300DL2004PLC128864

Operating Office: 1st Floor, Plot No. 47, Udyog Vihar Phase IV, Gurugram, Haryana - 122015 (India)

Tel.: +91-124-4343434 Fax: +91-124-4343409 | Website: [www.avanthabsl.com](http://www.avanthabsl.com)

Registered Office: Thapar House, 124 Janpath, New Delhi 110001, India. T: +91-11-23368332, F: +91-11-23368729



Annexure 1  
Cost To Company

Employee Name	Puttluru Sivasankar Reddy
Designation	Software Developer
Effective Date	19-July-21

Benefits	Monthly	Yearly
cBasic Salary	19,292	231,500
House Rent Allowance	9,646	115,750
Special Allowance	8,548	102,570
Children Education Allowance (CEA)	200	2,400
<b>GROSS SALARY (TOTAL A)</b>	<b>37,686</b>	<b>4,52,220</b>
<b>Provident Fund (Employer's Share)</b>	<b>2,315</b>	<b>27,780</b>
<b>Other Benefit (TOTAL B)</b>	<b>2,315</b>	<b>27,780</b>
<b>COST TO COMPANY (A+B)</b>	<b>40,000</b>	<b>4,80,000</b>

Monthly in hand before Tax

35,370

**AVANTHA TECHNOLOGIES LIMITED**

Corporate Identity No.: U72300DL2004PLC128864

Operating Office: 1st Floor, Plot No.: 47, Udyog Vihar Phase IV, Gurugram, Haryana - 122015 (India)

Tel.: +91-124-4343434 Fax : +91-124-4343409 | Website: www.avanthabsl.com

Registered Office: Thapar House, 124 Janpath, New Delhi 110001, India. T: +91-11-23368332, F: +91-11-23368720





Please note that compensation information is strictly confidential. We request you to use discretion in handling your compensation related information. As a company policy, sharing this information with other employees or unauthorized personnel is prohibited. The company will treat any violation to this as serious matter. Please Note appropriate TDS would be applicable as per rules.



**Employee Acceptance**

**Name:**

**Signature:**

**AVANTHA TECHNOLOGIES LIMITED**

Corporate Identity No.: U72300DL2004PLC128864

Operating Office: 1st Floor, Plot No. 47, Udyog Vihar Phase IV, Gurugram, Haryana - 122015 (India)

Tel.: +91-124-4343434 Fax: +91-124-4343409 | Website: [www.avanthabsl.com](http://www.avanthabsl.com)

Registered Office: Thapar House, 124 Janpath, New Delhi 110001, India. T: +91-11-23368332, F: +91-11-23368729



July 18, 2022

Private & Confidential

Name: Kadiri Ravindra Reddy	Employee Id: KPK258
-----------------------------	---------------------

Dear Mr. Kadiri Ravindra Reddy

Recognizing your effort and performance, we are pleased to inform you that your gross salary (CTC) has been revised to INR.5,80,000/- (Rupees Five Lakh eighty thousand only) per annum effective July 01 2022.

Value in INR

Description	Effective July 2022	Previous year
Base Salary including employer contribution to PF	5,30,000	3,30,000
Annual Medical Insurance premium	35,000	0
Annual bonus at full value	15,000	15,000
Total	5,80,000	3,45,000

Your salary details are strictly private and confidential and the details in this letter must not be disclosed and or discussed with others. Your annual bonus is performance linked and can vary depending on the contribution that you make to the organization and will be paid annually. This special increment falls outside the normal payroll review cycle, and you will not be eligible for any increment during the next revision in the month of October. Further you have committed to stay with KPK and contribute to the growth of the organization.

We take this opportunity to place on record our appreciation of your contribution during the past financial year. We look forward to your continued support in future.

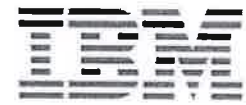
Regards,

For KPK faServ India Private Limited

RAGHAVENDRA S  
Practice Head - BI



fc. Ranjney



July 29, 2021

**IBM India Private Limited**

Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.

Tel : 91-80-49139999

<http://www-07.ibm.com/in/careers/>

Dear Munaf Shaik

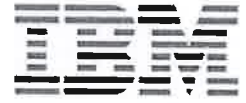
At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Senior System Engineer , in band 06B and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





July 29, 2021

**IBM India Private Limited**

Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.

**Tel : 91-80-49139999**

<http://www-07.ibm.com/in/careers/>

**Dear Munaf Shaik**

We are pleased to offer you the position of **Senior System Engineer**, in band 06B at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e September 2, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:



IBM CONFIDENTIAL

ANNEXURE A

DATE	July 29, 2021		
NAME	Munaf Shaik	BAND	06B
DESIGNATION	Senior System Engineer	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		318182	
2. Annual Flexible Benefit Plan (FBP)		381818	
3. Annual Reference Salary (ARS)		700000	
4. Retirals			
a) Provident Fund (PF)		38182	
b) Gratuity @ 4.8%		15273	
5. Annual Reference Salary + Retirals		753455	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

Dated : 23 Aug 2022

**Mr. Chakali Jaya Surendra**

S/O : **Chakali Subbarayudu**

Permanent Address :

2-44, Lingala, koila kuntla, Kurnool, Andhra  
Pradesh, 518134

Present Address :

2-44, Lingala, koila kuntla,, Kurnool, Andhra  
Pradesh, 518134

Dear Chakali,

With reference to your application and subsequent interview, we have pleasure in appointing you as "**SCCM Administrator**" in our organization as per the terms and conditions mentioned here under. Your employee code will be **36631**.

#### 1.0 EFFECTIVE DATE

This appointment is effective from **23-Aug-2022**.

#### 2.0 DUTIES AND RESPONSIBILITIES

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your designation as well as your duties and responsibilities are liable to be changed at the discretion of the Management. You shall use the best of efforts to promote, develop and extend the business of the Company and conform and comply with the directions and regulations of the Company at all times, and in all respects.

#### 3.0 TIME SHEETS

You shall send a hard copy / Soft Copy of the time sheets duly approved and signed by your Supervisor on the 1st day of every month to the following address:

**Artech Infosystems Pvt. Ltd.**  
**Attn: OBHR SPOCs / Department**  
**Infospace, Plot No. 2,**  
**Block - B, Ground Floor,**  
**Sector - 62 , NOIDA- 201309, UP**

Please ensure that your time sheet / ILC and dB link approval from your respective Project Manager / Supervisor reach to us within week.

#### 4.0 LEAVE

You would be entitled to one earned leave (EL) and one casual leave (CL) for each full month of employment. Balance paid leave (PL) will be accumulated or rolled over to the next year. Balance casual leave (CL) will not be carry forward to the next year, it will be lapsed at the end of calender year.

This is an electronically generated Letter, hence signature is not required.

---

**Artech Infosystems Pvt. Ltd.**

**Regd. Office:** 805, Krishna Apra Business Square, Wazirpur District Centre, Netaji Subhash Place, New Delhi - 110 034

**Corporate Office:** Candor, B-2, Tower-2 Ground Floor, Sector 62, Noida - 201 307 INDIA

**26.0 UPDATION RULES**

It would be your responsibility to update the HR Department about any changes in your contact information or personal details.

**27.0 DECLARATIONS**

This is to confirm that the documents and information provided by me to Artech Infosystem Pvt. Ltd. for the purpose of employment are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

We look forward to welcoming you in our organization

Yours faithfully

Employer Name and Signature

For Artech Infosystems Pvt. Ltd.

Employee Name and Signature

**Shivi Agarwal**  
**Sr. Manager-Human Resource Outbound**

Annexure

<b>Particulars</b>	<b>Amount</b>
Basic	20,000
HRA	10,000
Per Allowance	31,336
PF Contribution by Company	1,800
Adv Statutory Bonus	3,531
<b>Cost To the Company (CTC) Per Month</b>	<b>66,667</b>
<b>Annual CTC</b>	<b>800,000</b>

This is an electronically generated Letter, hence signature is not required.



June 07<sup>th</sup>, 2022

Devapatla Sreekanth Reddy,  
Hyderabad, India

### Offer Letter

Dear Sreekanth,

We have pleasure in appointing you in our Company as **Arcos Support Associate at Hyderabad**. Please note that the employment terms contained in this letter are subject to Company policy.

Your date of appointment is effective from **20<sup>th</sup> June 2022**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this offer letter. Please note that the employment terms contained in this letter are subject to Company policy.

#### 1. COMPENSATION AND BENEFITS

Your annual cost to company at the commencement of your services will be **Rs. 5,50,000** (Rupees Five Lakhs Fifty Thousand Only)

You will be eligible for monthly shift allowances of **Rs. 5,000**.

Your salary structure indicating Basic pay, allowances and statutory deductions is enclosed as Annexure A.

#### 2. DUTIES AND WORK TIMINGS

- a. You are required to perform services for the Company as assigned by the Company officers who are designated as managers to supervise your work. You are required to comply with all the procedures, rules, and regulations of the Company. During your employment, you will not directly or indirectly engage in any conduct not in the best interest of the Company.
- b. We work 5 days a week with 9 hours of work per day. However, your exact hours of work and timing will vary as per organization's business needs.

#### 3. TRANSFERABILITY

Your initial place of work will be at **Hyderabad**. However, your services are transferable, and can be transferred/seconded or deputed by the company to:

- a. Any Skillmine office in India or abroad, whether existing at the date of your appointment or to be established thereafter at the option of the company.
- b. Any Operation in India or abroad under the management and /or ownership of Skillmine.

#### 4. TERMINATION OF PERMANENT SERVICE

- a. You will automatically retire from the service of the Company on attaining the superannuating age of 60 years.
- b. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless:
  - i. Return to work within 2 days from the commencement of such absence and
  - ii. Give an explanation to the satisfaction of the Management regarding such absence.
- c. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of in-discipline or inefficiency.

June 07<sup>th</sup>, 2022

Devapatla Sreekanth Reddy,  
Hyderabad, India

### Offer Letter

Dear Sreekanth,

We have pleasure in appointing you in our Company as **Arcos Support Associate** at **Hyderabad**. Please note that the employment terms contained in this letter are subject to Company policy.

Your date of appointment is effective from **20<sup>th</sup> June 2022**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this offer letter. Please note that the employment terms contained in this letter are subject to Company policy.

#### 1. COMPENSATION AND BENEFITS

Your annual cost to company at the commencement of your services will be **Rs. 5,50,000 (Rupees Five Lakhs Fifty Thousand Only)**

You will be eligible for monthly shift allowances of **Rs. 5,000**.

Your salary structure indicating Basic pay, allowances and statutory deductions is enclosed as Annexure A.

#### 2. DUTIES AND WORK TIMINGS

- a. You are required to perform services for the Company as assigned by the Company officers who are designated as managers to supervise your work. You are required to comply with all the procedures, rules, and regulations of the Company. During your employment, you will not directly or indirectly engage in any conduct not in the best interest of the Company.
- b. We work 5 days a week with 9 hours of work per day. However, your exact hours of work and timing will vary as per organization's business needs.

#### 3. TRANSFERABILITY

Your initial place of work will be at **Hyderabad**. However, your services are transferable, and can be transferred/ seconded or deputed by the company to:

- a. Any Skillmine office in India or abroad, whether existing at the date of your appointment or to be established thereafter at the option of the company.
- b. Any Operation in India or abroad under the management and /or ownership of Skillmine.

#### 4. TERMINATION OF PERMANENT SERVICE

- a. You will automatically retire from the service of the Company on attaining the superannuating age of 60 years.
- b. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless:
  - i. Return to work within 2 days from the commencement of such absence and
  - ii. Give an explanation to the satisfaction of the Management regarding such absence.
- c. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of in-discipline or inefficiency.

- d. Except for the reasons mentioned in this appointment letter, your services can be terminated giving three (3) months' notice in writing on either side. Any shortage in serving the said notice period will be recovered at the rate of full month salary for the shortfall days.
- e. However, in the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of three (3) months, without any pay in lieu of the notice period.

## 5. GENERAL

- a. You shall be covered by the service rules and regulations including conduct, discipline, and administrative orders and any such other orders of the Company that may come in force from time to time.
- b. You shall be required to sign and abide by the Code of Conduct which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.
- c. The present designation is subject to change depending upon work assignment from time to time.
- d. In the event where the company has paid for your relocation or any bonus at the time of your joining, all expenses borne on account of relocation and/or any lump sum paid to you as per the Company's policy will be recovered from you, if you resign from the Company before a period of one year (12 months).
- e. On acceptance of separation notice, you will immediately handover all company assets/materials/data before you are relieved or shall not make or retain any copies of these items.

Your appointment for the post **Arcos Support Associate** is totally based on the information provided by you. In case we found the information is incorrect/false your services will stand terminated without any notice and reasoning during employment.

The terms of this Letter of Appointment are strictly confidential. Please sign and return a copy of this letter as acceptance. We look forward to a mutually rewarding association.

Yours Sincerely,



**Samir Mehta**  
Director - Talent Delivery  
Skillmine Technology Consulting Pvt Ltd

I hereby agree to accept the employment on the terms & conditions in the aforesaid offer letter.

Name:

Signature:

Place:

Date:

**Annexure - A**

<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
<b>Base Salary</b>		
Basic	16042.00	192500.00
HRA	6417.00	77000.00
Bonus Payable	1336.00	16032.00
Special Allowance	18634.00	223613.00
<b>Total - Gross Salary</b>	<b>42,429.00</b>	<b>509145.00</b>
<b>Retirals</b>		
PF Employer	1800.00	21600.00
Gratuity	771.25	9255
Group Insurance	833.33	10000
<b>Total Fixed Pay</b>		<b>550000.00</b>
<b>Total - Cost to Company</b>		<b>550000.00</b>

28-Oct-2021

**Mannuru Panchala Narasimha**

No.00,Manamala,Ojili,Kurugonda,

Nellore,Andhra Pradesh - 524402

India

**Letter of offer****Dear Mannuru Panchala,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Sr. Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Chennai - DLF SEZ** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Sr. Associate - Ops**.

**Compensation:** Your Total Gross Pay will be **INR 7,23,600 (Indian Rupees Seven Lakh, Twenty Three Thousand, Six Hundred Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **05-Jan-2022**.

**Place of work:** Your place of work will be **Chennai - DLF SEZ**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA

COSTA RICA

INDIA

THE PHILIPPINES

ROMANIA

SRI LANKA

UAE

UK

USA

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala***Adil S Nargolwala**  
Corporate SVP - HR

Head Talent Acquisition Group

Candidate's Name &amp; Signature

Annexure II			
Name	:	Mannuru Panchala Narasimha	
Title	:	Sr. Associate - Ops	
Role Band	:	A	
BU/EU	:	Banking & Financial Services	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		24,750	2,97,000
House Rent Allowance		12,375	1,48,500
City Compensatory Allowance		16,075	1,92,900
<b>Sub Total - I</b>	<b>A</b>	<b>53,200</b>	<b>6,38,400</b>
Bonus / Incentive (4)	(a)	0	0
Company's contribution to Provident Fund (1)		1,800	21,600
Company's contribution to ESI (3)		0	0
<b>Sub Total - II</b>	<b>B</b>	<b>1,800</b>	<b>21,600</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>55,000</b>	<b>6.60,000</b>
Bonus / Incentive at Maximum Level (4)	(b)	5,300	63,600
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>55,000</b>	<b>6,60,000</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>60,300</b>	<b>7,23,600</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2)The Company provides following discretionary Insurance benefits: a) Medclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature



**Offer : Computer Consultancy**  
**Ref : TCSL/EP2022RA0416155/ New Delhi/1825324**  
**Date : 28-MAR-2022**

**Mr. Katta Venkaiah**  
Mittameedha, Kothuru, Indhukurpeta Mandal  
Nellore Dist.  
Nellore, Andhra Pradesh, India  
Tel No.: 8121868525

**Sub: Letter of Offer and Terms of Employment**

Dear Mr. **Katta Venkaiah,**

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

**This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Systems Engineer in Grade C1 at TCS - Bangalore. Your gross salary including all benefits will be Rs. 7,40,002/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.

## **COMPENSATION & BENEFITS**

The details of your compensation and benefits are given below:

### **FIXED COMPENSATION**

#### **Basic Salary**

Your Basic Salary will be **Rs. 15,000/-** per month.

#### **Bouquet of Benefits (BoB)**

Bouquet of Benefits offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per the pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join the company. To design your Bouquet of Benefits, you may access the link to BoB in the 'Employee Self Service' link on 'Ultimatix', the internal portal of TCSL.

Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance:**

Your HRA will be **Rs. 7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance:**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card:**

You will be eligible for a Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

#### **4. Personal Allowance:**

You will be eligible for a monthly personal allowance of **Rs. 22,637/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

### **PERFORMANCE PAY**

#### **1. Monthly Performance Pay**

You will receive a monthly performance pay of **Rs. 4,600/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change



**Annexure 1**  
**GROSS SALARY SHEET**

<b>Name</b>	Mr. Katta Venkaiah		
<b>Designation</b>	Systems Engineer		
<b>Grade</b>	C1	<b>Relevant Experience</b>	2.71 years

**Table 1: Compensation Details: (All Components are in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Monthly	15,000	1,80,000
Bouquet Of Benefits #	31,887	3,82,644
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,600	55,200
Performance Bonus *	3,300	39,600
<b>3) City Allowance</b>	1,200	14,400
<b>4) Annual Components/Retirals</b>		
Health Insurance	NA	7,900
Provident fund	1,800	21,600
Gratuity	722	8,658
<b>Total of Annual Components &amp; Retirals</b>	<b>2,522</b>	<b>38,158</b>
Retention Incentive	NA	30,000
<b>TOTAL GROSS</b>	<b>58,509</b>	<b>7,40,002</b>

# Refer to Table 2 for TCSL defined Structure

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis

**Table 2: TCSL defined structure for BoB (All Components in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	22,637	2,71,644
<b>GROSS BOUQUET OF BENEFITS</b>	<b>31,887</b>	<b>3,82,644</b>

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5534107/1140858,

02/16/2022,

Priyanka Vadlamudi,

1-189/2, rayapedu, Kvb Puram, Chittoor, Andhra Pradesh, 517643  
Chittoor, Andhra Pradesh  
India.

Confidential

Dear Priyanka Vadlamudi,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/16/2022 (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be Senior Analyst/A5.

B) You will be required to work at the Company's offices in Hyderabad.

C) You have to report by 8:30 am at Hyderabad office, for joining formalities and contact security at the main gate for your entry pass at:

**Address**

Capgemini Technology Services India Limited. IT Park 1,115 / 32&35, Nanakram Guda,  
Gachibowli, Hyderabad - 500 032

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 450,002.00 (Rupees Four Lakh Fifty Thousand And Two Only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Senior Analyst

Total Cost to Company (CTC).

Rs.450,002.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.4,115.00	Rs.49,380.00
Other Allowances and Reimbursements – 2 +	Rs.3,064.00	Rs.36,768.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.34,328.00	Rs.411,936.00
Statutory payments ++		
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.442,200.00
Total Cash Compensation		Rs.442,200.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Total Cost to Company		Rs. 450,002.00

# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

**T&M Services Consulting Private Limited**

T & M House, Kohinoor Complex,  
'A' Wing, Next To Maharaja Hotel,  
W. E. Highway, Dahisar (East),  
Mum- 400 068, INDIA

Tel. : +91 22 4029 7000

Fax : +91 22 4029 7562

Email : info.tmscl.com

Website: www.tmscl.com

CIN : U32200MH2003PTC139999



**Ref No: TNM/ID-316044/2021-2022**

**Date: 15-Feb-2022**

**Ms.MADHURI AREPPAGARI**

**FIXED TERM OFFER LETTER**

Dear **Ms. MADHURI AREPPAGARI,**

This has reference to your application and subsequent discussion you had with us. We are pleased to inform you that our organization has decided to offer you as a **Sourcing Specialist** for our Client **ITC Infotech LTD** on terms mentioned below.

Your offer is valid subject to your joining at our client work place Karnataka or before **14-Feb-2022**.

1. You will be working with us for a fixed term period from **14-Feb-2022 to 15-Aug-2022** on the following terms and conditions. However your fixed term appointment will be co-terminus with the tenure of the client project.
2. Your monthly Gross Salary would be **Rs.35258.00 (Rupees : Thirty Five Thousand Two Hundred Fifty Eight Only)** all inclusive subject to your attendance & performance.
3. Deduction of Income Tax, Professional Tax, Provident Fund, & other statutory deductions shall be made as per the requirements.
4. During the period of employment, you will be required to not engage in any part- time/full-time employment or any other gainful assignment, mainly which effects your working with our organization or which is against our client's or our organizational interest.
5. You will be required to provide 30 days notice in advance to the organization in case you resign from the services.
6. The offer is subject to your being medically fit & no data provided during the course of selection is false.

We look forward welcome you and make you as part of our organizations team.

Thanking You.

**For T&M Services Consulting Pvt. Ltd.**

**Authorized Signatory**

I have read and understood the offer and accept your offer on the conditions mentioned above

**Name: Ms. MADHURI AREPPAGARI**

**Sign: \_\_\_\_\_**

**Date \_\_\_\_\_**

## ANNEXURE



SALARY BREAKUP			
A	Components	Monthly (Rs)	Annually (Rs)
	Basic	17147	205764
	HRA	7111	85332
	Conveyance	3000	36000
	Other Allowance	3000	36000
	Medical Allowance	3000	36000
	Special Allowance	0.00	0.00
	Bonus	2000	24000
	<b>Gross Salary</b>	<b>35258</b>	<b>423096</b>
B	<b>Deductions</b>		
	PF	2058	24696
	ESIC	0.00	0.00
	PT	200	2400
	<b>Total Deductions</b>	<b>2258</b>	<b>27096</b>
C	<b>Net Salary</b>	<b>33000</b>	<b>396000</b>
D	<b>Company Contributions</b>		
	PF	2058	24696
	PF Admin.	86	1032
	EDLI	86	1032
	ESI	0.00	0.00
	Group Insurance	200	2400
E	<b>Total monthly Co. Contribution</b>	<b>2430</b>	<b>29160</b>
F	<b>Total Monthly CTC</b>	<b>37688</b>	<b>452256</b>



## WELCOME TO WIPRO

4 December, 2021

Dear **MADIREDDY REDDY,**

Welcome to Wipro Limited and congratulations on your appointment as **Software Engineer.**

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us. Your terms of appointment are elucidated in detail in the Appointment Letter. Please go through and confirm your acceptance by selecting "Submit" on the offer form.

We have an introductory session on your day of joining, which will provide you with a brief overview of Wipro, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive session to introduce you to something close to our heart and our way of life - the Spirit of Wipro.

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you intend to accomplish with your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life every day. Looking forward to a long-term relationship and wishing you all the success at Wipro.

**Best regards,  
For Wipro Limited.**

A handwritten signature in cursive script that reads "Vishwas". The signature is written in black ink on a white background and is enclosed within a thin black rectangular border.

**Vishwas Deep  
Global Talent Acquisition Head**

(We would like to emphasize that the offer of appointment is subject to completion of your reference check.)

In case you need any clarifications regarding your job, salary, or any policy, please contact **Swarnali BANERJEE** At [swarnali.banerjee@wipro.com](mailto:swarnali.banerjee@wipro.com).

## ANNEXURE - I

### SALARY OFFER SHEET

Name: **MADIREDDY REDDY**

Location: **IN-Bengaluru**

Position: **Software Engineer**

Career Group: **B1**

Career Stream: **Project Stream**

Annual Gross Salary Offered by Wipro: **Rs. 750000**

You shall receive salary as detailed below.

Components	Figures (in INR PER ANNUM)
BASIC	<b>300000</b>
HOUSE RENT ALLOWANCE	<b>150000</b>
BONUS	<b>42000</b>
WIPRO BENEFITS PLAN	<b>161370</b>
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	<b>36000</b>
GRATUITY	<b>15930</b>
HEALTH BENEFIT (NOTIONAL AMOUNT)	<b>7200</b>
VARIABLE PAY	<b>37500</b>
<b>TARGET COST TO COMPANY (PER ANNUM)</b>	<b>750000</b>

\*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

\*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

Please note that the above stack is applicable for all Indian passport holders. In case you are non Indian passport holder, request you to immediately declare the same to the hiring team. The hiring team will accordingly issue the offer letter guided by the International Worker rules.



## EMPLOYMENT OFFER LETTER

Cappgemini Ref: 5036912/972342,  
09/29/2021,  
Kuruba Sailesh,  
1-44,P venkatampalli,,  
anantapur,,  
India.

### Confidential

Dear Kuruba Sailesh,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappgemini Technology Services India Limited ('Cappgemini' or 'Company') starting from 09/30/2021 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

B) You will be required to work at the Company's offices in location Hyderabad IN

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 199770/- ( Rupees One Lakh Ninety Nine Thousand Seven Hundred and Seventy only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. **Provident Fund-** You will be covered under the Cappgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. **Gratuity-** Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. **ESIC-** In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

**NOTE:**

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

Exhibit 2

Name	Kuruba Sallesh
Designation	Associate
Grade	A2
Location	Hyderabad IN

COMPONENTS	PER MONTH	PER ANNUM
Basic Salary	Rs. 10,767.00	Rs. 129,204.00
House Rent Allowance	Rs. 820.00	Rs. 9,845.00
Other Allowance and Reimbursement - 1	Rs. 0	Rs. 0
Other Allowance and Reimbursement - 2	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 2,153.00	Rs. 25,841.00
Total Gross Salary	Rs. 13,741.00	Rs. 164,890.00
Capgemini contribution to PF	Rs. 1,292.00	Rs. 15,504.00
Gratuity (Accrual only)	Rs. 518.00	Rs. 6,215.00
Total Fixed compensation	Rs. 15,551.00	Rs. 186,609.00
Variable Pay (as per policy)	Rs. 0.00	Rs. 0.00
Total Cash Compensation	Rs. 15,551.00	Rs. 186,609.00
Insurance Premium (Mediclam, Personal Accident, Group Term Life)	Rs. 650.00	Rs. 7,802.00
Capgemini contribution to ESI	Rs. 447.00	Rs. 5,359.00
Total Cost to Company	Rs. 16648	Rs. 199770

\*You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements - 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Component	MaxLimitAnually
Other Allowance and Reimbursement - 1	
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00
Other Allowance and Reimbursement - 2	
Leave Travel Assistance	60,000.00
Food Allowance	26,400.00
NPS	0.00
Car and Driver Salary Reimbursement	21,600.00

on the last day of each month, less all applicable taxes we are required to withhold, as well as any Provident Fund deductions, etc. Details of compensation for Year 2022-23 are mentioned in the attached annex.

3. **Bonus:** You will be paid variable compensation based on the plan documented in the annex.
4. **Fringe Benefits:** See the attached annex for details.
5. **Term and termination:** You are to be employed by as "at will" and not for any specific term. If either you or we desire to terminate the relationship, at least 2 months prior notice must be given in writing. We may also terminate you for cause without having to give you any prior notice. Details on what constitutes "cause" are contained in the attached annex.
6. **Probation period:** You will be deemed to be on probation in the services of the Company until confirmed in writing. The initial period of probation will be three months, which may be extended by the company at its sole discretion.
7. **Other Terms of Employment:** Your employment is based on certain terms agreed between you and the company as detailed in the attached annex. Any deviation from these terms would be considered a breach of this agreement and would be a 'good cause' for termination of employment.

Please feel free to contact me if you have questions about this letter. Once we receive the signed letter and annex from you, we can begin working together on a mutually agreed date. We welcome you to the SmartERP family and look forward to a long and mutually beneficial relationship.

Very truly yours,

SmartERP CONSULTING PRIVATE LIMITED



Anand Kavatkar  
Managing Director

UNDERSTOOD, APPROVED AND ACCEPTED:

X

\_\_\_\_\_  
Kasturi Siva Kumari



Annex to Letter Agreement between

SmartERP Consulting Private Limited (the "Company" or "SmartERP")

And Kasturi Siva Kumari

Your employment will be governed by the following terms and conditions. All amounts are stated in Indian Rupees

1. Your employment will begin on August 16, 2022
2. Grade: T1

Designation: Trainee Developer

**Base Salary**

Your annualized base salary for Year 2022-23 (Apr-Mar) would be Rs. 3,60,012/- (Rupees Three



DR - BPS/RH6287989/203796/Bengaluru/November/VO

## OFFER OF EMPLOYMENT PRIVATE & CONFIDENTIAL

October 29, 2020

**K Bhaskar Reddy,**  
1/65, Madugupalli, Putluru Mandalam, Madugupalle,  
Ananthapuram

**Dear K Bhaskar Reddy,**

Welcome to Mphasis!

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

Based on our discussions, we are pleased to offer you the position of Processor, in **Band 5, Level 3** with our organization. The gross compensation will be INR **3,70,000/-** (Three Lakhs Seventy Thousand **rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

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

ANNEXURE – 1

**SALARY OFFER SHEET**

Component	Monthly Gross	Annual Gross
Basic	15,061	1,80,733
House Rent Allowance	7,531	90,367
Leave Travel Allowance	NA	NA
Special Allowance	NA	NA
Ex-Gratia/ Bonus1	4,500	54,000
<b>TOTAL FIXED CASH</b>	<b>27,092</b>	<b>3,25,100</b>
Performance Incentive	1,542	18,500
Variable Pay2	NA	NA
<b>TARGET CASH COMPENSATION</b>	<b>28,633</b>	<b>3,43,600</b>
Employee Provident Fund	1,800	21,600
Mediclaim Insurance Premium	400	4,800
<b>TARGET COST TO COMPANY</b>	<b>30,833</b>	<b>3,70,000</b>

**Details of Incentive Plan:**

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

Note:

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



**Offer : Computer Consultancy**  
**Ref : TCSL/EP2022CN1671064/ Chennai/2026074**  
**Date : 10-JAN-2023**

**Mr. Karna Naveen**

G2,Pavani Residency  
Vedhaya Palem, Nellore  
Nellore, Andhra Pradesh, India  
Tel No.: 9154693370

**Sub: Letter of Offer and Terms of Employment**

Dear Mr. Karna Naveen,

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

**This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Systems Engineer in Grade C1 at TCS - Bangalore. Your gross salary including all benefits will be Rs. 6,00,000/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.



## COMPENSATION & BENEFITS

The details of your compensation and benefits are given below:

### FIXED COMPENSATION

#### **Basic Salary**

Your Basic Salary will be **Rs. 15,000/-** per month.

#### **Bouquet of Benefits (BoB)**

Bouquet of Benefits offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per the pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join the company. To design your Bouquet of Benefits, you may access the link to BoB in the 'Employee Self Service' link on 'Ultimatix', the internal portal of TCSL.

Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance:**

Your HRA will be **Rs. 7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance:**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card:**

You will be eligible for a Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

#### **4. Personal Allowance:**

You will be eligible for a monthly personal allowance of **Rs. 14,970/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

### PERFORMANCE PAY

#### **1. Monthly Performance Pay**

You will receive a monthly performance pay of **Rs. 3,800/-**. This payout is subject to review basis your own ongoing individual performance.

**GROSS SALARY SHEET**

<b>Name</b>	Mr. Karna Naveen		
<b>Designation</b>	Systems Engineer		
<b>Grade</b>	C1	<b>Relevant Experience</b>	1.51 years

**Table 1: Compensation Details: (All Components are in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Monthly	15,000	1,80,000
Bouquet Of Benefits #	24,220	2,90,642
<b>2) Performance Pay</b>		
Monthly Performance Pay	3,800	45,600
Performance Bonus *	2,600	31,200
<b>3) City Allowance</b>	1,200	14,400
<b>4) Annual Components/Retirals</b>		
Health Insurance	NA	7,900
Provident fund	1,800	21,600
Gratuity	722	8,658
<b>Total of Annual Components &amp; Retirals</b>	<b>2,522</b>	<b>38,158</b>
<b>TOTAL GROSS</b>	<b>49,342</b>	<b>6,00,000</b>

# Refer to Table 2 for TCSL defined Structure

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis

**Table 2: TCSL defined structure for BoB (All Components in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	14,970	1,79,642
<b>GROSS BOUQUET OF BENEFITS</b>	<b>24,220</b>	<b>2,90,642</b>





Empowering Technology Services  
AN ISO 27001:2013 CERTIFIED CO.

IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 67, Noida, U.P, 201301  
Tel.: +91-120-6350000

Dated: 25-Aug-22

Ref. No IDC/OBHR/2022/ON4802

Mr./Ms. Nayineni Telugu Chandra Sekhar,  
2 13 Veerana Gadda  
Teligu Peta Kurukunda Atmakur  
Kurnool  
Andhra Pradesh - 518422

Letter of Intent

Dear Nayineni Telugu Chandra Sekhar,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a SCCM. You may be deputed to Client Site as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before 29-Aug-22 at Bangalore. Your gross annual compensation, inclusive of all applicable taxes shall be INR 700000/- (Details Attached in Annexure –"A"). In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents (self-attested) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-discloser-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

Employee has agreed to adhere with the terms and conditions of the employment agreement/ appointment letter which shall be subsequent issued by the company/employer (IDC).

If you wish to leave the services of the Company, a clear written notice of Sixty (60) days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice. Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,  
Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Nayineni Telugu Chandra Sekhar



*Empowering Technology Services*  
AN ISO 27001:2013 CERTIFIED CO.

**IDC Technologies Solutions (I) Pvt. Ltd.**  
C-18, Sector- 67, Noida, U.P, 201301  
Tel.: +91-120-6350000

### UNDERTAKING

I **Nayineni Telugu Chandra Sekhar** hereby solemnly confirm that I have carefully read and considered the rules and regulations contained in the letter of intent and appointment letter and I will abide by them throughout my service. I also hereby confirm that the information I have filled in this form is correct to the best of my knowledge. In case any further information is required, I will be ready to furnish you with the same.

I further declare that I have not paid any fee (cash or kind) for any purpose (recruitment, training etc.) at any stage to **IDC Technologies Solutions India Pvt Ltd** and IDC Technologies shall not be held liable in any manner to pay compensation or otherwise.

I agree that, if found disregarding any of the conditions set forth in this documents, the company has the right to take any disciplinary action, including termination of my employment, without any notice and that I shall be solely responsible for the consequences thereof.

**Name: Nayineni Telugu Chandra Sekhar**

**Date:**

**Signature:**

**"ANNEXURE-A"**

Compensation Details w.e.f 29-08-2022

Name :-	Nayineni Telugu Chandra Sekhar		
Designation :-	SCCM		
Location :-	Bangalore ( Karnataka )		
Salary Component	Amount in (INR)		Amount in (INR)
		Per Month	Per Annum
A.	Basic & DA	29167	350004
	Bonus	0	0
	House Rent Allowance	14583	174996
	LTA	2916	34992
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	9717	116604
<b>GROSS SALARY ( Salary of Tax ) ( A )</b>		<b>56383</b>	<b>676596</b>
B.	Employers Contribution - Provident Fund	1950	23400
	Employers Contribution - ESIC	0	0
	Gratuity	0	0
	Insurance	0	0
<b>TOTAL ( B )</b>		<b>1950</b>	<b>23400</b>
C.	<b>Less Deduction</b>		
	Employee - Provident Fund	1800	21600
	Employee - ESIC	0	0
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>		<b>2000</b>	<b>24000</b>
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>54383</b>	<b>652596</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>58333</b>	<b>700000</b>
<b>Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms.2 ) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Medclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.</b>			
Nayineni Telugu Chandra Sekhar			
Signature			



Empowering Technology Services  
AN ISO 27001:2013 CERTIFIED CO.

IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-67, Noida, U.P, 201301  
Tel.: +91-120-6350000

Dated: 25-Aug-22  
Ref. No IDC/OBHR/2022/ON4802

## Deputation Letter

To,

**Tata Consultancy Services**

Dear Sir / Madam,

We are pleased to depute our employee **Nayineni Telugu Chandra Sekhar** at **Tata Consultancy Services-Bangalore**, He / She would be working at your project site until further information from your end. Below are the details of **Nayineni Telugu Chandra Sekhar** as furnished to IDC Technologies Sol. (I) Pvt. Ltd.

Full Name of the Employee: <b>Nayineni Telugu Chandra Sekhar</b>	
Date of Birth: <b>08-06-1995</b>	Designation: <b>SCCM</b>
Father's Name: <b>Nayineni Telugu Bala Ranga Swamy</b>	Nationality: <b>Indian</b>
Offer ID: <b>IDC/OBHR/2022/ON4802</b>	Date of Joining: <b>29-08-2022</b>
Contact No: <b>9052265564</b>	<b>2 13 Veerana Gadda ,Teligu Peta Kurukunda Atmakur Kurnool,Andhra Pradesh 518422</b>

For IDC Technologies Solutions (I) Pvt. Ltd.

Authorized Signatory



Signature of Employee

**Nayineni Telugu Chandra Sekhar**

Corp. Off. India : C-18, Sector-67, Noida- 201 301, Tel.: +91-120-6350000, Website: www.idctechnologies.com : (a)  
Regd. Off. : 3322A, 2nd Floor, Bank Street, Karol Bagh, New Delhi-110005  
CIN:- U72200DL2008PTC182494



**STRICTLY PRIVATE & CONFIDENTIAL**

Ref: 14187783

Date: 02-Nov-2022

**Harika T,**  
D/O Suresh Babu,13/191gamalla palem  
Krishnamadirem,east guduru  
Nellore, Andhra pradesh - 524101

**Sub: Appointment Letter**

Dear Harika T,

We are pleased to offer you appointment as **Associate IT Consultant (Grade IS1)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **03-Nov-2022**

Please note that you will be required to report to our office at **Bangalore** on the date of joining and your initial posting will be to **Bangalore**

**1. This appointment is subject to**

- a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- c. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- d. Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- e. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

**2. Quality Certification Program Test**

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

Page 1 of 11



Business-friendly Solutions

Annexure-Salary Structure

Components	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
Consolidated Salary (Basic Salary)	7,100	85,200
House Rent Allowance	3,550	42,600
Supplementary Allowance	7,280	87,358
Meal Coupon - Refer EN1	1,100	13,200
<b>Sub Total I</b>	<b>19,030</b>	<b>2,28,358</b>
Leave Travel Allowance - Refer EN3	917	11,004
ITC Products & Services - Refer EN4	104	1,250
Provident Fund (Company Contribution)	1,800	21,600
<b>Sub Total II</b>	<b>2,821</b>	<b>33,854</b>
<b>Bonus</b>	<b>3149</b>	<b>37788</b>
<b>TOTAL</b>	<b>25,000</b>	<b>3,00,000</b>

Explanatory Notes (EN):

1. Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However, in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). Meal Coupon if not opted, the same will be paid as supplementary allowance.
2. Group Accident Insurance Policy for Self for a sum insured of **Rs. 25,00,000** per annum. Group Medical Insurance Policy for Self, Spouse and children for a sum insured of **Rs. 5,00,000** per annum. Voluntary Parental Group Medical Insurance Policy for a sum insured up to **Rs. 3,00,000** on payment of applicable premium by employee.
3. Leave Travel Allowance of **Rs 11,004** per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
4. ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto **Rs. 1,250** per annum, prorated in case where there is no full year of service. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
5. Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.
6. Bonus - You are entitled to the indicated Bonus amount as per the Payment of Bonus Act or the STI amount as per the policy, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year.

**All payments will be made as per company's policy, applicable income tax and statutory deductions.**

HRD/COV/1004089323/22-23

**Ms. Palnati Sandhya**

D No. 26/8/224, VMR Nagar, 1st Street,  
Near Pratibha High School, Vedayapalem,  
Nellore-524004  
India

Ph: +91-7013699389

Dear Palnati,

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**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.08.04 09:11:38 IST  
Reason: Digitally Signed  
Location: Bangalore

**INFOSYS LIMITED**

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

Corporate Office:

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

HRD/1004089323/22-23

Ms. Palnati Sandhya  
D No. 26/8/224, VMR Nagar, 1st Street,  
Near Pratibha High School, Vedayapalem,  
Nellore-524004  
India

Ph: +91-7013699389

Dear Palnati,

Congratulations! We are delighted to make you an offer as **Associate Consultant** and your role is **Associate Consultant**.

Here are the terms and conditions of our offer:

#### **Joining Date**

Your scheduled date of employment with us will be **August 8, 2022**.

#### **Location**

Your location for employment is **BANGALORE**, 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, 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, hereby give your irrevocable consent to the above.

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

**INFOSYS LIMITED**

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

Corporate Office:

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 DETAILS (All figures in INR per month)				
NAME	Ms. Palnati Sandhya			
ROLE	Associate Consultant			
ROLE DESIGNATION	Associate Consultant			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				46,210
BASKET OF ALLOWANCES				29,181
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				8,780
<b>MONTHLY GROSS SALARY</b>				<b>84,171</b>
<b>2. ANNUAL COMPONENT</b>				
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)				462
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				5,545
GRATUITY - 4.81% of Basic Salary*				2,223
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>92,401</b>
<b>4. PERFORMANCE BONUS</b>			<b>At an indicative Payout of 50%</b>	<b>At indicative Payout of 100%</b>
PERFORMANCE BONUS			5,134	10,267
<b>TOTAL GROSS SALARY (Inclusive of Performance Bonus)</b>			<b>97,535</b>	<b>102,668</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SOFT LOAN</b>	Fifty Thousand (without security)	@5%	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				



IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-67, Noida, U.P, 201301  
Tel.: +91-120-6350000

Dated: 17-May-22  
Ref. No IDC/OBHR/2022/ON2881

Mr./Ms. Eraganaboyina Supraja,  
26-2-3170 Subhas Chandra  
Bose Nagar Near Municipal School  
Gandhi Nagar Nellore Andhrakesari nagar  
Andhra Pradesh - 524004

Letter of Intent

Dear Eraganaboyina Supraja,

We are pleased to offer you a position with IDC Technologies Sol (I) Pvt. Ltd. as a **Storage Admin**. You may be deputed to **Client Site** as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before **19-May-22** at **Bangalore**. Your gross annual compensation, inclusive of all applicable taxes shall be **INR 520000/- (Details Attached in Annexure –"A")**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents (**self-attested**) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-discloser-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

Employee has agreed to adhere with the terms and conditions of the employment agreement/ appointment letter which shall be subsequent issued by the company/employer (IDC).

If you wish to leave the services of the Company, a clear written notice of **Sixty (60)** days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice. Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,  
Your Sincerely

For IDC Technologies Solutions (I) Pvt. Ltd.



Signature of Employee  
Eraganaboyina Supraja



IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector-87, Noida, U.P, 201301  
Tel.: +91-120-6350000

### UNDERTAKING

I **Eraganaboyina Supraja** hereby solemnly confirm that I have carefully read and considered the rules and regulations contained in the letter of intent and appointment letter and I will abide by them throughout my service. I also hereby confirm that the information I have filled in this form is correct to the best of my knowledge. In case any further information is required, I will be ready to furnish you with the same.

I further declare that I have not paid any fee (cash or kind) for any purpose (recruitment, training etc.) at any stage to **IDC Technologies Solutions India Pvt Ltd** and IDC Technologies shall not be held liable in any manner to pay compensation or otherwise.

I agree that, if found disregarding any of the conditions set forth in this documents, the company has the right to take any disciplinary action, including termination of my employment, without any notice and that I shall be solely responsible for the consequences thereof.

**Name: Eraganaboyina Supraja**

**Date:**

**Signature:**

**"ANNEXURE-A"****Compensation Details w.e.f 19-05-2022**

Name :-	Eraganaboyina Supraja
Designation :-	Storage Admin
Location :-	Bangalore ( Karnataka )

Salary Component		Amount in (INR)	
		Per Month	Per Annum
A.	Basic & DA	21667	260004
	Bonus	0	0
	House Rent Allowance	10833	129996
	LTA	2167	26004
	Medical Reimbursement	1250	15000
	Conveyance Allowance	1600	19200
	Special Allowance	3866	46392
<b>GROSS SALARY ( Salary of Tax) ( A )</b>		<b>41383</b>	<b>496596</b>
B.	Employers Contribution - Provident Fund	1950	23400
	Employers Contribution - ESIC	0	0
	Gratuity	0	0
	Insurance	0	0
<b>TOTAL ( B )</b>		<b>1950</b>	<b>23400</b>
C.	<b>Less Deduction</b>		
	Employee - Provident Fund	1800	21600
	Employee - ESIC	0	0
	PT	200	2400
	LWF	0	0
<b>TOTAL ( C )</b>		<b>2000</b>	<b>24000</b>
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>39383</b>	<b>472596</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>43333</b>	<b>520000</b>

Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms.2 ) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Mediclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.

Eraganaboyina Supraja

Signature



IDC Technologies Solutions (I) Pvt. Ltd.  
C-18, Sector- 87, Noida, U.P. 201301  
Tel: +91-120-6350000

Dated: 17-May-22  
Ref. No IDC/OBHR/2022/ON2881

## Deputation Letter

To,

**Tata Consultancy Services**

Dear Sir / Madam,

We are pleased to depute our employee **Eraganaboyina Supraja** at **Tata Consultancy Services-Bangalore**, He / She would be working at your project site until further information from your end. Below are the details of **Eraganaboyina Supraja** as furnished to IDC Technologies Sol. (I) Pvt. Ltd.

Full Name of the Employee: <b>Eraganaboyina Supraja</b>	
Date of Birth: <b>17-07-1997</b>	Designation: <b>Storage Admin</b>
Father's Name: <b>Eraganaboyina Thirupalu</b>	Nationality: <b>Indian</b>
Offer ID: <b>IDC/OBHR/2022/ON2881</b>	Date of Joining: <b>19-05-2022</b>
Contact No: <b>8374073554</b>	<b>26-2-3170 Subhas Chandra ,Bose Nagar Near Muncipal School Gandhi Nagar Nellore Andhrakesari nagar,Andhra Pradesh 524004</b>

For IDC Technologies Solutions (I) Pvt. Ltd.

Authorized Signatory



Signature of Employee

**Eraganaboyina Supraja**

Corp. Off. India : C-18, Sector-87, Noida- 201 301, Tel: +91-120-6350000, Website: [www.idctechnologies.com](http://www.idctechnologies.com) ; (a)  
Regd. Off. : 3322A, 2nd Floor, Bank Street, Karol Bagh, New Delhi-110005  
CIN:- U72200DL2008PTC182494

HRD/COV/1003157818/21-22

**Mr. Guru Bhaskar Godlaveeti**

Kummara Kottal Village,  
Badvel Mandal, Kadapa District, Andhra Pradesh,  
Badvel-516227  
India

Ph: +91-8374409930

Dear **Guru Bhaskar,**

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**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.18 14:42:31 IST  
Reason: Digitally Signed  
Location: Bangalore

**INFOSYS LIMITED**

Survey No. 210, Manikonda Village, Lingampally  
Rangareddy (Dist)  
Hyderabad - 500 019

Corporate Office:  
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](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/1003157818/21-22

Mr. **Guru Bhaskar Godlaveeti**  
 Kummara Kottal Village,  
 Badvel Mandal, Kadapa District, Andhra Pradesh,  
 Badvel-516227  
 India

Ph: +91-8374409930

Dear **Guru Bhaskar,**

Congratulations! We are delighted to make you an offer as **Senior Associate Consultant** and your role is **Associate Consultant**.

Here are the terms and conditions of our offer:

**Joining Date**

Your scheduled date of employment with us will be **March 21, 2022**.

**Location**

Your location for employment is HYDERABAD , Survey No. 210, Manikonda Village, Lingampally Rangareddy (Dist) Hyderabad - 500 019.

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.

*The Company at its sole discretion permits you to work remotely from within the territory of India till further notice. The Company does not expect you to work from office for the foreseeable future. You may continue to work remotely unless there are business requirements, including changes in the applicable law, in which case, you will be provided 60 calendar days' notice to return to office. The cost of your travel and stay will be determined in accordance with applicable Company policies. As such, should you be asked to return to work, you agree that it will not be considered a modification to your working conditions. You and the Company agree that your performance will be under constant review to assess the opportunity to continue rendering your services remotely.*

**INFOSYS LIMITED**

Survey No. 210, Manikonda Village, Lingampally  
 Rangareddy (Dist)  
 Hyderabad - 500 019

Corporate Office:  
 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**

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

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

### **Probation and Confirmation**

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure - III.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of leave annually, during probation. On confirmation, you will be eligible for 20 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.

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.

### **Compensation and Benefits**

#### **Salary**

Your Fixed Gross Salary will be **INR 84,826** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 94,251** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - I.

#### **Performance Bonus**

You will be eligible to participate in the Company's discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 9,425** per month. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

#### **Guaranteed Bonus**

For the first six (6) months of your employment with Infosys, you will be paid **50%** of your maximum Performance Bonus as Guaranteed Bonus. Performance Bonus is inclusive of, and not in addition to Guaranteed Bonus. The Bonus Plan which has been attached provides all the details. The break-up of your compensation has been provided in the Compensation Details sheet at Annexure - I.



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.

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 II).

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.

## ANNEXURE - I

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Guru Bhaskar Godlaveeti			
ROLE	Associate Consultant			
ROLE DESIGNATION	Senior Associate Consultant			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				42,420
BASKET OF ALLOWANCES				26,792
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				8,060
<b>MONTHLY GROSS SALARY</b>				<b>77,272</b>
<b>2. ANNUAL COMPONENT</b>				
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)				424
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				5,090
GRATUITY - 4.81% of Basic Salary*				2,040
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>84,826</b>
<b>4. PERFORMANCE BONUS</b>				
		<b>At an indicative Payout of 50%</b>	<b>At indicative Payout of 100%</b>	
PERFORMANCE BONUS		4,713		9,425
<b>TOTAL GROSS SALARY (Inclusive of Performance Bonus)</b>		<b>89,539</b>		<b>94,251</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	Fifty Thousand (without security)	@5%	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				



RCS Tech LLP, 38/3, HN Halli Lake Road, Doddakanelli, Bangalore - 560035

**KUDUMULA SURENDRA REDDY**

**Phone: +91 8074876194**

**Email: surendra1998k@gmail.com**

**Dear Surendra,**

With reference to your application and subsequent interviews, we are pleased to offer you employment in our organization as **Asset Executive**. However, in the future based on the business exigencies the position may be transferrable to any other location of the company.

Your gross emoluments per annum including all other benefits, will be **INR 288000/-**. This is considered as cost to company and includes salary, statutory bonus, other benefits and provident fund (including employer's share).

As discussed, your joining date will be **19<sup>th</sup> October 2022** and you shall report at our office at 10.00 am. Further, you shall get your letter of appointment upon joining which shall include all terms and conditions of your employment with detailed salary break up.

We request you to bring the following documents at the time of joining and submit these to the HR department:

1. Photo copy of all your academic qualification documents (Degree certificates etc.)
2. Relieving letter and experience letter from your previous employer
3. Last three months' salary slip
4. Proof of address (Present and Permanent)
5. Birth Certificate
6. Form 16 of last financial year
7. PAN card & Aadhar Card
8. UAN Card
9. Three passport size photographs

We welcome you to the RCS family and wish you a rewarding career ahead. Please feel free to get in touch with the HR team at 9880747000 for any additional information.

**For RCS Tech LLP**

**Vijay Kumar,**  
**General Manager - Finance & Accounts**



RCS Tech LLP, 38/3, HN Halli Lake Road, Doddakaneli, Bangalore - 560035

**KUDUMULA SURENDRA REDDY**

**Phone: +91 8074876194**

**Email: surendra1998k@gmail.com**

**Dear Surendra,**

With reference to your application and subsequent interviews, we are pleased to offer you employment in our organization as **Asset Executive**. However, in the future based on the business exigencies the position may be transferrable to any other location of the company.

Your gross emoluments per annum including all other benefits, will be **INR 288000/-**. This is considered as cost to company and includes salary, statutory bonus, other benefits and provident fund (including employer's share).

As discussed, your joining date will be **19<sup>th</sup> October 2022** and you shall report at our office at 10.00 am. Further, you shall get your letter of appointment upon joining which shall include all terms and conditions of your employment with detailed salary break up.

We request you to bring the following documents at the time of joining and submit these to the HR department:

1. Photo copy of all your academic qualification documents (Degree certificates etc.)
2. Relieving letter and experience letter from your previous employer
3. Last three months' salary slip
4. Proof of address (Present and Permanent)
5. Birth Certificate
6. Form 16 of last financial year
7. PAN card & Aadhar Card
8. LIAN Card
9. Three passport size photographs

We welcome you to the RCS family and wish you a rewarding career ahead. Please feel free to get in touch with the HR team at 9880747000 for any additional information.

**For RCS Tech LLP**

**Vijay Kumar,**  
**General Manager - Finance & Accounts**



Date: September 10, 2021

Subject: OFFER LETTER

Dear Mr. Raptadu Devananda Reddy,

With reference to your application and the subsequent interviews you had with us, we are happy to offer you the position of **Associate Software Engineer** with **OvalEdge India Pvt. Ltd**, Hyderabad.

As discussed, your annual package is Rs. 3,60,000/- (Rupees: Three Lakh and Sixty Thousand Only). Annexure-1 provides a break-up of your compensation package. Your Designation and other details are below.

Designation : Associate Software Engineer  
Annual CTC : Rs. 3,60,000/-  
Joining Date :  
Work Location : Hyderabad, Telangana

You are required to respond with your acceptance of the offer. On the joining date, you need to carry the original and scanned copies of the following documents. Original documents will be returned upon verification.

1. Current & Previous employment Joining letters, Hike letters, Relieving Letters & Latest Form 16.
2. Last 3 months Pay Slips & Bank statements.
3. PAN Card & Aadhar Card.
4. 10<sup>th</sup>, Intermediate, Graduation & Highest Degree certificate, and marks memo.
5. Local address proof (if available)
6. Four passport size photos.

An appointment letter along with the terms and conditions of employment will be issued to you on the day of joining.



### ANNEXURE-1: SALARY BREAKUP

Compensation is confidential between you and the employer. You are requested to maintain confidentiality and not disclose our compensation package to others.

SALARY BREAKUP		
Name of the Employee	Mr. Raptadu Devananda Reddy	
Designation	Associate Software Engineer	
Monthly Gross Salary	Rs. 28,200/-	
<b>Salary Details</b>	<b>Monthly</b>	<b>Annual</b>
Basic Salary	16,920	2,03,040
House Rent Allowance	6,768	81,216
Attire Allowance	1,000	12,000
Statutory Bonus	583	6,996
Special Allowance	2,929	35,148
<b>Gross Salary</b>	<b>₹28,200.00</b>	<b>₹3,38,400.00</b>
<b>Other Benefits</b>		
PF (Employer Contribution)	1,800	21,600
<b>Gross Benefits</b>	<b>₹1,800.00</b>	<b>₹21,600.00</b>
<b>COST TO COMPANY</b>	<b>₹30,000.00</b>	<b>₹3,60,000.00</b>
<b>Deductions</b>		
PF (Total Contribution)	3,600	43,200
Professional tax	200	2,400
Income Tax	-- as applicable--	-- as applicable--
<b>Total Deductions</b>	<b>₹3,800.00</b>	<b>₹45,600.00</b>
<b>Net Salary Payable</b>	<b>₹26,200.00</b>	<b>₹3,14,400.00</b>

- The compensation package is subject to all statutory deductions- ESI/ EPF/ Income Tax/ Professional Tax etc. as applicable.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20219116130/Lucknow**  
**Date: 16/12/2021**

**Mr. Dorababu Palla**  
1-65Ardhamala Village, Chembedu Post Pellakur Mandal,  
Ardhamala,  
Nellore-524129,  
Andhra Pradesh.  
Tel# -

Dear Dorababu Palla,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential  
TCSL/DT20219116130

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

TCS Confidential  
TCSL/DT20219116130

*P. D. S. S. S.*

2

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com





### Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Program.

### CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on International assignments. This allowance is fully taxable and subject to review.

### OTHER BENEFITS

#### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if

TCS Confidential  
TCSL/DT20219116130

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India  
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Naraina, New Delhi

P. Dora Bhatia 3



GROSS SALARY SHEET

Annexure 1

Name	Dorababu Palla
Designation	Assistant System Engineer-Trainee
Institute Name	Vikrama Simhapuri University, Nellore

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

Table 2: TCSL defined structure for BoB (All Components in INR)

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

*P. Dorababu*

Date: 01-02-2022

Dear Ms. Sahithi Bhoomigani,

**Sub: - Letter of Appointment**

We are pleased to appoint you as "**Executive - HR Operations**" in ThinkAPPS Solutions effective **01<sup>st</sup> February, 2022** based on the terms and conditions described below.

The terms of this appointment are confidential between you and the company and any breach of this confidence will be viewed with seriousness.

**TERMS AND CONDITIONS**

**1. Position & Duties:**

You will be designated as "**Executive - HR Operations**" reporting to the Managing Director of the company.

**2. Remuneration:**

You shall receive during the continuance of your employment with the company an Annual CTC of **INR 1,65,696 per Annum** (Rupees One lakh sixty five thousand six hundred ninety six only)

**3. Probation:**

You will be on a probation period of **6 months** after successful completion of which, you will be confirmed in the services of company.

**4. Term of Employment:**

As ThinkAPPS Solutions employee you would be prohibited from taking up any other assignment of professional nature whether paid or otherwise. Breach of this clause would automatically mean resignation from your employment.

In the event of being trained on any specialized skill you will have to enter into a contract / agreement to work for a minimum specified period as decided by the Management.

You will be governed by appropriate company rules and regulations regarding hours of work, leave entitlements and other conditions of employment. You will be working with thinkAPPS Solutions Pvt Ltd. for a minimum period of 12 months or your exit formalities won't be completed and no relieving letter will be issued from our side.

You will be governed by the company's rules and regulations enforced from time to time in respect of matters not covered by this letter of appointment. Company's decision on all such matters shall be final and binding on you.

## 5. Exit Terms:

You can terminate your services by serving notice period of 60 days during your probation period and 60 (sixty) days after probation. The company may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities, behavioral and attitude issues or performance related issues which will be entirely decided by management.

You are required to serve above mentioned notice period. If you failed to do so, you will not be entitled to get any compensation from the company and your candidature will be termed as '**Absconded**'.

If you are **absconding** the company as per above mentioned criteria, you need to compensate Thinkapps 2 months CTC against notice period **OR** in case you are already on notice period, your CTC will be adjusted against remaining days of notice period which you need to give to the company.

You will be retiring from the services of the Company on attaining the age of 58 years.

## 6. Confidentiality:

You shall, during the period of your employment with the company, not engage in any endeavor or activity, which conflicts with the interests and business of the Company.

You shall not divulge any Confidential Information (as defined below) to any third party nor shall you utilize any of the Confidential Information for any purpose other than the business of the Company and /or as may be required in the ordinary course of your employment with the company:

"Confidential Information" means any information, in relation to the company and / or the business of the Company disclosed to any employee in the course of his/her employment, which is identified as, or should be reasonably understood to be confidential by the employee, including, but not limited to, know-how, trade secrets, data, technical processes and formulas, source codes, product designs, sales, cost and other unpublished financial information, projections and marketing data."

## 7. Inventions:

All Intellectual Property Rights (as defined below) devised, developed or created by you in the course of your employment with the Company or any member of ThinkAPPS Solutions shall belong and be the absolute property of the Company.

Intellectual Property Rights shall include but are not limited to all business development, improvement or enhancement ideas that you may have for the Company, designs, animations, games, inventions, patent or other designation copyright work, know-how, trade mark, trade name, logo or get-up created by you whether acting alone or together with another individual whether or not an employee of the Company.

### **8. Non-disclosure on Termination of Employment:**

Upon termination of your employment with the company you shall be required to: Immediately return to company, as the case may be, or destroy (if so requested by the company, as the case may be) all documents, papers, files, compilations (bound or unbound), floppy discs or any other electronic media containing the Confidential

Information or any other material and medium containing the or reflecting or generated from any Confidential Information;

Not use or disclose to any person any Confidential Information; and Use your reasonable efforts to prevent the disclosure of any Confidential Information

The consequences of violating the requirements of clauses mentioned herein which may extend up to ThinkAPPS Solutions taking suitable disciplinary and/or legal action in accordance with the laws of India.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to HR, duly affixing your full signature on the last page and initials on the remaining pages.

### **9. Data Security and Password Protection:**

While working you will be handling good amount of data & information pertaining to our clients and projects. We will be also handling the tools which are protected by passwords. You would guarantee the safety and protection of that data and password.

### **10. Asset protection efforts:**

You would act like owner of the company assets as far as handling and care is concerned. All the assets of the ThinkAPPS Solutions command high attention from you. You would promote cost consciousness amongst peers and would guard against any threat to assets.

### **11. Work Timings**

Your Work Timings shall be as per the Company working hours requirement.

### **12. Provident Fund**

You are eligible for Provident Fund. The Employer PF contribution is included in your CTC.

**For ThinkAPPS Solutions Pvt Ltd**

**Accepted**

**Mr. Amit Bafna**  
**(Managing Director)**

**Ms. Sahithi Bhoomigani**

**ANNEXURE**

Name : **Sahithi Bhoomigani**  
 Designation : **Executive – HR Operations**

Components	Monthly (Amount in INR)	Yearly (Amount in INR)
Basic	8307	99684
HRA	3323	39876
Bonus	692	8304
<b>Gross Salary (A)</b>	<b>12322</b>	<b>147864</b>

Employer Contributions		
PF @ 12% on Basic (Rs. 15000 cap)	997	11964
PF Admin Charges - To Government	83	996
ESI @ 3.25% on Gross (If Applicable)	400	4800
Employer LWF	6	72
<b>Sub Total (B)</b>	<b>1486</b>	<b>17832</b>

<b>CTC (A+B)</b>	<b>13808</b>	<b>165696</b>
------------------	--------------	---------------

Employee Contributions		
PF @ 12% on Basic (Rs. 15000 cap)	997	11964
ESI @ 0.75% on Gross (If Applicable)	92	1104
Term Life Insurance	32	384
Professional Tax	200	2400
<b>Sub Total (C)</b>	<b>1321</b>	<b>15852</b>

<b>Net Salary (A-C)</b>	<b>11001</b>	<b>132012</b>
-------------------------	--------------	---------------

**Note:**

- Net Salary is subject to Income Tax deductions as per applicable Law(s)
- You will either be eligible for ESI benefits or Workmen Compensation benefits depending on your gross salary (Gross Salary < INR 21000 = ESI or otherwise)
- Salary structure is subject to change as per changes in applicable laws by government. Changes will be informed prior to salary disbursement.

Dear **Uppala Sireesha,**

November 10, 2022

It gives me great pleasure to offer you the position of **Trainee Software Developer** at *Amiti Software Technologies Pvt Ltd* working in our Bangalore, India office reporting to **Mr. Shyamal H Upadhyaya**.

You will be on probation for the first six months which will be your training period. At the end of 6 months, based on your manager's feedback, you will become a regular employee. As *Amiti's* trainee, your yearly salary will be ₹ **3,20,000** during your training period and will be ₹ **4,00,000** when you become a regular employee. In case of excellent performance, it might be increased.

In case you decide to leave *Amiti*, you will have to give three months' notice in writing and *Amiti* will relieve you at the end of three months. If you leave *Amiti* before 3 years excluding any notice period, you will have to return back the total retention bonus that was paid to you. The same holds true if we terminate you for performance reasons. *Amiti* may terminate your employment at any time by giving one calendar months' notice in writing or upon payment of one month's salary in lieu thereof. you will not be eligible for any retention bonus during the notice period.

Your work timings are going to be 9AM to 6PM, Monday to Friday.

We look forward to your favourable response.

Yours faithfully,

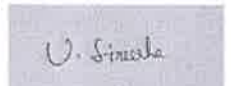
Amiti Software Technologies Pvt. Ltd.



Director

Srikanth Talapadi,  
CEO  
Amiti Software Technologies Pvt Ltd.

Accepted:

  
Uppala Sireesha

11/11/2022

Acceptance Date

14/11/2022

Joining Date

**Amiti Software Technologies Private Limited**

58, 4th Cross, Bannerghatta Rd [www.amiti.in](http://www.amiti.in)

Near Adigas/HSBC, Panduranganagar [info@amiti.in](mailto:info@amiti.in)

Monthly and Yearly Breakup of Salary including deductions:

DETAILS	ON PROBATION		REGULAR EMPLOYEE	
	MONTHLY	ANNUALLY	MONTHLY	ANNUALLY
Basic	₹ 8,667	₹1,04,000	₹10,000	₹1,20,000
Conveyance All	₹1,600	₹19,200	₹1,600	₹19,200
HRA	₹4,333	₹52,000	₹4000	₹48,000
Medical All	₹1,250	₹15,000	₹1,250	₹15,000
Special All	₹4,777	₹57,320	₹6950	₹83,400
Retention Bonus*	₹5,000	₹60,000	₹8,333	₹1,00,000
SUB TOTAL	₹25,627	₹3,07,520	₹32,133	₹3,85,600
PF - Employer	₹1,040	₹12,480	₹1,200	₹14,440
<b>TOTAL</b>	<b>₹26,667</b>	<b>₹3,20,000</b>	<b>₹33,333</b>	<b>₹4,00,000</b>
DEDUCTIONS	MONTHLY	ANNUALLY	MONTHLY	ANNUALLY
PF Employee	₹1,040	₹12,480	₹1,200	₹14,400
Professional Tax	₹200	₹2,400	₹200	₹2,400
<b>NET PAY</b>	<b>₹24,387</b>	<b>₹2,92,640</b>	<b>₹31,933</b>	<b>₹3,83,200</b>

\*During the initial training period of 3 months, retention bonus would not be paid. It would be paid at the end of three months for all previous three months. Subsequently, retention bonus would be paid on monthly basis.



1. Proof of Miss. L.Vijaya Lakshmi



Date: 17-May-2021

OFFER LETTER

To,  
Ms. Lekkala Vijayalakshmi,  
Mobile : 7993126982  
Email : lvijaya.1254@gmail.com  
Nellore.

Dear Ms. Lekkala Vijayalakshmi,

This has reference to your application and the subsequent communications had with you through mails and with personal interactions on your interview, we are pleased to offer you employment with Aabha HR Services.

We are pleased to welcome to our team as Jr.Chemist for the Department Warehouse and Your work location will be at the Client's place of Honour Lab Limited intimated by Aabha from time to time. (Hereinafter referred to as "Client") at location Bonthapalli – Hyderabad (Medak District) for a fixed period of engagement with the Client.

As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below:

- 3 Passport size photographs.
- Photo Identification (Aadharcard & Pancard)
- Attested Certificates of Educational Qualifications.
- Bank Passbook Xerox for account proof.

Please note that the above-mentioned documents should be submitted at the time of joining.

Kindly sign the duplicate copy of this letter as a token of your acceptance & This Offer valid up to 20-05-2021 you should report on or before the said date.

With warm regards,



Authorized Signatory

## 2. Proof of C. Subbarayudu



Date: 03-Sep-2022

### OFFER LETTER

To,

Mr. Chowturi Subbarayudu  
Mobile : 9493605509

Dear Mr. Chowturi Subbarayudu

This has reference to your application and the subsequent communications had with you through mails and with personal interactions on your interview, we are pleased to offer you employment with **Aabha HR Services**.

We are pleased to welcome to our team as **Jr. Officer** for the **Department Ware House** and Your work location will be at the Client's place of **Honour Lab Limited** intimated by Aabha from time to time. (Hereinafter referred to as "Client") at location **Bonthapalli – Hyderabad (Medak District)** for a fixed period of engagement with the Client and you will be required to give three months notice before leaving services.

As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below:

- 3 Passport size photographs.
- Photo Identification (Aadharcard & Pancard)
- Attested Certificates of Educational Qualifications.
- Bank Passbook Xerox for account proof.

Please note that the above-mentioned documents should be submitted at the time of joining.

Kindly sign the duplicate copy of this letter as a token of your acceptance & This Offer valid up to 06-09-2022 you should report on or before the said date.

With warm regards,



Authorized Signatory

3. Proof of SK. Fazulun



ALCHEMY TECHSOL INDIA PVT.LTD.

Ms. Shaik Fazulun  
7671086006

Date: 22 Feb 2022

**LETTER OF OFFER**

Dear Shaik Fazulun,  
Congratulations!!

We are pleased to offer you an Employment with **Alchemy Techsol India Pvt. LTD** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as "**Accounting Associate**" and will be based at our **Chennai Centre**.
2. Your date of commencement of Employment will be on or before **25/02/2022**.
3. You will be entitled to receive compensation and benefits (Fixed Pay of **INR 180000/-PA**) as per the enclosed annexure.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your Date of joining.
5. You will be on probation for a period of **6 months** from the date of joining.
6. The notice period to be served would be **1 months**.
7. Please bring along the below listed documents / details on your day of joining.
  - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
  - b) Original Academic Certificates (all from 10<sup>th</sup> to Highest)
  - c) Resignation Acceptance Letter with acknowledgement
  - d) Relieving letter from previous employer (Original)
  - e) Proof of compensation last drawn (last 3 Months)
  - f) 4 passport size photograph
8. It is mandatory to open a salary account with **Axis Bank**, as salary would be processed only to Axis Bank account.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer within 7 days from the date written above post which this offer stands withdrawn.
10. Our Bank Spoc will reach you for opening Bank account.

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

Yours Truly,

For **ALCHEMY TECHSOL INDIA PVT.LTD**

**Smitha M Thottathil**  
(HR Head)

## 4. Proof of B.Lavanya

11/17/22, 11:48 AM

Gmail - Fwd: ICICI Joining - RA details



PGC Commerce <commercepgc21@gmail.com>

Fwd: ICICI Joining - RA details

1 message

Thu, Nov 17, 2022 at 11:45 AM

Venkata Chalam <gvchalam1@gmail.com>

To: PGC Commerce <commercepgc21@gmail.com>

----- Forwarded message -----

From: Koneru Ekambaram <drkoneru7@gmail.com>

Date: Thu, Nov 17, 2022 at 11:44 AM

Subject: Fwd: ICICI Joining - RA details

----- Forwarded message -----

From: BOGGAVARAPU LAVANYA009 <boggavarapulavanya2000@gmail.com>

Date: Wed, Nov 16, 2022 at 10:14 PM

Subject: Fwd: ICICI Joining - RA details

To: drkoneru7@gmail.com <drkoneru7@gmail.com>

----- Forwarded message -----

From: Mohammad Shafullah <MShafullah@nit.com>

Date: Fri, Oct 14, 2022, 1:06 AM

Subject: ICICI Joining - RA details

To: boggavarapulavanya2000@gmail.com <boggavarapulavanya2000@gmail.com>

Dear BOGGAVARAPU LAVANYA,

Below are your RA details, ensure to report on DOJ without any delay

- ✓ Your RA will get mail from HR about your joining
- ✓ Share your signed offer letter copy with RA
- ✓ Your RA must reply back to HR mail along with signed offer letter copy
- ✓ Ensure to upload your signed offer letter copy on ICICI career as well
- ✓ Employee Id generation will take time once RA sends mail to HR
- ✓ Ensure to send joining confirmation to Joiningsupport@nit.com with your ICICI app id, Name and Reporting date.

JobOpening	Location	LocationDes	State	ICICI APP Id	Applicant Name	RA ID	RA NAME	RA MOBILE NO.
1384173096	6310	NELLORE - GT ROAD_BR	Andhra Pradesh	5404577	BOGGAVARAPU LAVANYA	569208	Anjaneyulu D	+91 8500464545

ICICI BANK LTDADITI CRYSTAL, D.NO. 23 / 1462DANDAYUDHAPURAM, GT ROAD 524001,

Regards,

NIFT Placement Team

Visit us at: <http://www.nift.com>

Follow us on: <http://www.twitter.com/nifttd>

### DISCLAIMER

This email and any files transmitted with it are confidential and are solely for the use of the individual or entity to which it is addressed. Any use, distribution, copying or disclosure by any other person is strictly prohibited. If you receive this transmission in error, please notify the sender by reply email and then destroy the message. Opinions, conclusions and other information in this message that do not relate to official business of the company shall be understood to be neither given nor endorsed by NIFT Ltd. Any information contained in this email, when addressed to Clients is subject to the terms and conditions in governing client contract.

01-Dec-2020

**MR. GOTTIMUKKALA SIVAJI**  
APL31976

## APPOINTMENT ORDER

1. Welcome to the family of APOLLO PHARMACIES LIMITED. With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as 'PHARMACY TRAINEE' with effect from 01-Dec-2020.

Your total emoluments will be as follows:-

Components	Monthly Amount
Basic	Rs.3615
Allowances	
Fixed Dearness Allowance	Rs.860
House Rent Allowance	Rs.3133
Conveyance Allowance	Rs.671
Benefits:Contribution by Organisation	
Other Allowance	Rs.671
<b>Total</b>	<b>Rs.8950</b>

2. You will be on probation for a period of twelve months, which period may be extended by a further period of six months, if considered necessary by the management.

3. Subject to clauses 6 &19 the appointment is terminable by one months notice on either side or payment of one - month salary in lieu of notice to the other party. This notice of termination is applicable from the date of your joining the company. Further, you should not apply for any leave while on notice period.

4. During probation your services could be terminated without notice if there is even a single instance of misappropriation , fraud , willful misconduct , insubordination.



Contd.2..

PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH:: TADEPALLI

PRESENT: M.V.SESHAGIRI BABU, I.A.S.,

Rc.No.EHE05-11023/12/2022-SER.I-IE

Dated : 23/06/2022

Sub :- APIES - Deputation - **Dr.J.Jaya Malathi,** Junior Lecturer in Chemistry, KAC Government Junior College, Nellore, SPSR Nellore District and Principal [FAC], S.P.G.C. Government Junior College, Naidupeta, Tirupathi District - To work as Reader, SIVE, O/o. Commissioner of Intermediate Education, Tadepalli, Guntur District for a period of one year on Foreign Terms and Conditions - Sanction of deputation - Orders - Issued.

- Read :- 1] Representation dated 21.06.2022 of Dr.J.Jaya Malathi, Junior Lecturer in Chemistry, KAC Government Junior College, Nellore, SPSR Nellore District  
2] G.O.Ms.No. 253 Education [IE] Department Dt. 09.07.1991

--:o0o:--

In terms of G.O. (P) No.10 Fin. & Plg. (FW-FR II) Department, dated: 22.01.1993 read with F.R. 110 and 114, Dr.J.Jaya Malathi, Junior Lecturer in Chemistry, KAC Government Junior College, Nellore, SPSR Nellore District and Principal [FAC], S.P.G.C. Government Junior College, Naidupeta, Tirupathi District is permitted to work as Reader, SIVE, O/o. Commissioner of Intermediate Education, Tadepalli, Guntur District on deputation basis initially for a period of one year on Foreign Service terms and conditions as amended from time to time.

The Principal, KAC Government Junior College, Nellore, SPSR Nellore District is hereby directed to relieve Dr.J.Jaya Malathi, Junior Lecturer in Chemistry of his college immediately, with a direction to report to duty at Professor, SIVE, O/o. Commissioner of Intermediate Education, Andhra Pradesh, Tadepalli, Guntur District.

Further, the Regional Joint Director of Intermediate Education, Guntur/ Kadapa is directed to make necessary FAC arrangement to S.P.G.C. Government Junior College, Naidupeta, Tirupathi District.

Dr.J.Jaya Malathi, Junior Lecturer in Chemistry, KAC Government Junior College, Nellore, SPSR Nellore District is also directed to inform the completion of deputation period well in advance to take further necessary action.

Receipt of these proceedings should be acknowledged.

Sd/- M.V. SESHAGIRI BABU  
COMMISSIONER OF INTERMEDIATE EDUCATION

To

The Individual through the Principal concerned.

Copy to the Principal, KAC Government Junior College, Nellore, SPSR Nellore District.

Copy to the Principal, S.P.G.C. Government Junior College, Naidupeta, Tirupathi District.

The Secretary, Board of Intermediate Education, A.P., Tadepalli, Guntur District.

Copy to the Regional Joint Director of Intermediate Education, Guntur.

Copy to the Regional Joint Director of Intermediate Education, Kadapa.

Copy to the District Vocational Education Officer concerned.

Copy to the Regional Inspection Officer concerned.

Copy to the Accountant General, Andhra Pradesh, Vijayawada

Copy forwarded to the District Treasury Officer / Sub Treasury Officer concerned

Copy submitted to the Special Chief Secretary to Government, School Education



# Government of Andhra Pradesh

Salary Slip for the Month: December 2022 (01/12/2022 - 31/12/2022 )

CFMS ID	14143914	HRMS ID	0619559
NAME	JAYAMALATHI JAGADEESON	DESIGNATION	Reader
HOA	2202020040004010011NVN	SCALE	G-XXIII (65360-154980)
Pay Period	01/12/2022 to 31/12/2022	Paid Days	31
BILL NUMBER	2058752		
EARNINGS		DEDUCTIONS	
Basic Pay	87480	APGLI Subscription	10000
Dearness Allowances	17513	GIS Ins Fund	120
House Rent Allowance	13997	Professional Tax	200
City Compensatory Allowance	700	INCOME TAX	9000
		CPS(New GPF)	10499
		FlagFund	100
		EHF SUBSCRIPTION	300
GROSS	119690	DEDUCTIONS	30219
		NET	89471

This is system generated pay slip. Signature is not required.



Glycocure Biotech

**Glycocure Biotech Pvt. Ltd.**

CARBOHYDRATES FOR LIFE

H No: 2-132, Sree Homes, Vattinagulapally  
Rajendranagar, Rangareddy  
Hyderabad - 500 075, Telangana State, India

**To Whom So Ever It May Concern**

Ms. Y. Ganga Bhavani joined in our company and worked as a synthetic chemist for a period of 12 months (from 1<sup>st</sup> February 2021 to 31<sup>st</sup> January 2022) with a salary package of Rs. 2,40,000/- (Two Lakh Forty Thousand Rupees only) per annum. She has done the allotted work satisfactorily.

S. Deepthi Naval  
S. Deepthi Naval  
MD, Glycocure Biotech Private Limited







ANNEXURE  
Salary Structure - Ganga Bhavani Yarraballi

SALARY COMPUTATION		
Components	Per Annum	Per Month
<b>Gross Salary</b>		
Basic	121539	10128
HRA	48616	4051
Special Allowance	133692	11142
<b>Total Gross Salary</b>	<b>303847</b>	<b>25321</b>
<b>Retiral and Other benefits</b>		
Provident Fund	21600	1800
Statutory Bonus	24308	2026
GMC	14400	1200
Gratuity	5846	487
<b>Total value of benefits</b>	<b>66154</b>	<b>5513</b>
<b>Total Cost to Company</b>	<b>370001</b>	<b>30833</b>

1. Employee may opt for Company Flexible Benefit Pay (FBP) Program. Please refer to Benefits Sheet for more details.
2. PF & Group Medical Insurance Premium mentioned are employer's contribution.
3. Statutory Bonus & Gratuity are payable as per the Act and the Gratuity shown above is annualized amount.
4. In addition to the above you will be covered under company's GPA, GIP and EDLI Policy.

Yours Sincerely  
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu  
Chief HR officer

January 18, 2021

Dept: R&D Synthesis

Ref Num: ACI/ASR/OL/20210118

Ms. Shaik Meharunnisa Begum  
D/o. Mr. Shaik Hussain Basha  
Tailor Colony, Near RTC Bus Stand  
Udayagiri, Nellore  
Andhra Pradesh - 524 226.

**OFFER LETTER**

Dear Ms. Shaik Meharunnisa Begum,

With reference to your application and subsequent interview with us, we are pleased to offer you a position in our Company as Trainee Chemist, Synthesis Division, in our R & D Department. Your Annual CTC Salary will be Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand Only)

We would expect you to accept this offer as early as possible, but not later than one week from the date of this letter, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing. Please note that you will be on probation for a period of six months from the date of joining.

On the date of your joining, you may please bring along the following:

1. Proof of age
2. Copies of Educational Certificates
3. Copies of professional Certificates
4. Relieving certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last pay slip received from the previous employer
7. Form 16 (TDS certificate)
8. 3 passport size photographs
9. An updated Curriculum Vitae
10. Address proof and a copy of your bank pass book - first page only.
11. If married, proof of marriage certificate/document.
12. Scanned copies of SSLC, PUC, Degree, and Post Graduation mark sheets and certificates and also experience certificates, if any, in a pen drive.

This Offer of Employment is valid subject to receipt of satisfactory references and authenticity of submitted documents. This Letter of Offer is being sent in duplicate. Please sign the copy as a token of your acceptance of the offer and return us the same.

Thanking You.

For Analytica Chemie Inc.

  
Authorized Signatory



January 18, 2021

Dept: R&D Synthesis

Ref Num: ACI/ASR/OL/20210118

Mr. Mandru Rajesh  
S/o. Mr. Mandru Lakshmi Narayana  
26-2-901/2, 13<sup>th</sup> Cross Road, Chandramouli Nagar  
Near Vedyapalem Gate, Nellore  
Andhra Pradesh – 524 004.

OFFER LETTER

Dear Mr. Mandru Rajesh,

With reference to your application and subsequent interview with us, we are pleased to offer you a position in our Company as Trainee Chemist, Synthesis Division, in our R & D Department. Your Annual CTC Salary will be Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand Only).

We would expect you to accept this offer as early as possible, but not later than one week from the date of this letter, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing. Please note that you will be on probation for a period of six months from the date of joining.

On the date of your joining, you may please bring along the following:

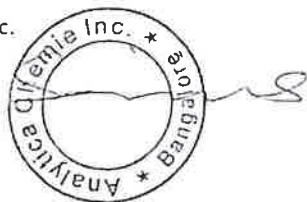
1. Proof of age
2. Copies of Educational Certificates
3. Copies of professional Certificates
4. Relieving certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last pay slip received from the previous employer
7. Form 16 (TDS certificate)
8. 3 passport size photographs
9. An updated Curriculum Vitae
10. Address proof and a copy of your bank pass book – first page only.
11. If married, proof of marriage certificate/document.
12. Scanned copies of SSLC, PUC, Degree, and Post Graduation mark sheets and certificates and also experience certificates, if any, in a pen drive.

This Offer of Employment is valid subject to receipt of satisfactory references and authenticity of submitted documents. This Letter of Offer is being sent in duplicate. Please sign the copy as a token of your acceptance of the offer and return us the same.

Thanking You.

For Analytica Chemie Inc.

  
Authorised Signatory





# Analytica Chemie Inc

Analytica Chemie Inc  
Model Export Park,  
307 & 308, 14th Cross,  
Peenya Industrial Area,  
Bangalore - 560 058, India

Tel : +91 80 28363279  
Email : In@analyticachemie.in  
Website: www.analyticachemie.in

January 18, 2021

Dept: R&D Synthesis

Ref Num: ACI/ASR/OL/20210118

Mr. Nayakanti Suresh  
S/o. Mr. Nayakanti Sunkanna  
4-144, S C Colony  
Valdurthi Mandal, Kurnool  
Andhra Pradesh - 518 216.

## OFFER LETTER

Dear Mr. Nayakanti Suresh,

With reference to your application and subsequent interview with us, we are pleased to offer you a position in our Company as Trainee Chemist, Synthesis Division, in our R & D Department. Your Annual CTC Salary will be Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand Only).

We would expect you to accept this offer as early as possible, but not later than one week from the date of this letter, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing. Please note that you will be on probation for a period of six months from the date of joining.

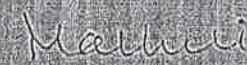
On the date of your joining, you may please bring along the following:

1. Proof of age
2. Copies of Educational Certificates
3. Copies of professional Certificates
4. Relieving certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last pay slip received from the previous employer
7. Form 16 (TDS certificate)
8. 3 passport size photographs
9. An updated Curriculum Vitae
10. Address proof and a copy of your bank pass book - first page only.
11. If married, proof of marriage certificate/document.
12. Scanned copies of SSLC, PUC, Degree, and Post Graduation mark sheets and certificates and also experience certificates, if any, in a pen drive.

This Offer of Employment is valid subject to receipt of satisfactory references and authenticity of submitted documents. This letter of Offer is being sent in duplicate. Please sign the copy as a token of your acceptance of the offer and return us the same.

Thanking You,

For Analytica Chemie Inc.

  
M. Mathuri  
Authorised Signatory



M. Vijaya Lakshmi  
2020-21



**Raghava Life Sciences Pvt. Ltd.**

# 6-2-603/1/77, 1st floor, Raghava Pride, Krishnapuram Street  
Road No. 10, Banjara Hills, Hyderabad - 500034.

**Payslip for the period from 26th May 2022 to 25th June 2022**

Employee Code	101471	UAN	101820051906
Name	Vijaya Lakshmi Mula	ESIC No	
Designation	Junior Chemist	PAN No	GOTPM5265N
Department	R&D - CRO	Bank Account No	922010022957588
Date of Joining	02-05-2022	Bank IFSC	UTIB0000068
Month Days	31	Payable Days	00031
Paid Leaves / LOP	0	Gross Per Month	12745

Earnings	Actual	Earned	Deductions	Actual
Basic	₹ 7,010.00	₹ 7,010.00	PF (EE)	₹ 841.00
HRA	₹ 2,804.00	₹ 2,804.00	ESI (EE)	₹ 96.00
Children Education	₹ 200.00	₹ 200.00	Professional Tax	₹ 0.00
Statutory Bonus	₹ 583.00	₹ 583.00	Salary Advance	₹ 0.00
LTA	₹ 701.00	₹ 701.00	Income Tax	₹ 0.00
Car Maint Allow	₹ 0.00	₹ 0.00	Canteen	₹ 0.00
Meals Coupons	₹ 0.00	₹ 0.00	Transport	₹ 0.00
Books & Periodica	₹ 0.00	₹ 0.00		
Mobile Allowance	₹ 0.00	₹ 0.00		
Other Allowance	₹ 1,447.00	₹ 1,447.00		
Other Arrears		₹ 0.00		
<b>Total Earnings</b>	<b>₹ 12,745.00</b>	<b>₹ 12,745.00</b>	<b>Total Deductions</b>	<b>₹ 937.00</b>

**Net Pay ₹ 11,808.00**

**Rupees Eleven Thousand Eight Hundred Eight Only**

This is a system generated payslip and does not require signature



सी एस आई आर - भारतीय रासायनिक प्रौद्योगिकी संस्थान  
**CSIR - INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY**

(वैज्ञानिक तथा औद्योगिक अनुसन्धान परिषद्)  
(Council of Scientific & Industrial Research)

उप्पल रोड, हैदराबाद - 500 007

Uppal Road, Hyderabad – 500 007



No. E&T/11/2022

Friday, June 24, 2022

**Mr. Shaik Karim**

S/o. Shri. Shaik Ramjan Vali

17-2-10, Chakali Street, VRC Center, Nellore Town

SPSR Nellore Dist., Andhra Pradesh

**Subject: Offer of engagement as Project Associate-I notified vide CSIR-IICT  
Notification No.11/2022**

Dear Mr. Shaik Karim,

With reference to your application dated 16.06.2022 in response to our notification No. 11/2022 based on your performance at the Walk-in-Interview dated 16.06.2022, you are hereby intimated that the Director, CSIR-Indian Institute of Chemical Technology, Hyderabad has been pleased to accord approval for your engagement as Project Associate-I to work on purely temporary basis on a monthly stipend of ₹ **25,000/-** (Rupees Twenty Five Thousand only) plus HRA per month initially for a period of six months from the date of joining or the tenure of the project or the availability of the funds, whichever is earlier as per the terms and conditions enclosed (Appendix – I).

If you are willing to accept the engagement with its terms and conditions as enclosed, you may please communicate your acceptance (Annexure – I) along with furnishing an Undertaking (Annexure – II) within a week and report for duty immediately but in any case not later than one month from the date of receipt of this offer of engagement by producing Annexure – III and Annexure – IV failing which this offer will be treated as cancelled without any further notice to you.

Sd/-

Vincent Thomas  
Section Officer (G)

Encl:

1. Terms & conditions of offer (Appendix – I)
2. Acceptance of terms and conditions (Annexure – I)
3. Undertaking proforma (Annexure – II)
4. Medical Certificate (Annexure –III)
5. Character Certificate (Annexure – IV and Annexure – V)
6. Joining Report

**MSN Laboratories Private Limited**

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincodes: 500018, India.  
CIN: U74239TC2004PTC044631

Phone: +91-40-30438600 Fax: +91-40-30438793

Dt: 12-09-2022

To:

**Mr. M Lakshmanna,**  
S/o. Manikumar,  
Kurnool.  
Mob: 829778596.

Dear Lakshmanna,

Sub: Offer letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following terms and conditions.

**1. Designation:**

You will be designated as Executive Trainee, Grade "G01", in Quality Control Department based at MSN Laboratories Pvt Ltd., Unit-I, Rudraram Location.

**2. Remuneration :**

Detailed compensation structure as total cost to the company **Rs 2,50,000/-** is mentioned in the detailed offer cum Appointment letter.

**3. Documents to be submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport size color photographs (self 7 numbers and family members)
- b. All Xerox copies of educational certificates (Bring original for verification)
- c. Previous employment service certificates / relieving certificates
- d. Last six months bank statement
- e. Updated / Last E-Aadhar cards.
- f. PAN card
- g. Passport and Driving license
- h. A cancelled cheque leaf of active bank account.
- i. Medical certificate report





**Minerva Group**  
Group of Boutique Business  
Hotels & Restaurants

## Secunderabad Hotels Pvt. Ltd.

Plot No. 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

01<sup>st</sup> November, 2021,

To

Mr. Kukati Kondala rao,

Dundigam, Dagadarthi Mandal,

SPSR Nellore.

Dear Mr. Kukati Kondala rao,

With reference to your application 01<sup>st</sup> November 2021 seeking opportunity of employment in our Organization and your subsequent interview, we are pleased to appoint you as "Asst.F & B Controller" on the following terms and conditions

1. You shall be paid salary of Rs. 14,000/- P.M (Fourteen thousand rupees only)
2. You shall be on probation for a period of one year from 01/11/21 to 30/04/22.
3. Your probation period may be extended or curtailed or terminated without assigning any reasons, either during the original probationary period or during the extended probationary period or any time in case your progress, performance, conduct or attendance are not satisfactory and such termination shall not amount to retrenchment.
4. You shall continue to be on probation even after the expiry of the said period until your services are confirmed in writing. On successful completion of probation you will be put on confirmation.
5. After confirmation of your appointment your services can be terminated by 30 days notice in writing from either side or 30 days pay in lieu.
6. Your address indicated in your application for appointment will be deemed to be correct for any communication until and unless you inform any change of your address in writing. You shall furnish satisfactory evidence in proof of your date of birth.
7. Your services are liable to be transferred at any time from one job to another, one post to another or to any department/Section or group or to any organization or to any place of work on India where the company has its business or office or to any other places or establishment anywhere in India where the management has its business interest.
8. You shall be required to work in shift as may be decided by the management from time to time.
9. You shall be governed by the certified standing Orders of the Hotel.
10. You shall carry out the work assigned to you conscientiously, faithfully and diligently in accordance with specific or general instructions of your superior and maintain discipline at all times inside the Establishment.
11. Your appointment is made on the basis of the particulars such as qualification, date of birth as given in your application for employment and in case any information given by you is found false or incorrect, your appointment shall automatically get cancelled and you shall be ceased to be an employee if company





**Minerva Grand**  
Group of Boutique Business  
Hotels & Restaurants

# Secunderabad Hotels Pvt. Ltd.

Group Office: 100 Road, Nellore, A.P. Pin - 524 003 / Tel: +91 861 285 8335

12. You shall not be entitled to claim revision of wage /salary as a matter of right and your wage / salary revision is subject to your performance. Any revision in wage over and above the minimum wage is purely subject to your performance as recommended by your superior on the basis of such performance.
13. The management may at any time you to undergo medical examination by a medical officer specified by the hotel. Your appointment and its continuance in the employment are subject to your being found and remaining medically fit.
14. The company reserves the rights to alter, vary, Modify or make revise or to add to these terms and conditions from time to time, as may be found necessary by the management.

Please sign on the enclosed duplicate copy of this appointment letter in token of acceptance of the terms and conditions of this appointment.

For HOTEL MINERVA GRAND  
(A Unit of Secunderabad Hotels Pvt Ltd)

Mr.V MATHEW

REGIONAL GENERAL MANAGER

---

The content of this appointment letter are read over and explained to me in my mother tongue and having understood the same, I accepted the terms and conditions of this appointment and acknowledge the copy of this appointment in token of terms and conditions made there.

Signature of the candidate

Place:

Date:



PRIVATE AND CONFIDENTIAL

16<sup>th</sup> July 2020

Mr Raghuteja Reddy Suravarapu  
S/o Mr K Suravarapu Veera Reddy,  
1-1163, Ntr Colony, Second line, 1<sup>st</sup> ward,  
Chilakaluripeta, Guntur Dt,  
Andhra Pradesh - 522616.

Dear Raghuteja Reddy,

Congratulations!

We are pleased to offer you employment in our organisation as **Trainee Executive - Production**.

The following are the terms and conditions of your employment with IFF India:

1. **Date of Joining**

- a. Your employment with the Company commences and not later than 20<sup>th</sup> July 2020.

2. **Work Location, Position**

- a. Your work location at commencement of your employment will be at Sri City. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised and you should employ yourself efficiently and diligently and to the best of your ability to the business of the Company.
- b. The Company reserves the right to re-designate or revise your Position or work description at any time by a written notice to you.
- c. The Company may at any time transfer, second, or assign your services to any establishment or operation of the Company whether in India or abroad.

3. **Remuneration**

- a. On commencement of your employment, your remuneration will be as set out in the attached Annexure I.
- b. Remuneration will be paid to you in accordance with the normal payment schedule (Monthly or periodic components). Such payment shall be subject to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time.
- c. You will be eligible for other allowances and benefits applicable as per Annexure I.

1-5, Seven Wells Street,  
St. Thomas Mount,  
Chennai - 600016, India  
T: (91) 044.2234 1131  
F: (91) 044.2233 0143  
iff.com



This letter is forwarded to you in duplicate and we shall be glad if you will kindly return the second copy (and the other relevant documents) to us in token of your having fully understood and accepted the terms and conditions contained herein.

We are excited about the ways you will have opportunities to contribute to the success of the Company and look forward to your accepting employment with us.

Yours faithfully,  
International Flavours & Fragrances India Private Limited

Nitin Girdhar  
Head - Human Resources

DECLARATION BY EMPLOYEE

I confirm having read and understood the contents of this letter and annexure, and accept the terms and conditions contained therein.

I agree to provide self-attested copies of the following documents on joining IFF or earlier.

- a) Proof of Age Certificate
- b) Degree/PG Degree Certificate
- c) Service Certificate from previous employer(s)
- d) Last 3 months pay-slips from previous employer
- e) Relieving letter from previous employer
- f) Five (5) passport size photographs
- g) Photocopy of Passport
- h) Photocopy of PAN Card
- i) Photocopy of Aadhar Card

I will join on: 20<sup>th</sup> JULY 2020

By signing below, I accept employment with the Company on the terms and conditions set out above and those set out in Annexure I and Annexure II to this letter of appointment.

ACKNOWLEDGED AND AGREED

Name : SURAVARAPU RAGHUTEJA REDDY

Signature & Date : S. Raghuteja Reddy [17<sup>th</sup> JULY 2020]

1-5, Seven Wells Street,  
St. Thomas Mount,  
Chennai - 600016, India  
T: (91) 044.2234 1131  
F: (91) 044.2233 0143  
iff.com



Annexure I

Mr. Raghuteja Reddy Suravarapu

Trainee Executive - Production

Compensation Description (PA)

Basic Salary - (Comp 1)	1,80,000
HRA	44,064
Total (A) - (Comp 2)	2,24,064
Provident Fund (12% BS)	21,600
Gratuity (4.81% BS)	8,658
Total (B)	30,258
Variable AIP/LIP Incentive pay** (Approximate/Not Guaranteed) (C)	15,684
Total Cost to Company (Comp 5) - (A)+(B)+ (C)	2,70,006

\*\*AIP – Annual Incentive Plan; LIP – Local Incentive Plan – Please refer to clause 11 of this offer

ACKNOWLEDGED AND AGREED

Name : Raghuteja Reddy Suravarapu

Signature :

1-5, Seven Wells Street,  
St. Thomas Mount,  
Chennai - 600016, India

T (91) 044 2234 1131

F (91) 044 2233 0143

iff.com



- 9 **Third Party Beneficiaries.** Employee acknowledges and agrees that International Flavours and Fragrances, Inc. and all other affiliates of IFF India are intended third party beneficiaries of this Agreement (each, a "**Third Party Beneficiary**") and as such, are legally entitled to enforce its provisions in the event of a breach. Employee further acknowledges and agrees that a dispute or conflict arising under this Agreement, which in a Third Party Beneficiary's sole opinion compromises its interest, may be submitted by such Third Party Beneficiary to the courts located in the country in which the Third Party Beneficiary is located, and in such event, notwithstanding clause 8 above, the Agreement shall be deemed as governed by and construed in accordance with the laws of such country without reference to principles of conflicts of laws.
10. **Compliance.** Employee acknowledges that his compliance with the foregoing obligations is a condition to his [initial and] continued employment with IFF and that the obligations under this Agreement apply to Employee in his capacity as an employee and will apply even if my relationship with IFF were to cease, for any reason and under any circumstances. Any breach of my obligations under this Agreement could result in disciplinary action, including termination.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed on the respective dates set forth below.

EMPLOYEE

INTERNATIONAL FLAVOURS AND  
FRAGRANCES (INDIA) PRIVATE  
LIMITED

Name: Raghuteja Reddy Suravarapu

Name: Nitin Girdhar

Signature: S Raghuteja

Signature: Nitin Girdhar

Title: Trainee Executive - Production

Title: Head - Human Resources

Date: 17<sup>th</sup> JULY 2020

Date: 16th July 2020

1-5, Seven Wells Street,  
St. Thomas Mount,  
Chennai - 600016, India  
T: (91) 044 2234 1131  
F: (91) 044 2233 0143  
iff.com



**HUMAN  
RESOURCE  
SOCIETY**

Human Resource Society,  
1<sup>st</sup> floor, Kairacan office building, Near Ganesh crossing, Anand - 388 001  
Phone: 8000326824

HRS: Appt: 178

Date 20.11.2020

To,

**MR. Siva Kumar**

5-5-365, Ulimella, Pulivendula  
Kadapa(D), Andhra Pradesh-516390

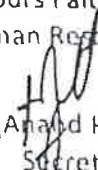
This has reference to your application and subsequent interview with you for the post of "Trainee BMC Operation" at the BMC Units run by our client Amul Dairy at Andhra Pradesh. We are pleased to inform you that you have been selected for carrying out the job at our client's "BMC Unit" at Andhra Pradesh. The appointment is offered on following terms conditions:

1. You will be appointed initially for a period of 12 months w.e.f. from the date of your joining i.e. within 15 days from issuance of this letter.
2. Your services are on temporary basis which will automatically come to an end on the specified period without any notice.
3. The services can be terminated by either side by giving 1 month notice.
4. You shall not be entitled to claim regular employment irrespective of the availability of any such vacancy for the post held by you or otherwise.
5. You shall be paid fixed monthly remuneration of Rs.19,500/-. You are eligible to get yearly bonus as per provision of the Bonus Act.
6. Your services will include efficient, satisfactory and economical operation in the overall responsibility that may be assigned to you from time to time. You will attend the duty regularly, punctually and shall devote your whole time and attention to your best skill and ability.
7. You will maintain high standard of loyalty, efficiency, integrity towards your services.
8. During the period of your temporary appointment, you shall not engage yourself directly or indirectly to work for any other person or associates.
9. In case of any dispute between HRS, yourself and our client, the decision of HRS shall be final and binding.
10. You will be reporting for your duties at client's AP Operation.
11. Your appointment will be six days in a week and you will be entitled to get one day in a week as weekly off as decided by Client.
12. You will be entitled to get leave as per client policy during the service.
13. You will be entitled to avail National holidays, Festival & Gazetted holidays as per list of holidays of Client.

If the above terms and conditions are acceptable to you, please give your acceptance by sending the duplicate copy duly signed or send your email acceptance, within 15 days of getting this order.

Thanking you,

Yours Faithfully,  
For Human Resource Society

  
(Anand Patel)  
Secretary

**HUMAN RESOURCE SOCIETY**  
**1st Floor, Kaira Can Office Building, Anand-388001**  
**Salary Slip for the month of Aug/2022**

Emp ID 10701  
 Pay Days 31  
 Designation Team Member  
 Pay Days 31  
 A/c No 34229426721

Employee Name: **DASARI SIVA KUMAR**  
 UAN No. 101638963847  
 Designation **Team Member**  
 DOB 09/04/1997  
 DOJ 01/12/2020

Earnings	Actual Rate	Amount	Deductions	Amount
BASIC	7,500.00	7,500.00	PF	1,800.00
EDU.ALL	3,250.00	3,250.00	PT	200.00
DA	7,500.00	7,500.00		
Perf.Allow	2,166.67	2,167.00		
Uniform	1,083.33	1,083.00		
<b>Total</b>	<b>21,500.00</b>	<b>21,500.00</b>	<b>Total</b>	<b>2,000.00</b>
<b>Net Pay</b>	<b>19,500.00</b>			
<b>In Words</b>	<b>Rupees Nineteen Thousand Five Hundred Only</b>			
			<b>Signature</b>	

Lev.Type	Op. Bal	Allot.	Avail.	Encash.	Adj.	Cl. Bal
PH	0	0	3	0	0	-3
PL	15.23	1.5	0	0	0	16.73

This is computer generated Payslip.Hence no signature is required.

**AVANTI FEEDS LIMITED**

D.No.15-11-24,

NEAR RAILWAY STATION UNIT-1, KOVVUR, W.G. DIST.

KOVVUR, ANDHRA PRADESH, INDIA, 534350, (08813) 231541,

231588

**PAY SLIP**

Employee ID : 30382

PF No : 10405

Name Of The Employee : KANDIKATTU RANJITH KUMAR

ESI No :

Designation : T.S.O

Month : 202111

Department : Marketing

No. of Days Worked : 30.00

Mode Of Pay : BANK

Name Of The Bank : SBI - 33395360491

SALARY STRUCTURE		SALARY EARNED		DEDUCTIONS	
Basic	10000.00	Basic	10000.00	P.F	1440.00
DA	0.00	DA	0.00	E.S.I	0.00
HRA	8000.00	HRA	8000.00	Prof. Tax	150.00
Conv	2000.00	Conv	2000.00	Bank Loan	0.00
Other Allowance	0.00	Other Allowance	0.00	LIC	0.00
Edu. Allowance	0.00	Edu. Allowance	0.00	Postal RD	0.00
Med. Allowance	0.00	Med .Allowance	0.00	Salary Advance	0.00
Tele. Reimb	0.00	Tele. Reimb	0.00	TDS	0.00
Other Addition	0.00	Other Addition	0.00	Vehicle Loan Recovered	0.00
Reimb. of Veh Maint.	0.00	Reimb. of Veh Maint.	0.00	Vehicle Advance	0
				Housing Loan	0.00
				Telephone Deductions	0.00
				Laptops Recovery	0.00
				Other Deductions	0.00
Gross	20000.00	Gross	20000.00	Total Deductions	1590.00
Rupee(s) : Eighteen thousands four hundred and ten rupees				Salaries Payable	18410.00

This is computer generated print. So there is no need of signature



REF: AFL/HR&ADMN./2019-20

Date: 29-02-2020

To,

Mr. Ch. Sreemanth Kumar,  
S/o Ch. Sreehari  
Pitchireddythopu  
Naldupeta  
SPSR Nellore Dist  
Mobile No.7989904086

Dear Sreemanth,

Sub: - Offer letter for the post of *Trainee Technical Sales Officer*.

This is reference to your application and subsequent discussions you had with us, we are pleased to offer you for the position *Trainee Technical Sales Officer*.

Please sign the enclosed copy of this letter as a token of your acceptance of this offer. A detailed Appointment order will be issued at the time of your joining.

You may report for duty to Mr. S.Mohanty, GM-Marketing on or before 30<sup>th</sup> June 2020 failing which the offer stands withdrawn.

Best wishes,

For AVANTIFEEDS LIMITED

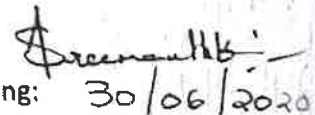


(S.T. RAO)

MANAGER – HR & ADMN.

Accepted

Signature:



Date of Joining:

30/06/2020

REF: AFL/HR&ADMN./2019-20

Date: 29-02-2020

To,

Mr. P. Munaswamy  
S/o Kandaiah  
Pittivanipalli,  
Chittamur (Manadal)  
SPSR Nellore – 524403  
Mobile No.8374674784

Dear Munaswamy,

Sub: - Offer letter for the post of **Trainee Technical Sales Officer**.

This is reference to your application and subsequent discussions you had with us, we are pleased to offer you for the position **Trainee Technical Sales Officer**.

Please sign the enclosed copy of this letter as a token of your acceptance of this offer. A detailed Appointment order will be issued at the time of your joining.

You may report for duty to Mr. S.Mohanty, GM-Marketing on or before 30<sup>th</sup> June 2020 failing which the offer stands withdrawn.

Best wishes,

For AVANTIFEEDS LIMITED

  
(S.T.RAO)  
MANAGER – HR & ADMN.

Accepted

Signature:

Date of Joining: 30/06/2020

REF: AFL/HR&ADMN./2019-20

Date: 29-02-2020

To,

Mr. R. Ravi  
S/o Penchalalah  
Kummarapalli (VII)  
Kaluvoya (Mandal)  
SPSR Nellore - 524343  
Mobile No.8185915016

Dear Ravi,

**Sub: - Offer letter for the post of Trainee Technical Sales Officer.**

**This is reference to your application and subsequent discussions you had with us, we are pleased to offer you for the position Trainee Technical Sales Officer.**

**Please sign the enclosed copy of this letter as a token of your acceptance of this offer. A detailed Appointment order will be issued at the time of your joining.**

**You may report for duty to Mr. S.Mohanty, GM-Marketing on or before 30<sup>th</sup> June 2020 failing which the offer stands withdrawn.**

Best wishes,

For AVANTIFEEDS LIMITED



(S. I. RAO)

MANAGER - HR & ADMN.

Accepted

Signature: R. Ravi

Date of Joining: 30/06/2020

REF: AFL/HR&ADMN./2019-20

Date: 29-02-2020

To,

Mr. M. Yaswanth

S/o Polalah

Daivaladibba(VII)

Siddavaram (Post)

Kota (M)

Nellore, PIN: 524411

Mobile No.9701953384

Dear Yaswanth,

Sub: - Offer letter for the post of *Trainee Technical Sales Officer*.

This is reference to your application and subsequent discussions you had with us, we are pleased to offer you for the position *Trainee Technical Sales Officer*.

Please sign the enclosed copy of this letter as a token of your acceptance of this offer. A detailed Appointment order will be issued at the time of your joining.

You may report for duty to Mr. S.Mohanty, GM-Marketing on or before 30<sup>th</sup> June 2020 failing which the offer stands withdrawn.

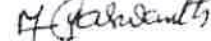
Best wishes,

For AVANTIFEEDS LIMITED



(S.T. RAO)  
MANAGER - HR & ADMN.

Accepted

Signature: 

Date of Joining: 30/06/2020

REF: AFL/HR&ADMN./2019-20

Date: 29-02-2020

To,

Mr. A. Sivakumar  
S/o A. Masthanaiah  
Devaravemuru (Vi),  
Sydapuram (Mandal)  
S.P.S.R. Nellore – 524 409  
Mobile No.6301932915

Dear Sivakumar,

Sub: - Offer letter for the post of *Trainee Technical Sales Officer*.

This is reference to your application and subsequent discussions you had with us, we are pleased to offer you for the position *Trainee Technical Sales Officer*.

Please sign the enclosed copy of this letter as a token of your acceptance of this offer. A detailed Appointment order will be issued at the time of your joining.

You may report for duty to Mr. S.Mohanty, GM-Marketing on or before 30<sup>th</sup> June 2020 failing which the offer stands withdrawn.

Best wishes,

For AVANTIFEEDS LIMITED



(S.T.BAO)  
MANAGER – HR & ADMN.

Accepted

Signature: A Sivakumar

Date of Joining: 30-06-2020

**Feed Manufacturing Plant :**

KOVVUR - 534 350, West Godavari Dist,  
Andhra Pradesh, India.  
☎ 08813 231541, 231588, ☎ 08813 231421  
✉ feedunit1@avantifeeds.com

**Corporate Office:**

G-2, Concorde Apartments, 6-4-658, Semajjiguda,  
Hyderabad - 500082, Telangana State, India.  
☎ +91(40) 23310260/61 ☎ +91(40) 23311604  
🌐 www.avantifeeds.com

**Registered Office:**

Flat No. 103, Ground Floor, R Square  
Pandurangapuram,  
Visakhapatnam - 530003,  
Andhra Pradesh, India  
CIN: 116001AP1003D1095773

REF: AFL/HR/2021

Date: 07-01-2021

To,

Mr. G.Rajasekhar  
S/o Rangaiah  
Meezuru (v)  
Doravarisathram (MD)  
SPSR Nellore.  
PIN: 524123  
Mobile No. 7997703149

Dear Mr. Rajasekhar,

**Sub:- Offer letter for the position of Trainee Technical Sales Officer.**

This is reference to your application and subsequent discussions you had with us, we are Pleased to offer you for the position Trainee Technical Sales Officer.

Please sign the enclosed copy of this letter as a token of your acceptance of this offer. A detailed appointment order will be issued at the time of your joining.

You may report for duty to Mr. S.Mohanty, GM-Marketing on or before 08<sup>th</sup> February 2021 falling which the offer stands withdrawn.

Best wishes,

  
For AVANTIFEEDS LIMITED  
(S.T.RAO)  
MANAGER – HR & ADMN.

Accepted  
Signature:  
Date of Joining:

OFFER LETTER



Date: 07.07.2020

Mr. Shaik Masthan Basha,  
S/o Shaik Masthan Saheb,  
Thoppugunta village, Kaluvoya Mandal,  
SPSR Nellore District, Andhra Pradesh  
Mobile no: 9581926743  
Email-id: [mastanbashashaik319@gmail.com](mailto:mastanbashashaik319@gmail.com)

**Sub: Offer Letter for the post of Trainee Technical Officer**

Dear Sir,

With respect to the interview you had with us, we are pleased to inform you that you have been appointed as **Trainee Technical Officer** with a monthly consolidated pay of **Rs 15,000/-** (Rupees fifteen thousand only). We expect you to join immediately on before 15<sup>th</sup> July 2020 in our organization. After reporting in office appointment letter will be issued.

Best Regards,

For ROYALS MARINE FOOD PVT LTD.



*[Handwritten Signature]*  
Authorized Signatory

**ROYALS MARINE FOOD PVT. LTD.**

REG. OFFICE: 8-2-293/82/J-111/418  
Plot No. 418, Road No. 78, Jubilee Hills  
Hyderabad, Telangana - 500 033 India

FACTORY: Pittuvari Palem Village  
Pittalavani Palem (Post and Mandal)  
Guntur, Andhra Pradesh - 523 200



OFFER LETTER



Date: 07.07.2020

Mr. Mukkala Prasad,  
S/o Narasimhulu,  
Bandakrindapalli village, Wutukkuru Post,  
Duthaluru Mandal, SPSR Nellore District,  
Andhra Pradesh - 524228  
Mobile no: 9100361315  
Email-id: [mukkalaprasad15@gmail.com](mailto:mukkalaprasad15@gmail.com)

**Sub: Offer Letter for the post of Trainee Technical Officer**

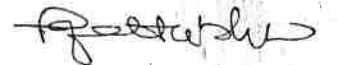
Dear Sir,

With respect to the interview you had with us, we are pleased to inform you that you have been appointed as **Trainee Technical Officer** with a monthly consolidated pay of Rs 15,000/- (Rupees fifteen thousand only). We expect you to join immediately on before 15<sup>th</sup> July 2020 in our organization. After reporting in office appointment letter will be issued.

Best Regards,

For ROYALS MARINE FOOD PVT LTD.



  
Authorized Signatory



**ROYALS MARINE FOOD PVT. LTD.**

REG. OFFICE: 8-2-293/82/J-111/418  
Plot No. 418, Road No. 78, Jubilee Hills

FACTORY: Pittuvari Palem Village  
Pittalavani Palem (Post and Mandal)





**OFFER LETTER**

Date: 07.07.2020

Mr. Pusala Pavan Kishore  
S/o Pusala Ramaiah  
Devisettipalli village, Seetharamapuram,  
Nellore District, Andhra Pradesh - 524310  
Mobile no: 9866501806  
Email-id: [pavanpusala66@gmail.com](mailto:pavanpusala66@gmail.com)

**Sub: Offer Letter for the post of Trainee Technical Officer**

Dear Sir,

With respect to the interview you had with us, we are pleased to inform you that you have been appointed as **Trainee Technical Officer** with a monthly consolidated pay of **Rs 15,000/-** (Rupees fifteen thousand only). We expect you to join at our factory/farm on before 15<sup>th</sup> July 2020 in our organization. After reporting here, you will be intimated regarding your place of posting and issued appointment letter.

Best Regards,

For **ROYALS MARINE FOOD PVT LTD.**



*[Handwritten Signature]*  
Authorized Signatory



**ROYALS MARINE FOOD PVT. LTD.**

REG. OFFICE: 8-2-293/82/J-111/418  
Plot No. 418, Road No. 78, Jubilee Hills

FACTORY: Pittuvari Palem Village  
Pittalavani Palem (Post and Mandal)



**Offer letter\_Apollo Health Lifestyle Limited\_Mr. Achi Pavan Kalyan\_Home Collection  
Phlebotomist\_Nellore Sugar Clinic**

2 messages

**Khatija Shaikh** <khatija.shaikh@apoltohl.com>  
To: apnteja@gmail.com <apnteja@gmail.com>  
Cc: Mrudula S <mrudula.ks@apollosugar.com>

Tue, Oct 11, 2022 at 15:49

Dear **Achi Pavan Kalyan**

Congratulations! At the outset, it gives us immense pleasure to invite you to join the Apollo Health & Lifestyle Ltd!

With Reference to your application and Subsequent meeting with us, we are pleased to appoint you as **Home Collection  
Phlebotomist**- "based at "Nellore Sugar Clinic" on the following terms and conditions:

1. Your Annual Earnings shall include salary, allowances, annual benefits and statutory payments as applicable which shall be a total CTC of **Rs. 2,35,000/-** you will receive a detailed appointment letter after you join.
2. In this capacity, you shall report to **Ms. Mrudula – Business Manager** "who will give the necessary instructions related to work.

You are required to join the Company on or before **18<sup>th</sup> October 2022**.

On reporting please ensure to submit the below listed documents:

- Offer Letter.
- Original Academic Certificates along with photocopy of each for verification.
- Original Previous Experience Documents along with photocopy of each for verification.  
(Appointment, Exp. & Relieving, last 3 months Pay slips or Bank Statement)
- All Previous Experience Documents
- Pan Card
- Address Proof (Aadhar, Voter, Driving, Passport, Ration card)
- 6 Passport Size Photographs.

Here is the salary breakup for your perusal.

<b>Name</b>	<b>Achi Pavan Kalyan</b>
<b>Role</b>	<b>Phlebotomy</b>
<b>Designation</b>	<b>Home Collection Phlebotomist</b>
<b>Company</b>	<b>Apollo Health &amp; Lifestyle Limited</b>

Location	Nellore Sugar Clinic	
Band	A1	
Metro City (Y/N)	N	
Total Cost to Company (per annum)		2,85,000
<b>Fixed Components</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Salary	9,792	1,17,504
House Rent Allowance	3,917	47,004
Special Allowance	3,282	39,384
<b>Total Fixed Salary (A)</b>	<b>16,991</b>	<b>2,05,892</b>
Provident Fund	1,569	18,828
ESIC	552	6,626
Gratuity	471	5,652
<b>Total Statutory (B)</b>	<b>2,592</b>	<b>31,106</b>
<b>Total Cost to Company (A + B)</b>	<b>19,583</b>	<b>2,35,000</b>
<p><b>**Employee can increase his / her PF contribution under the Voluntary PF option</b></p>		

\* Metro Cities - Mumbai, Chennai, New Delhi, Kolkata

\* All values are rounded off

Your net take home salary is Rs. 45095/- per month

Note : Local Conveyance will be reimbursed as per Local Conveyance Policy.

In case you may wish to seek any clarification on the offer or otherwise, please feel free to discuss the same with the undersigned.

As a token of acceptance of our offer, kindly send us a confirmation email.

Regards,

Khatija Shaikh

This mail is proprietary of Apollo Health and Lifestyle Limited (AHLL) and is solely intended for the use of the addressee(s) only. It may contain privileged or confidential information and should not be circulated or used for any purpose other than for what it is intended. If you have received this message in error, please notify the originator immediately. If you are not the intended recipient, you are notified that; you are strictly prohibited from using, copying, altering, or disclosing the contents of this message. AHLL accepts no responsibility for loss or damage arising from the use of the information; transmitted by this email including damage from virus. For any clarifications please contact [ahll.admin@apollohl.com](mailto:ahll.admin@apollohl.com).

---

KARAN LUCKY <[apnteja@gmail.com](mailto:apnteja@gmail.com)>

To: Khatija Shaikh <[khatija.shaikh@apollohl.com](mailto:khatija.shaikh@apollohl.com)>

Cc: Mrudula S <[mrudula.ks@apollosugar.com](mailto:mrudula.ks@apollosugar.com)>

Tue, Oct 11, 2022 at 17:02

I accept the offer.

(Quoted text hidden)

CN122032188

Model Contract of Apprenticeship Training for Major/Minor\* Apprentices

1. Name and Registered Address of Establishment : AUROBINDO PHARMA LIMITED (E01202800009)  
with Telephone no. & E-mail address : PLOT NO:16, APIIC MP SEZ, MENAKURU, NAIDUPET,  
SPSR  
NELLORE (DT), NAIDUPETSpsr Nellore, Andhra Pradesh  
: 08623-276508  
: m.chittibabu@aurobindo.com
2. (a) Name of Apprentice, (Block Letters) : ARIGELA BHASKAR (A122082380)  
(b) Father's/Mother's /Spouse's Name : A VASU
3. Address of apprentice : CHILLAMURU (V), CHITTAMURU (M), SPSR NELLORE (DT)  
: - 524127, CHILLAMURU, Spsr Nellore, Andhra Pradesh
4. Gender : Male
5. Date of Birth : 28-07-1998
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No  
(b) Name of the Category : General
7. Educational Qualification (Highest) : Post Graduate - M.Sc
8. (a) Category of Apprenticeship : Optional  
(b) Name of the trade for which Apprentice is training : QC Chemist Microbiology
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No  
(b) If Basic Training is exempt - reason for exemption  
(i) Name of the Course : Post Graduate  
(ii) Duration of Training/Course : From 2018-06-01 00:00:00 To 2020-11-15 00:00:00  
(iii) Name of the Institute : VIKRAMA SIMHAPURI UNIVERSITY  
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 1929 Hours  
(a) Duration of Basic Training : N/A  
Period of Basic Training : N/A  
(b) Duration of On-the-Job Training : 1929 Hours  
Period of On-the-Job Training : From 28-12-2020 to 27-12-2021
11. Apprenticeship Training Location : NAIDUPET  
(a) Name and address of facility where Basic Training is to be provided : N/A  
(b) Name and address of the facility where On-the-Job Training is to be provided : AUROBINDO PHARMA LIMITED  
NAIDUPET  
Spsr Nellore  
Andhra Pradesh
12. (a) Date of execution of contract : 28-12-2020  
(b) Age of Apprentice on the date of execution of contract : 22 years, 5 months and 0 days
13. Is the establishment opting for benefits under NAPS\*? : Yes  
\*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount  
(a) During 1st year of training : 14000  
(b) During 2nd year of training : N/A



(c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A

(b) Relationship with the Apprentice : N/A

16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No

(b) Name of TPA (if applicable) : N/A

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

M. Chittibabu  
  
Assistant General Manager - HR

AUROBINDO PHARMA LTD  
Plot No. 16, Phase 2  
Manakur (V), Nandurbar (M)  
S.P.S.R. Nandurbar District



Signature of the  
Employer with seal

Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No.

: CN122032188

(To be given by the Office of the Apprenticeship Adviser)

(Mandatory only for Registered Trades)



Signature of Registering Authority  
(Apprenticeship Advisor)

(Registration required for Designation trade only)

## Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

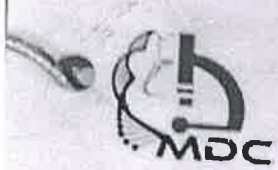
Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.



## Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://apprenticeshipindia.org>) and maybe updated from time to time.



Office of the MDC

Date: 01-11-2020

### OFFER LETTER

The management is pleased to appoint you as **Lab Technician** in the department of **Microbiology** at Medha Diagnostic centre, Pogathota, Nellore, A.P.

Your salary will be as per existing scales of the diagnostic centre.

You are requested to join duty on 1<sup>st</sup> November 2020.

You must sign an undertaking letter that you will work with us for a minimum period of 1 year and after this period with one month notice in advance on either side, you can resign in case you want to leave our centre. You should abide by the Rules and Regulations of the centre.

You are required to submit a Notarized Affidavit on a Non-judicial stamp paper of Rs.10/- stating that you are not working in any other diagnostic centre.

You are required to submit the relief order from the previous centre. In the event of any difficulty in submitting relief order, you may submit a copy of your previous appointment order and copy of your resignation letter submitter to the previous centre. You have to fulfill the terms and conditions as per your previous appointment order before joining at Medha diagnostic centre.



To

**Bakka Ashok**

Pottepalem,

Nellore rural,

**SPSR Nellore(D), A.P, 524404.**



బ్రాడ్‌కాస్ట్ ఇంజనీయరింగ్ కన్సల్టంట్స్ ఇండియా లిమిటెడ్  
BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

CELEBRATING  
26

BECIL/HR/EIA Chennai/2022/Appointment/5

Dated 10.06.2022

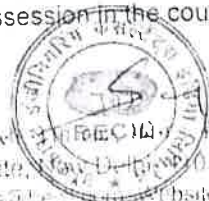
**Mr. Sai Muni Meduru**  
s/o M Muniraja Chari  
H.No.26-3-612, 3rd Cross Road, Jyothi Nagar,  
Vedayapalem, Nellore, Andhra Pradesh-524004  
Email: saimuni.meduru@gmail.com  
Mobile No.: 8985583832

Subject: Appointment Letter

Dear Candidate,

We are pleased to engage you as "Technical Assistant" for EIA - Chennai SO: Nellore. You are requested to submit your joining report to the Deputy Director, Export Inspection Agency - Chennai, Ministry of Commerce & Industry, Government of India, 6<sup>th</sup> Floor, C.M.D.A Tower II, No.01 Gandhi Irwin Road, Egmore, Chennai-600008. Phone: 28552841. The terms and conditions of your engagement are as under:

1. This contract is initially for a period from 13.05.2022 to 28.11.2022 or till the duration of the project whichever is earlier. This contract can be further reviewed as per the terms & conditions mutually agreed upon. If the contract is not reviewed on or before expiry of its validity period, it will automatically terminate on the expiry of the period mentioned above. The contract will also terminate if the project awarded by EIA to BECIL is terminated. However, notwithstanding anything mentioned above this contract can also be terminated by either side by giving 15 days notice in writing or on payment of equivalent fee in lieu thereof. However acceptance of payment by the company shall be at its discretion.
2. You will be paid a sum of Rs.19,572/- (Rupees Nineteen Thousand Five Hundred and Seventy Two only) per month during your contract employment period. Income Tax deduction, if any will be made at source on monthly basis as per the provisions of the Income Tax Act. Other statutory deductions (like ESI, EPF etc.) if any, will also be made as per rule.
3. BECIL will credit the monthly remuneration in your salaried bank account and also deposit the EPF contribution of the employer and employee to the concerned provident fund commission and also deposit the ESI contribution to the ESI department concerned from time to time.
4. You will be on probation for a period of 15 days. On successful completion of the same, the agreement is valid for its term, else, the same, gets terminated without giving any notice.
5. You will not be entitled to any other benefits applicable to regular employees of the Company such as DA, HRA, CCA, Gratuity, Medical, Incentive etc. However, you shall be eligible to avail holidays as applicable in EIA.
6. Since the engagement is purely on contract basis, it does not imply any possibility of absorption in EIA or BECIL. You should agree not to put any claim for permanency or continuation of job irrespective of the total duration of your contract in continuation or in parts.
7. During the tenure, you may come into possession of confidential information or data or technical knowledge related to the EIA/BECIL's business operations and its customers. It would be essential to ensure that such confidential information or data or knowledge are not made available or become known to any, either by word of mouth or otherwise. This confidentiality obligation would also extend to any information or knowledge relating to any aspect of the business that may come into your possession in the course of this contract.



Continued on next page

- 8 Upon termination of this contract or whenever required to do so, you shall agree to return forthwith, in good condition, all records, pen drives, CDs, drawings, notebooks and other documents pertaining to the confidential information, whether made available to you or prepared by you or otherwise and also any literature, equipment, tools or other devices in your custody which are owned or possessed by the EIA/BECIL.
- 9 The contract does not entitle you to enter into any commitments or dealings on behalf of the Management for which you have no express authority, nor alter or be a party to any alteration of any principle or policy of the Management or exceed the authority or discretion vested in you without the previous sanction of the competent authority.
- 10 You shall keep us informed about your local and permanent residential address and also your address of contact when working /going outstation.
- 11 If any letter of authority or power of attorney is issued to you, you will return it on demand or at the time of termination of this agreement.
- 12 You shall not during the continuance of this contract, do any act or be guilty of any conduct which causes or is calculated to cause or may be reasonably foreseen to cause damage to EIA/BECIL or its property, reputation or general interest. If at any time in our opinion, which is final in this matter, you are involved or found guilty of dishonesty, disobedience, disorderly behavior, negligence or indiscipline or of any other conduct considered by us as detrimental to our interests or business, this agreement is liable to be terminated without notice and you shall be liable to reimburse any loss or damage that EIA/BECIL may have to suffer due to any of your above mentioned act or omission.
- 13 You would take every care in handling EIA equipment in performance of your duties. In case of any damage to the equipment you would be liable to make good the loss/damage.
- 14 You will be responsible for the safekeeping and return in good condition all the property, which may be in your use, custody or charge.
- 15 Publishing of results of any of the study/work/projects undertaken by BECIL or EIA in any form such as research Journal, business publication, newspaper, discussion/writing paper, seminar, workshop, conference, book, article etc. will not be permitted. No outputs from this study in any form will be sold for any remuneration.

  
Sanyogita  
Assistant Manager (HR)

संयोगिता / SANYOGITA

सहायक प्रबंधक (मानव संसाधन) / Assistant Manager (HR)  
प्राधिकारित इजीसिटीसि व कलकत्ता 75 1015 एलमिनियम  
सुचना एवं प्रसारण निकाय से सम्बन्धित सत्यता का उक्त  
Broadcast Engineering Consultants India Limited

### Acknowledgement:

All the terms & conditions mentioned above are accepted by the undersigned.



MEQRURU SAIMONI

(Name & Signature of the candidate appointed)

**OFFER OF EMPLOYMENT**

Ref: 2022/Hyd/feb/13

**18-Feb-2022**

To,

**Ms. T. Supriya**

Nellore,

Nellore dt,

Andhra Pradesh - 524127,

Sir / Madam,

Post interviewing your candidature, we are pleased to offer you employment, provisionally as **Executive Microbiologist**, to be based at **L B Nagar - Hyderabad**. In this assignment, you will report to **Mr. Yoganand Vadari - Assistant General Manager** and will receive instructions on your Job Description and related details upon joining. As agreed, you are required to join us on or before **21-Feb-2022**.

Your Total Cost to Company (CTC) will be **Rs. 2,00,000/- (Rupees Two Lakhs Only)** per annum payable as per "Annexure"

You will be abide by the terms and conditions of service as applicable.

On employment verification, should the particulars / information furnished found to be false / not true, at any point of time, the service stands terminated at once without any payment in lieu of termination.

As a token of your acceptance of our offer, please sign in page 1&2 and forward the duplicate copy of offer letter, duly signed, to the undersigned within seven days of receipt here of, after which period this offer stands lapsed automatically.

To meet the statutory requirements, Aadhar card copy submission is mandatory with complete information along with DOB (dd/mm/yyyy) format. In case of incomplete information you are requested to get your Aadhar card updated and submit to us on the date of joining, failing which date of joining stands extended.

Please bring along the following documents at the time of joining.

1. Copy of PAN Card and Form 16 ( if IT assessee)
2. Copy of Educational Testimonials
3. Any Training Certificates pertaining to the earlier employment
4. Service certificate & Relieving letter from past employers
5. PF - UAN Number
6. Three recent Passport Size colour photographs
7. Family Aadhar copy





☎ : 0861-2330065

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. **NUTHALAPATI PRASAD**  
S/O N GURAVIAH is working in our institution from  
01-01-2021 to till date. He is staying at our college  
Hostel.



*[Handwritten Signature]*

PRINCIPAL 10.11.21

Principal

VISWASAI JUNIOR COLLEGE

College Code : 08089

Annamaiah Circle, Magunta Layout,

NELLORE-524 003.

Ref: LC/HR TO  
25<sup>th</sup> August 2020

Mr. Annem Penchalaiah,  
Nagaulapadu Village,  
Palugudu Post,  
Dakkili Madam,  
SPSR Nellore Dt.

**LETTER OF OFFER**

Dear Mr. Annem Penchalaiah,

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of "Trainee" in our Lab with a stipend of Rs. 5000.

You are requested to join the organization on 26<sup>th</sup> August 2020 failing which this letter of offer stands cancelled.

You are requested to return the duplicate copy of this letter as a token of acceptance of our offer of appointment.

On your date of joining, you are required to produce the following documents to the HRD for verification and records:

1. Attested copy of Testimonials (X Certificate for Age Proof, XII and educational certificates)
2. Certificates of previous training programs / conferences/seminars attended.
3. ID Proof where copy of Passport if available or the Voter ID card may be submitted.
4. Medical Fitness Certificate from a registered medical practitioner mentioning your blood group.
5. Four Passport size photographs.

While welcoming you to our organization, we wish you a long and fruitful career ahead.

For **LIFECCELL INTERNATIONAL PRIVATE LIMITED**

  
Thomas Keerthi.F  
Associate Vice President- Human Resources

REF:REF: AFL/HR&ADMN/

Date: 05-05-2022

To,

**Mr.Siva Kumar Tada**

S/o Nandaiah T

Anjala Puram Village

Vakadu Mandal

SPSR Nellore

Andhra Pradesh

Mobile No.8096244928

Dear Mr.Siva Kumar Tada

**Sub:- Offer letter for the position of Lab Chemist**


This has reference to your application and subsequent discussions you had with us, we are Pleased to offer you the position of **Lab Chemist**.

Please sign the enclosed copy of this letter as a token of your acceptance of this offer. A Detailed appointment order will be issued at the time of your joining.

You may report for duty to Mr. M.S.S.N.Reddy, Regional Manager on or before 04th June 2022 failing which the offer stands withdrawn.

Best wishes,

For AVANTI FEEDS LIMITED

  
(S.T.RAO)  
MANAGER – HR & ADMN.

  
Accepted

Signature:

Date of Joining: 5/5/2022

**Feed Manufacturing Plant :**

KOVVUR - 534 350, West Godavari Dist,  
Andhra Pradesh, India.

☎ 08813 231541, 231588, ☎ 08813 231421

✉ feedunit1@avantifeeds.com

Cable : PRAWNFEEED



**Corporate Office:**

G-2, Concorde Apartments, 6-3-658, Somajiguda,  
Hyderabad - 500082, Telangana State, India.

☎ +91(40) 23310260/61 ☎ +91(40) 23311604

🌐 www.avantifeeds.com

✉ avantiho@avantifeeds.com

**Registered Office:**

Flat No. 103, Ground Floor, R Square,  
Pandurangapuram,  
Visakhapatnam - 530003,  
Andhra Pradesh, India.

CIN : L16001AP1993PLC095778



Date: 21-02-2022

**Mr. Arigela Bhaskar,**

S/o: Vasu,  
H No: 1-98,  
Chillamuru,  
Nellore.

ANDHRA PRADESH - 524127.  
Mobile No: 9966676230  
Email Id: bhaskar14399@gmail.com

**APPOINTMENT LETTER**

Dear **Mr. Bhaskar,**

With the reference to your Application and subsequent discussion held between us, we are pleased to appoint you in our Organisation on the following terms and conditions.

**1. POSITION:**

You will be designated as "**Microbiologist (R&D)**" Based at Mangaipally, Ibrahimpatnam, Rangareddy, Telangana in our Factory in Quality Control Department. You will report to Executive Director, who will appraise you of your role and responsibilities and shall also appraise your performance Vis-a Vis tasks assigned to you from time to time.

**2. DATE OF JOINING:**

Your appointment shall commence on 21-02-2022.

**3. COMPENSATION:**

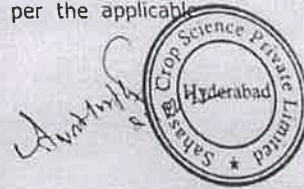
In consideration to your services, your salary and other components of your remuneration are listed below,

Basic	: Rs.12,500-00
HRD	: Rs. 7,500-00
Conveyance	: Rs. 2,500-00
Other Allowance	: Rs. 2,500-00

Total Gross Salary : **Rs.25,000-00 (Per Month)**

(Rupees twenty five thousand only per month)

PF, Professional Tax and TDS will be deducted as per the applicable statutory norms.



GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF FISHERIES

O/o Joint Director of Fisheries  
SPSR Nellore District

Re No: 623/C/2020  
Dated: 27-04-2021

**POSTING ORDER**

Sub: Establishment - Fisheries Department - Appointment of Sagaramitra on contract basis to provide extension services to coastal fisher folk at grass root level for socio-economic development - **Posting orders Issued** - Regarding.

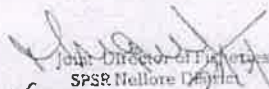
Ref:- Proceedings No. 623/C/2020, dt 16-03-2021 of the Joint Director of Fisheries, SPSR Nellore District

155

**Sri/Smt. /Kum. Dasigunta Nagoramma S/O D/O W/O Masthanaiah** who was selected as Sagaramitra on contract basis by the District Selection Committee is hereby posted in the Fish Landing Centre of **Varagali Village of Chillakur Mandal** under the control of Fisheries Development Officer, Chillakur to provide extension services to coastal fisher folk at grass root level for socio-economic development.

He/ She is directed to report for duty to the concerned Fisheries Development Officer **Chillakur Mandal** immediately. He/ She is not eligible for joining time, and TA / DA. If he/ she fails to report in the Office of Fisheries Development Officer **Chillakur Mandal** concerned, the appointment orders issued shall automatically treated as cancelled and shall not be admitted to duty.

The Fisheries Development Officer, **Chillakur** is instructed to admit the candidate for duty and issue necessary instructions to him. He is also instructed to intimate the date of joining of the candidate to this office through Mail/ Fax.

  
Joint Director of Fisheries  
SPSR Nellore District  
K. Suresh

To

The above individual,  
Copy to the Fisheries Development Officer **Chillakur Mandal** through the **Assistant Director Fisheries, Gudur**.  
Copy to Assistant Director of Fisheries, Gudur.



# C P AQUACULTURE (INDIA) PRIVATE LIMITED

Date: 16<sup>th</sup> December, 2015

To

**MR. SURIYAKANTH K**

Employee No: IN0009302

1/12, Melapatta Karisakula, Sammandapuram, Indhira Nagar  
Rajapalayam, Virudhunagar 626117

Sir / Madam,

**Sub: Appointment Letter.**

The Management is pleased to offer you a Probationary Appointment as **"JUNIOR TECHNICIAN"** in our organization on a monthly salary of **Rs.15,500/-** (Rupees Fifteen Thousand Five Hundred Only) on the following terms and conditions:

Basic	: Rs.	3,800.00
D.A.	: Rs.	1,900.00
HRA	: Rs.	1,900.00
Convey.	: Rs.	1,900.00
Hardship Allow	: Rs.	2,000.00
Food Allow	: Rs.	4,000.00
-----		
Total	: Rs.	15,500.00
-----		

- 1 The appointment will be effective from **16<sup>th</sup> December, 2015** and you will report to **Manager - Hatchery Division.**
- 2 You will be on probation for a period of **Twelve Months** from the date of this order with an option for the Management to extend the probation for a further period. As a Probationer, you will not be entitled to any other leave available to other regular employees. You will be entitled to the benefit of Provident Fund Scheme as per rules.
- 3 If your progress is not to be found satisfactory, the probationary period shall be liable to be extended or even dispensed with purely at the discretion of the management.

Cont...2...



## Venkata Narayana Active Ingredients Private Limited

Formerly Venkatasri Active Ingredients Private Limited

Ref.No: VNAI/HR/2020-21/Dec/08

December 18, 2020

Ms. Karumanchi Vasavi,  
26-2-263, Thyagaraja Nagar,  
Vedayapalem, Nellore.  
Mobile: 80744 91408  
Email id: [vasavipet394@gmail.com](mailto:vasavipet394@gmail.com)

Dear Ms. Vasavi,

### Offer Letter

Hearty Congratulations!

With reference to the personal discussion and interview you had with us we are pleased to offer you the position of "Trainee – Microbiology" at Venkata Narayana Active Ingredients Pvt. Ltd at Sy No. 69, Chandrapadiya Village, Vinjamur Mandal, Nellore Dt. 524 228.

As mutually agreed you shall be entitled for an annual CTC of **Rs.2,01,684 /-** (Rupees Two Lakhs One Thousand Six Hundred and Eighty Four only per annum) which is inclusive of Salaries, Bonus, and other benefits. The detailed salary structure is enclosed in Exhibit I.

You shall be on training for a period of One year. The formal letter of appointment shall be issued at the time of your joining duty.

On your date of joining, you are required to submit the photocopies of the following documents along with the originals for verification and records. You will also be required to sign a Confidentiality Agreement at the time of joining duty.

1. Attested copy of testimonials (age proof, Educational and previous experience certificates).
2. ID Proof (copy of passport or Voter ID card and Aadhar Card to be submitted)
3. Fitness Certificate indicating your blood group, X-ray etc. from a registered medical practitioner.
4. 4 passport size photographs.

Please confirm your acceptance of our offer and also the date of joining by either returning the duplicate copy of this letter duly signed or through email. This offer stands valid upto 25<sup>th</sup> Dec '20. If we do not get your response on or before 25<sup>th</sup> Dec '20, this offer stands cancelled.

Yours truly,

For Venkata Narayana Active Ingredients Pvt. Ltd.

  
Dr. Ramakrishna Reddy,  
Director

**Regd. Office :** Venkata Narayana Towers, 3rd Floor, New No.60, Old No.35, Venkatanarayana Road, T.Nagar,  
Chennai - 600017, Tamil Nadu. Phone : +91-44-42984141.

**Factory :** Sy. No.69, Chandrapadiya Village, Vinjamur Mandal, S.P.S.R. Nellore District - 524 228, Andhra Pradesh.  
Phone : +91-8627-300100

Web: [www.vnai.in](http://www.vnai.in) / CIN: U24231TN2005PTC057504

To,  
Mr. E Sudhakar,  
Hyderabad.

01SEP2022

Offer of Appointment

Dear E. Sudhakar,

On behalf of GeneSys Biologics, I am very pleased to offer you the position of **Trainee-Production DSP** with our organization, based in Genome Valley, Hyderabad.

GeneSys is a clinical-stage Biopharmaceutical company focused on global development and commercialization of high quality and affordable biologics/biosimilars. We look forward to you joining our team, and hope you consider this as an opportunity to contribute significantly towards the GeneSys goal to be the next revolutionary force in biosimilars.

1. Your annual pay package will amount to **Rs 241127/-** (Rupees Two Lakhs Forty-One Thousand One Hundred Twenty-Seven Only)
2. You are Expected to Join us **by 12<sup>th</sup> Sep 2022** from the issue date of this letter
3. You will be under probation for a period of six (6) months from the date of your joining. Your services will be confirmed in writing upon successful completion period.
4. You shall be guided by the rules and regulations of the company, as applicable.
5. Your letter of appointment will be issued at the time of joining, However the Annexure I that contains the pay structure along with allowances details is enclosed.
6. This offer will be valid after clearance of Pre-Medical Check Up.

Please sign and return a scanned copy of this letter as a token of your acceptance of the terms & conditions stated here in above.

Yours Truly,  
For GENESYS BIOLOGICS PRIVATE LIMITED.

Acknowledged & Accepted



HRD Department  
Authorized Signatory

Signature of the Candidate  
Date:

**ANNEXURE I**

<b>Name:</b>	E. Sudhakar	
<b>Department:</b>	Production-DSP	
<b>Designation:</b>	Trainee	
<b>Particulars</b>	<b>Emoluments (Per Month)</b>	<b>Emoluments (Per Annum)</b>
<b>Fixed Monthly Salary Components</b>		
Basic salary + DA (@40%)	6800	81600
HRA (@16%)	2720	32640
Conveyance (@10%)	1700	20400
Basket of Allowances (@34%)	5780	69360
<b>A Total Gross Salary</b>	<b>17000</b>	<b>204000</b>
<b>Other Monthly Emoluments</b>		
Employer contribution to ESI	553	6636
Employer contribution to PF	1714	20568
<b>B. Total Monthly Emoluments</b>	<b>2267</b>	<b>27204</b>
<b>Other Yearly Emoluments</b>		
Gratuity/Super Annuation	327	3923
Bonus	-	-
Group Medical Insurance	500	6000
<b>C. Total Gross yearly CTC</b>	<b>827</b>	<b>9923</b>
<b>D. Total Cost to Company</b>	<b>20094</b>	<b>241127</b>

<b>Monthly deductions</b>		
Employee Contribution to ESI	128	1536
Employee Contribution to PF	1714	20568
PT	150	1800
<b>Total Deductions</b>	<b>1992</b>	<b>23904</b>
<b>Net Monthly Take Home</b>	<b>15008</b>	<b>180096</b>

**GeneSys Biologics Pvt. Ltd.**

- CORPORATE OFFICE: 4th Floor, Bhaskar Plaza, Road No.1, Banjara Hills, Hyderabad - 500 034, Telangana, India. | [www.genesysbiologics.com](http://www.genesysbiologics.com)
- BIOTECHNOLOGY CENTRE: Plot 9A, Genome Valley, Biotech Park, Phase II (Extn.), Lalgadda, Malakpet, Shamshergat, Hyderabad - 500 078, Telangana, India. | GST No. 36AAFCG8257M120

## METROCHEM API PRIVATE LIMITED

Flat No.302,Bhanu Enclave,Sunder Nagar,  
Erragadda,Hyderabad - 500 038.T.S.INDIA.  
CIN:U24239TG2002PTC039223  
TS GSTIN: 36AADCM2691M1Z2

Tel: +91-40-23700421/  
23813969 / 23812317  
Fax: +91 - 40 - 23705088  
contact@metroapi.com  
www.metroapi.com



### OFFER LETTER

Date:-12-12-2020

To

Mr Shaik Salman Baba  
S/o Shaik Babu  
Vengalraonagar, Kavali

Dear Salman Baba

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee Chemist – Quality Control** at our **Unit-C**, Khazipally Site and you will be paid for a CTC of **Rs.186000/-**(Rupees One lakh eighty six thousand only)all inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **21-12-2020** subject to the submission of medical reports and required documents as mentioned in Annexure-II. You are requested to report to the HR Department at the address mentioned below on any working day for completing the joining formalities.

Metrochem API Pvt Ltd –Unit-C  
Plot No. 3 and 4. SY.No.42, Alinagar  
Sangareddy District, Medak

The letter of appointment including all terms and conditions would be issued to you at the time of your joining. Please note that this offer is valid subject to the information furnished by you being found true & correct. On scrutiny if found otherwise, company reserves the right to terminate the offer.

In case you wish to leave the services after joining the company, you need to give three months prior notice in writing. Company will not accept salary payment in lieu of notice by the employee and thus the resignee has to necessarily serve the three months notice. The Organization may choose to release the employee in case of termination without notice period of service at its sole discretion

Please acknowledge the receipt of this letter and confirm us your acceptance and date of reporting immediately.

With Best wishes,

For Metrochem API Pvt. Ltd

Ramesh Tadela  
Assistant Manager-HR



**METROCHEM API PRIVATE LIMITED**

Flat No.302,Bhanu Enclave,Sunder Nagar,  
Erragadda,Hyderabad - 500 038.T.S.INDIA.  
CIN:U24239TG2002PTC039223  
TS GSTIN: 36AADCM2691M1Z2

Tel: +91-40-23700421/  
23813969 / 23812317  
Fax: +91 - 40 - 23705088  
contact@metroapi.com  
www.metroapi.com



<b>Annexure -I</b>		
<b>Name</b>	<b>Mr Shaik Salman Baba</b>	
<b>Designation</b>	<b>Trainee Chemist</b>	
<b>Department</b>	<b>QC</b>	
<b>Approved CTC Per Annum</b>	<b>Rs 186000</b>	
<b>Approved CTC Per Month</b>	<b>Rs 15500</b>	
	<b>Monthly</b>	<b>Yearly</b>
<b>Salary Components</b>	<b>Rs.</b>	<b>Rs.</b>
1. Basic + DA	8374	100488
2. House Rent Allowance	2791	33492
3. Special Allowance	2792	33504
<b>GROSS SALARY (A)</b>	<b>13957</b>	<b>167484</b>
<b>DEDUCTION</b>		
PF	1005	12060
ESI	105	1260
P. Tax	--	--
<b>TOTAL DEDUCTION</b>	<b>1110</b>	<b>13320</b>
<b>NET PAY</b>	<b>12847</b>	<b>154164</b>
PF	1089	13068
ESI	454	5448
<b>SUB TOTAL (B)</b>	<b>1543</b>	<b>18516</b>
<b>TOTAL COST TO COMPANY(A+B)</b>	<b>15500</b>	<b>186000</b>

For Metrochem API Pvt. Ltd

Ramesh Tadela  
Assistant Manager-HR







TCS Confidential

Ref: TCS/2022-2023/CC(Computer Consultancy)-C1/2395357

16th August, 2022

**Ms. Mydhili Gunugunta**

TCS - Hyderabad

Dear Ms. Mydhili Gunugunta,

Congratulations! We are pleased to inform you of your confirmation as **Systems Engineer** with effect from **16th August, 2022**.

We take this opportunity to thank you for the valuable contribution made during this period.

Your Annual Gross Compensation remains the same and it may be subject to change on completion of your anniversary review. Kindly note that the above details are specific to India and may be subject to change in case of long term deputation on international assignments, if any.

Warm Regards and Best Wishes,

Milind Lakkad

Executive Vice President & Global Head - Human Resources

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

TCS House, Banzara Street, Fort, Mumbai 400 001, Maharashtra, India

Tel: 91 22 6778 9999; Fax: 91 22 6775 9000; website: www.tcs.com

Registered Office: Normal Bazar, 9th Floor, Nariman Point, Mumbai 400 021



**Offer : Computer Consultancy**  
**Ref : TCSL/EP2022CN0614426/ Bangalore/1847968**  
**Date : 13-APR-2022**

**Ms. Mydhili Gunugunta**  
Santhi Nagar  
Dargamitta, Nellore  
Nellore, Andhra Pradesh, India  
Tel No.: 6309544254

**Sub: Letter of Offer and Terms of Employment**

Dear Ms. Mydhili Gunugunta,

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

This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Systems Engineer in Grade C1 at TCS - Hyderabad. Your gross salary including all benefits will be **Rs. 10,00,006/-** per annum. Annexure 1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.



## Welcome to IndusViva

*Congratulations on your enrolment with IndusViva. You are another fortunate member taking part in this great world-class Business opportunity. We value your association with us.*

**KARISHMA SHAIK**

**ID No. 1017962**

Date of Birth	22 April 1998
Aadhaar Card No.	924930986929
PAN Card No.	LQYPK1104N
Mobile No.	7013772905
e-Mail ID	karishmashaik944@gmail.com
Address	D.NO-7/35/A, B C COLONY,PEDAKONDURU KALIGIRI pin : 524225 Nellore ,Andhra Pradesh, India

Sponsor Name	KOTAKONDA GIRISH
Sponsor ID No.	306330

### IndusViva HealthSciences Pvt Ltd

Viva Tower, No.36, V P Deendayalu Naidu Road, Jayamahal Extension,  
Bangalore, Karnataka, India - 560046.

📞 080 4353 2020

🌐 [www.indusviva.com](http://www.indusviva.com)

*"Giving every dream a chance"*

**Sri Chaitanya IIT Academy, India.**

Mayuri campus, Tadigadapa, 100 Feet Road, ph: 9177200090

Date: 16-11-2022

**PEYYALA MADHU MSC**, (PHY),

PRINCIPAL

SRI CHAITANYA IIT ACADEMY Service Certificate 2022

**SERVICE CERTIFICATE**

This is to inform that PEYYALA MADHU is working as Junior Lecturer in the Department of Physics In this institution from 31-10-2022 .

His character and conduct was good

Principal

PRINCIPAL

SRI CHAITANYA IIT ACADEMY,INDIA  
MAYURI BHAVAN  
Timmarusu Vid,NCC Office Road  
Srinagar Colony,Vijayawada-08

Tel : 08624-295532(O)  
E-Mail: nbs.college@yadon.com

## N.B.K.R. SCIENCE & ARTS COLLEGE

Re-Accredited by NAAC with B<sup>++</sup> Grade

Dr. M.Ramakrishna Reddy, M.A., Ph.D.,  
Principal



Vidyanagar – 524 413  
SPS,Nellore Dist.  
Andhra Pradesh

Date : 16-11-2022

### CERTIFICATE

This is to certify that **Kum.Thalluru Samatha**, M.Sc, working as a Lecturer in the Department of Physics in our College from 01-02-2022 and served up to till date.

Her teaching capabilities and conduct as a Lecturer during the above mentioned period was good

  
PRINCIPAL

Principal  
N.B.K.R. Science & Arts College  
Vidyanagar, SPSR Nellore Dt







Phone: (9154153342,9154153343)

# NARAYANA JUNIOR COLLEGE

(RECOGNISED BY GOVT OF ANDHRA PRADESH VIDE RC.NO.08070/E4-1/1992-93 Muthukur Road,Kakupalli , Nellore  
Rural Mandal, S.P.S.R Nellore Dist-524346

---

B.ASHOK MSC.phy.,

Date : 15.11.2022

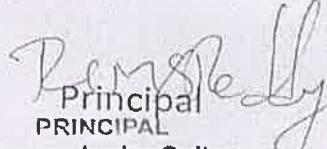
Princial

Ref: NARAYANA JUNIOR COLLEGE Service certificate 2022

## Service Certificate

This is to certify that Mr. B ASHOK has work as vice principal in the  
Department of PHYSICS. In this institution from 20.10.2022 to Until

His character and conduct was good

  
Principal  
PRINCIPAL  
Narayana Junior College  
Kakupalli, Nellore.



Phone: (9154153342,9154153343)

# NARAYANA JUNIOR COLLEGE

(RECOGNISED BY GOVT OF ANDHRA PRADESH VIDE RC.NO.08070/E4-1/1992-93 Muthukur Road, Kakupalli, Nellore  
Rural Mandal, S.P.S.R Nellore Dist-524346)

T.ANIL BABU MSc.phy.,

Date : 15.11.2022


Princial

Ref: NARAYANA JUNIOR COLLEGE Service certificate 2022

## Service Certificate

This is to certify that Mr. T.ANIL BABU has work as J L in the  
Department of PHYSICS. in this institution from 02.07.2022 to Until

His character and conduct was good

  
Principal  
PRINCIPAL  
Narayana Junior College  
Kakupalli, Nellore.



**Mr. Argala Karthik,**  
Nadimpalli, Nellore District.

**Date: 14<sup>th</sup> Sep 2022**

Dear Karthik,

**Sub: Offer cum Appointment Letter**

Pursuant to our discussions with you, we are pleased to offer you the position of **Trainee Relationship Officer**. We wish to take this opportunity to welcome you to Keertana Finserv Private Limited and wish you every success with this endeavour.

In addition to the information furnished in the following clauses, you will be required to be familiarized and follow HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced and implemented by the Organization from time to time. You should ensure that the terms of your employment are kept confidential.

Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining.

#### **Designation and Reporting**

You will be designated as **Trainee Relationship Officer** and you will report to the **Branch Manager** for assignment and duties. You will be based out of Kavali\_KL and required to travel to the field area.

#### **Remuneration**

Your annualized cash-basis cost to the company would be a maximum of **Rs.1,56,000/- (Rupees One Lakh Fifty Six Thousand only) per annum**, to be Paid Monthly.

#### **Tax considerations:**

You will be liable to pay all tax liabilities such as income tax, professional tax etc. arising out of payment pursuant to your employment with the Organization. Applicable deduction of tax will be made at source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e. in April and also produce necessary proof of such investments at the earliest.

#### **Termination notice/resignation**

You will be required to give Three Months' notice if you decide to leave your employment with the Company. Without adequate notice, you will be liable to pay to the company a sum equal to Three Months' salary as liquidated damages. In case the Company decides to terminate your services, Three Months' notice will be given to you.

#### **Continuous satisfactory work performance**

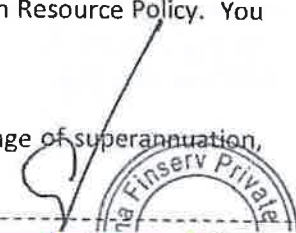
As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You have to fulfill the targets prescribed by the Organization from time to time.

#### **Leave and public holidays**

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the holidays as declared from time to time.

#### **Medical Fitness**

You will continue to be in service as long as you are medically fit. On attaining the age of superannuation, you will retire from services of the Organization.





**Annexure-1**

Please mention your tentative date of joining \_\_\_\_\_; your date of reporting at **Head Office** will be your official date of joining. Please sign below as a token of your acceptance of the above mentioned terms and conditions of the offer.

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

**List of Documents to be submitted**

1. Identity Proof
  - a. Aadhaar Card
  - b. Voter ID/Ration Card
2. Three numbers of passport size photograph



Hi Kamanchi Eswamma ,

Greetings from Marketsof1 pvt ltd,

At the outset, we thank you for your contribution made to the interview and selection process.

Congratulations! After a thorough evaluation of your performance in the interviews, we are glad to offer you the post of " CUSTOMER SUPPORT EXECUTIVE ". As you know, it has a great team that enjoys working and we are sure you too will rock here and soar to great heights at our organization.

Your Monthly Take home: 12,500 INR /month, CTC:1,87,416 PER / Annum, as confirmed by you, your Date of Joining will be on May 5th , 2022.

On the date of your joining, you may please bring the following original documents for verification with their photocopies, which would be retained for our records.

Photographs (4x, taken within 3 months of employment and passport size)

Proof of Identity (Aadhaar / Passport / Driving License)

Proof of Address (Aadhaar / Passport / Driving License / Telecom Bill

Proof of age (Birth Certificate/ School Leaving Certificate / Passport copy)

PAN Card for Income Tax Purposes or other equivalents

Educational and other qualification certificates

Appointment Order of the Previous Firm(s) (if applicable)

Release letter from the previous employer(s) (if applicable)

Last three months - salary slips

Blood Group with medical fitness certificate

Bank Details for Salary Transfer

Vaccinated certificate ( Mandatory )

You shall report on May 5th ,2022 ( Thursday ) at 9:30 a.m.

VENUE :

771

19-20

# THE VOLUNTARY HEALTH SERVICES

## Project ASPIRE

(Supported by Centers for Disease Control and Prevention)



Ref. No: 1205/ VHS-CDC Project ASPIRE / Admin/ 2022-23 / Dated 26.09.2022

To

Mr. H. Ramanna,  
No.3/33, Pendekallu (Village),  
Tuggali (Mandal),  
Kurnool District,  
Andhra Pradesh - 518681  
Mobile: 9703841174

Dear Mr. Ramanna,

Sub: Appointment of Mr. H. Ramanna for the grant funded position of Mentor TI in VHS-CDC Project ASPIRE (Advancing Sustainability, Partnerships and Innovations for Reaching Epidemic control) in Andhra Pradesh state on Fixed Term Contract for the period from 30.09.2022 to 31.03.2023 - communication of offer.

Ref: 1. This Office Ref No. 1205 / VHS-CDC Project ASPIRE / Admin/ 2021-22 / Dated: 15.11.2021

\*\*\*\*\*

We are pleased to offer you an appointment to the grant funded position of Mentor TI in VHS-CDC Project ASPIRE in Andhra Pradesh state on Fixed Term Contract on the following terms and conditions.

The aim of the Projects Division (CHARTERED) of The Voluntary Health Services, is strengthening the response to public health issues effectively. It obtains funds for comprehensive and holistic community health programs with which VHS is concerned, through state, central, local and private contract and grant processes.

The aim of VHS-CDC Project ASPIRE is to implement a comprehensive prevention program including HIV case finding to attain the first 95 target among KPs and vulnerable population and primary prevention goals in all 26 districts of Andhra Pradesh (AP) and expansion to UP after approval. The project seeks to collaborate with CDC partners in treatment and lab services including Global Fund partners to support the state in attaining epidemic control.

**1. Employment:** You agree to carry out faithfully and to the best of your ability, the duties and responsibilities communicated to you.

**2. Position:** As Mentor TI, it is your duty to perform all essential job functions and duties.

**3. Novation:** It is mutually agreed and understood with signing of this contract that the earlier contract between you and VHS- CDC Project ASPIRE cited in the reference stands terminated with effect from the date of your joining duty as per this new contract and all benefits as per the earlier contract including un-availed leave and or any other benefits, etc., stands expressly waived, in view of the new contract taking immediate effect on the date of joining duty and the earlier contract between you and VHS-CDC Project ASPIRE cited in the reference stands *ipso facto* terminated on the same day.

**4. Entirety:** This contract represents the entire agreement between the two parties and supersedes any previous written or oral agreement in relation to the implementation of the services to be undertaken in accordance with this contract.

**5. Address and Notices:** You hereby certify that the above mentioned residential address to be correct and shall be the address for all official communications. Notices will be deemed to have been served on you by the fifth day, following the date of such mailing when such correspondence is sent by registered / speed-post. In case of any change in residential address, it is the obligation of yourself to inform this to the Projects Division in writing, within seven days of such change.

H. Ramanna



Ref No: iGCB/21-22/13178

Date: 08 Mar 2022

**Basetty Kasthuri Kumar**  
Sullerpetta Mandal ,  
Samanthamallam  
Nellore -524123 ,Andhra Pradesh, India

**Sub: Your Offer of Employment in Intellect**

Dear **Basetty Kasthuri Kumar**,

Thank you for the time you invested in exploring career opportunity with Intellect. Our leaders have found the dialogue with you meaningful and your capabilities aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as **Consultant in Grade T130**. Your base location shall be **Chennai**. **Viral Khandwala** and team are looking forward to welcoming you on your date of joining. We would love for you to join the team on or before **09-Mar-2022** and you may let us know of your consent and preferred date of joining on or before **09-Mar-2022**.

Your gross compensation shall be **INR 10,00,000 per annum**. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent. Backed by this confidence the organization is happy to assure you a minimum of 90% of your variable pay component in the first year of employment and 80% in the second year. However, we would like to see you earning upto the maximum of 130% of your variable pay component. The same shall be determined through the robust Performance Development Dialogue process that measures contribution during every year and sets you up for success in the next year.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals, playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

---

(Signature of Associate)

Date: 23<sup>rd</sup> Mar 2022

Place: Bengaluru.

To,  
Mr. Kancharla Sagar,  
# 27-3-766, Saraswathinagar,  
Nr. NTR Nagar, Stonehousepet,  
Nellore District,  
Andhra Pradesh - 524002  
Ph. 8985660160

### Letter of Employment

Dear Mr. Kancharla Sagar,

Welcome to Microgreen Technologies!

Congratulations! We are delighted to make you an offer as "Software Engineer" and you will be deployed to our Client, Capgemini in Chennai. Terms and conditions of our offer are attached here, please read these important details carefully, including your compensation and benefits.

#### 1. Appointment:

a. Your appointment will be effective on your joining date, i.e. 24<sup>th</sup> March 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

#### 2. Compensation (Per Annum):

You will be eligible to receive the following:

a. Gross salary of Rs. 6,50,000.00 (in Words, Six Lakhs and Fifty Thousand Rupees only) Per Annum. (And CTC Breakup is in Annexure A)

b. If you are working in shifts at client's location, you may be eligible for Shift Allowance as per the client's policy.

c. Your first month salary shall be processed only after successful acceptance of background verification report or within 30 days from date of joining, whichever is earlier. And shall be only from the date of allocation of project or as per the timesheet approval.

d. Your monthly salary can be processed between 1st to 7th working day of every month, subjected to submission and approval of Timesheet/Attendance sheet by your reporting manager, by 3rd working day.

e. If any technology enhancement needed by Client, then respective technical training will be provided for free of cost to the Candidate and during such training period Candidate will not be paid. In later point of time Candidate need to go through the assessments conducted by Client or Company.

Annexure-A		
Component	Per Month (Rs)	Per Annum (Rs)
Basic	25,568	3,06,821
HRA	10,227	1,22,728
LTA	2,131	25,568
Telephone Reimbursement	1,500	18,000
Project Allowance	11,710	1,40,525
<b>Gross Total (A)</b>	<b>51,137</b>	<b>6,13,642</b>
<b>Employer Contribution</b>		
PF Employer Contribution	1,800	21,600
Gratuity	1,230	14,758
<b>Total Employer Contribution (B)</b>	<b>3,030</b>	<b>36,358</b>
<b>Employee Contribution</b>		
PF Employee Contribution	1,800	21,600
Professional Tax	200	2,400
<b>Total Employee Contribution(C)</b>	<b>2,000</b>	<b>24,000</b>
<b>Grand CTC (A+B)</b>	<b>54,167</b>	<b>6,50,000</b>
<b>NET Take Home Excluding TDS (A-C)</b>	<b>49,137</b>	<b>5,89,642</b>

- All figures are in India Rupees and the Amount stated above is the maximum amount that can be earned.
- The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.
- Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.

We welcome you to the Microgreen family and look forward to a fruitful association. We wish you a fulfilling and successful career with Microgreen.

**Candidate's Acceptance:**

I \_\_\_\_\_ (Full Name as per Passport), S/D/o. Mr. \_\_\_\_\_ Resident of \_\_\_\_\_, hereby accept all the Terms and Conditions set out in this letter.

Signed: \_\_\_\_\_


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

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

Place: \_\_\_\_\_

All Pages to be signed in duplicate, one copy kept by employee and one to be returned to HR Department.

Yours Faithfully,  
For Microgreen Technologies Pvt. Ltd.



SUSHMA RS  
ASSISTANT MANAGER - HR  
Date: 23<sup>rd</sup> Mar 2022



**Offer: Computer Consultancy**  
**Ref: TCSSL/DT20222125310/Lucknow**  
**Date: 28/03/2022**

**Ms. Munisupriya Moddu**  
No-2,  
Vinayapuram,  
Chennai-600099,  
Tamilnadu.  
Tel# -

Dear **Munisupriya Moddu,**

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential  
TCSSL/DT20222125310

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1  
M. Munisupriya



Ref. No.: AS/HYD/EOO/22/0037

Date: March 24, 2022

Mr. Pavan Kumar Rampathati  
Cherlopalem,  
Kovur (Mandal),  
Nellore Dist.

Sub: Letter of Offer

Dear Pavan,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you a position with the following details and conditions discussed and agreed upon by you at the time of interview and as embodied in a separate letter of appointment which will be given to you at the time of joining.

Designation : **Software Engineer**  
Date of Joining : March 28, 2022  
Location : Hyderabad  
Salary (CTC PA) : **3,50,000.00**

On the date of joining, you will be required to submit the following documents to the HR department at our Hyderabad office:

1. Copies of educational and professional qualification certificates
2. Ten colored passport size photograph
3. Copy of your passport  
If employed earlier, then:
4. Last three salary slips
5. Salary certificate from the previous employer
6. Release order from last employer
7. TDS Details
8. Copy of PAN card
9. Appointment letters of all previous employers

You are required to report to work at the above mentioned office on the date of joining mentioned above, failing which this offer will stand automatically withdrawn.

**For Appshark Software Pvt Ltd**

*Gopikrishna Vemuri*

**Gopikrishna Vemuri**  
Managing Director

Please signify your acceptance by signing and returning the duplicate copy of this letter.

Accepted:

Date:







SRI POTTI SRIRAMULU  
NELLORE DISTRICT COOPERATIVE CENTRAL BANK LTD., NELLORE  
(Government Partnered Bank)  
Licensed by Reserve Bank of India  
No.0861 - 2328221, 2331458, 2323413.  
Fax - 0861- 2338495 - email : ndccb\_nellore@yahoo.com

No. ESTT / HRD / S.A.Rect. / 2022-23.

Dt. 12.04.2022.

**PROCEEDINGS OF THE CHIEF EXECUTIVE OFFICER OF SRI POTTI SRI RAMULU  
NELLORE DISTRICT CO-OPERATIVE CENTRAL BANK LTD., NELLORE**  
Present : **Sri C.Sankara Babu.**  
**CHIEF EXECUTIVE OFFICER**

- Sub:- Sri Potti Sri Ramulu Nellore District Cooperative Central Bank Ltd., Nellore - ESTT - HRD-Recruitment of Staff Assistants post - Appointment as Staff Assistant- Proceedings issued - Reg.
- Ref:- 1) Bank Notification dated 18.11.2021 and your application thereof.  
2) Online Examination held on 08.01.2022.  
3) Interviews held from 03.03.2022 to 06.03.2022.

===

In reference to the notification & application cited, Sri/Smt., **YASMIN SHAIK S/D/o SHAIK KHAJAVALI** is temporarily appointed as **Staff Assistant** in the Bank in the pay scale of **Rs.17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920** with all allowances as admissible under Bank rules, on the following terms and conditions:

- 1) He/She shall be on probation for a minimum period of 12 months from the date of joining, on completion of which he/she may be confirmed in the post if his/her **performance** and conduct are found satisfactory.
- 2) The period of probation however may be extended for a further period of 6 months. On satisfactory completion of probation, he/she will be absorbed in the service of the Bank on regular basis; otherwise his/her services will be terminated. The probationary period shall be exclusive of any sick, earned and extraordinary leave availed of.
- 3) In case of any continuous absence from duty exceeding the period of one month without prior intimation/approval of the competent authority during the probationary period, his/ her services will stand to be automatically terminated.
- 4) He/She shall furnish the following documents on reporting for joining:
  - **Certificates of (i) date of birth, (ii) Educational qualifications, (iii) Caste / Community, (iv) Experience, (v) proof in support of physical handicap, if claimed, (applicable to candidates selected for the post under EXS quota), in original** for verification and self attested Photostat copies for record. It may be noted that the date of birth once furnished is final and unalterable under any circumstances.
  - Security Deposit of Rs.5000/- in cash or in any other form approved by the Bank.
  - Three Passport size Photographs.
  - Identity Proof (Identity cards / address proof documents **issued by State or Central Agencies, Statutory bodies, such as PAN Card, Voter ID, Adhar Card, Ration Card, Driving License, etc.**).

(Contd..)



SPSRNDCCB

SRI POTTI SRIRAMULU  
**NDCCB**



**NELLORE.**

**A.P. GOVT. PARTNERED BANK**



**SK. YASMIN**

Staff Assistant

I.D. No. **10685**

D.O.B.: 13/6/1998

*SK. Yasmin*

Sig. of Card Holder

*[Signature]*

CHIEF EXECUTIVE OFFICER

Address

**SPSR Nellore Dist. Co-Operative Central Bank Ltd.,**

Trunk Road, Nellore. Andhra Pradesh - 524 001

☎ : 0861 2228221 e-mail: ceo\_nlr@apcob.org

File No.DEONLR-ADM/150/2019-JA(C7)-SCHEDUNLR

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER  
SPSR NELLORE DISTRICT

PRESENT:-SRI K.Samuyelu, M.A,B.Ed.,

Rc.No. 6523 /A2/2018

dated: 25/02/2019

SUB:-

Establishment – Compassionate Appointment – Kum V.Sireesha, D/o V.Prasad Rao, Driver, O/o Executive Engineer, RWS & S Division, Gudur - allotted to Education Department – Appointed as Junior Assistant in the O/o District Educational Officer, SPSR Nellore District – Orders – Issued.

REF:-

1. Lr.Rc.,No.6180/A2/2007, dated 06.07.2018 and 19.02.2018 of the District Educational Officer, SPSR Nellore District.
2. Procs.Rc.No.A2/1149/2019, dated 23.02.2019 of the Collector and District Magistrate, SPSR Nellore District.

\*&\*&\*

In the reference 2<sup>nd</sup> read above, Kum V.Sireesha, D/o V.Prasad Rao, Driver, O/o Executive Engineer, RWS & S Division, Gudur was allotted to the O/o District Educational Officer, Nellore as Junior Assistant under Compassionate Appointment against roster SC-W.

In pursuance of the orders issued in the reference 2<sup>nd</sup> read above, the District Educational Officer, Sri Potti Sriramulu Nellore District is pleased to appoint Kum V.Sireesha, D/o V.Prasad Rao, Driver, O/o Executive Engineer, RWS & S Division, Gudur, SPSR Nellore as “Junior Assistant” against roster point No.66(SC-W) (notified to the Collector and District Magistrate, SPSR Nellore District in the reference 1<sup>st</sup> cited) and posted in the Office of the District Educational Officer, Nellore in the existing vacancy on compassionate grounds of under Rule 10(A) (i) of A.P.State and Subordinate Service Rule,1996 in the time Scale of pay Rs.16400-470-16870-510-18400-550-20050-590-21820-640-23740-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-49870 in AP RPS, 2015.

The incumbent is hereby instructed to join within 30 days from the date of receipt of these orders in the post and her appointment is purely on temporary basis and she is liable for termination at any time without any notice and without assigning any reasons thereof.

The incumbent is instructed to report before the O/o District Educational Officer, Nellore and produce the following Original Certificates at the time of joining.

- 1.Date of Birth Certificate.
- 2.Educational Qualification Certificates
- 3.Physical Fitness Certificate
- 4.Caste Certificate.

Kum V.Sireesha, D/o Late V.Prasad Rao should qualify in the test i.e., “Proficiency in Office Automation with usage of computer and associated software” conducted by APPSC ro the recruiting agency (DSC).

The incumbent is here by instructed to submit the undertaking in writing that she will

**File No.DEONLR-ADM/150/2019-JA(C7)-SCHEDUNLR**

maintain properly the other family members who are dependent of the deceased Government Servant. In case it is proved subsequently (at any time) that the family members are neglected or not being maintained properly by her the appointment may be terminated forthwith as per the instructions issued in Government Circular Memo.No.5882/Ser-A/2002-2 of General Administration (Ser-A)Department ,dated:01-07-2000.

The receipt of these proceedings should be acknowledged forthwith.

**Signature valid**

Digitally signed by  
Kagita Samiyelu  
Date: 2019.02.25  
18:40:14 ST  
**KAGITA SAMIYELU**  
Reason: Approved  
District Educational Officer  
SPSR Nellore District

To

Kum V.Sireesha, D/o Late V.Prasad Rao, D.No.7-1-90, Wood House Sangam, Stonehousepet, Nellore.

Copy submitted to the Collector and District Magistrate, Sri Potti Sriramulu Nellore District for favour of kind information.

Copy submitted to the Regional Joint Director of School Education, Guntur for favour of kind information.

Copy forwarded to the Deputy Director, O/o District Treasury Officer, SPSR Nellore District for favour of information and necessary action

Copy forwarded to the District Employment Officer, Sri Potti Sriramulu Nellore District for favour of information.

PROCEEDINGS OF THE JOINT DIRECTOR OF FISHERIES, GUNTUR  
Sri A.V.Raghava Reddy, M.Sc.,(FAC),

Progs.No.648 /A/2022.

Dt.01 -04-2022.

Sub:-Fisheries-Guntur-Estt.,-APLGS-Filling up of the Back log vacancies of SC/ST in Guntur District by the District Selection Committee-Selection Committee-Selection of candidates allotted to the Development-Appointment Orders-Issued.

- Ref:-1)G.O.Ms.No. 98,99 (Ser-A)Department,dt.16-09-2021.  
2)G.O.Ms.No.214-GA(Ser-A)Department,dt.8-05-2001.  
3)G.O.Ms.No.653,Fin(Pension-1)Dept.,dt.22-09-2014.  
4) G.O.Ms.No.295-GA(Ser-A)Department,dt.23-09-2014  
5)Progs.Rc.No.2642/2021/B5,dt.30-03-2022 of the District Collector,  
& Chairman, District Selection Committee, Guntur.  
6)Joining report of the individuals,dt.01-04-2022.

\$\$\$

ORDER:-

Vide reference 5<sup>th</sup> cited, the District Collector/Chairman District Selection Committee, Guntur appointed Smt. Athota Vasantha Komali, D/o. Raju as Typist and allotted to this Office Typist and allotted to this office against Roster point No(2)SC Women Back log vacancies under Rule of Reservation and service Rules in vogue in the R.P.S.2022 and directed to issue posting orders to her.

In view of the above, and as per the orders of GOs cited above, and under Rule 10(a) of A.P.State and Subordinate Service Rules,1996, Smt.Athota Vasantha Komali, D/o. Raju as is hereby temporarily appointed to work as Typist against Roster point No.(2) S.C. women Back log vacancy carrying the time scale of Rs.25220-720-25940-780-28280-850-30830-920-33590-990-36560-1080-39800-1170-43310-1260-47090-1350-51140-1460-55520-1580-60260-1700-65360-1830-70850-1960-76730-2090-81910(43) with usual allowances admissible under Rules.

On appointment Athota Vasantha Komali as Typist is posted in the office of the Joint Director of Fisheries,Guntur in the existing vacancy under the control of Joint Director of Fisheries, Guntur. She should join duty to the Joint Director of Fisheries,Guntur office with in 30 days from the date of receipt of the order, failing which the appointment order shall be treated as Gazetted. She should submit the physical fitness certificate issued by not below the rank of Asst. Civil Surgeon at the time of joining.

She is eligible for contributory pension scheme as per Cir.M.No.653, Fin & (Pension)Dept,dt.22-09-2004 which have come in to force with effect from 1-09-2004.

The Joint Director of Fisheries,Guntur is requested to verify the original Certificates if any of the individual before admitting to duty and report the date of joining to this office.

*[Handwritten signature]*



## APPOINTMENT LETTER

August 10, 2021

Dear KADIRI MADHUSURYA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of Joining, unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subjected to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

### ANNEXURE III

#### SALARY OFFER SHEET

**Name: KADIRI MADHUSURYA**

**Career Group: Group B1**

**Position: Project Engineer**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	18,340
HRA	9,170
Bonus	3,500
Wipro Benefits Plan (WBP)	8,757
<b>Total Fixed Cash</b>	<b>39,767</b>
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
<b>Total Fixed Compensation</b>	<b>42,942</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	2,292
<b>Target Cost to Company per month</b>	<b>45,834</b>
<b>Total Cost to Company per annum</b>	<b>5,50,008</b>

You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard

\*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler.
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage.
- c. Medical assistance of **Rs. 15,000** per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs. 2 lacs per annum.

### ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above