

Date :29/11/2021

To  
Muthukuru Madhusudhan  
(Code: )

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Asst Credit Manager**. Your services are being deputed to **CapFloat Financial Services Private Limited** on the following terms and conditions:

- Your employment will be valid from **29/11/2021 To 28/04/2022** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 218,292.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medidclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,  
**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	15,000.00	180,000.00
House Rent Allowance	1,941.00	23,292.00
Statutory Bonus	1,250.00	15,000.00
<b>Gross Salary</b>	<b>18,191.00</b>	<b>218,292.00</b>
Employer's Contribution to ESI	592.00	7,104.00
Employer's Contribution to EPF	1,800.00	21,600.00
Insurance	100.00	1,200.00
EDLI	75.00	900.00
PFADMIN	75.00	900.00
<b>CTC (Cost to the company)</b>	<b>20,833.00</b>	<b>249,996.00</b>
Employee's Contribution to EPF	1,800.00	21,600.00
Employee's Contribution to ESI	137.00	1,644.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>16,254.00</b>	<b>195,048.00</b>

- \* Income tax, Professional tax and LWF as applicable will be deducted.
- \* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**

*S. Balakrishnan*

**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

Applicant ID : PALETI\_VASANTHA\_3\_56899  
Name : PALETI VASANTHA BABU  
Location : HYDERABAD

Date: 29-10-2021

## OFFER LETTER

Dear PALETI VASANTHA BABU

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **CTK HR Assistant** on deputation to our client **Amazon Development Centre (India) PVT LTD** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The Net Salary (In Hand) offered to you is **Rs 26992.00 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **HYDERABAD**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process.

This employment offer is subject to:

- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer letter is valid till the date of your joining which should not be later than **15 days** of issuance of this letter; your expected DOJ is **27-10-2021**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
  - Aadhar card for proof of identity, proof date of birth and proof of address.
  - Educational certificates
  - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
  - PAN Card, Bank A/C details with proof
  - Six passport size photographs
  - Experience certificates and relieving letter from your previous employer (if applicable).
  - Proof of your last drawn salary (if applicable)

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

We look forward for you to join our organization at the earliest.

With warm regards,

Adecco India Pvt. Ltd.



Arun Soman  
Sr. Manager - SSC



Simi Chacko  
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Consent letter

I hereby accept the above-mentioned terms and conditions.

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



**Gogaga Holidays Private Limited**  
Modern Profound Techpark  
Kondapur | Hyderabad | Telangana  
[www.gogagaholidays.com](http://www.gogagaholidays.com)  
[support@gogagaholidays.in](mailto:support@gogagaholidays.in)  
040 - 48570809

Reference Code: OE | GGH | OFR  
Subject: OFFER LETTER  
Date: 06/Dec/2021

Ms. Ramisetty Teja,  
Rajampet,  
Kadapa,  
Andhra Pradesh,  
India.

Dear Teja,

We welcome you to the family of “Gogaga Holidays” & wish you all the success in all your future endeavors with us.

With reference to your application and the subsequent interview you had with us, we are pleased to issue this offer letter to you for the post of **Operations Executive** with our organization on the following terms and conditions.

**1) Effective Date of Appointment:**

Your effective date of joining in “Gogaga Holidays” (company) will be on 10-Oct-2022 at our Secunderabad office-Address: DNO.4-10-005, 2nd Floor, near Police Station, Siva Arun Colony, Lakshmi Nagar, West Marredpally, Secunderabad, Telangana 500026.

**2) Job Assignment /Reporting**

In your assignment you will be required to perform duties as more particularly laid down in the Job responsibilities below for your position as Operations Executive. At present you will be reporting to **Ms. Soujanya, Team Manager**, however company may change your reporting based on business requirements. The job responsibilities may also differ time on time based on company requirement. These changes will be communicated to you by your reporting manager as and when required by the company.



**3) Remuneration:**

You have been offered an annual CTC would be **INR 1,68,000/-** Per Annum (Rupees one lakh sixty eight Thousand rupees only per annum). (Please refer annexure below)

**4) Job Responsibilities :**

As discussed, the duties will be allocated according to your profile. You shall be required to perform to the best of your abilities all the duties you are required to perform.

**5) Probation:**

You will be in Probation for a period of six (6) months from the date of your joining with us, where after, if your services are found satisfactory, you will be considered as a permanent employee into our company, the same will be communicated to you by means of a written intimation from "COMPANY". "COMPANY" reserves the rights to reduce/ dispense with or extend your probation period at its absolute discretion. During this period, company has right to terminate the service with immediate effect, without giving any notice or assigning any reason.

**6) Leave Entitlement:**

In agreement period you are not entitled for any paid leaves formulated by the company, any leave in this period will be considered as loss of pay. You will be entitled to paid leaves as per "COMPANY"'s policy contained in Rules and Regulations formulated by "COMPANY" from time to time only after confirmation of employment.

**7) Deputation & Transfer:**

Though your Job is placed at Secunderabad, you may also be transferred or deputed to different locations in India or abroad for a specific time period or permanently for company Service. You may also be transferred to other departments, sister concerns of the Company which would be the absolute & sole discretion of the company.

**8) Notice Period :**

A minimum 25 days' notice need to be served for resigning from the services of employment, company reserves the right to extend the same by 10 more days or relieve you immediately without considering the notice.

**9) Termination & Resignation :**

During the agreement period your services can be terminated by "COMPANY" by serving 10 days of Notice Period, however, we may relieve you at any time during the notice period and without any compensation.

If resigning without serving Minimum notice period, you will not be eligible for full and final settlement.

Minimum 25 days to be served from the Joined date for Availing salary, Worked days  
Less than 25 days will not be eligible for salary or F&F settlement.

Your full and final settlement will be done only after 45 working days from the date of your resignation acceptance. However the request for F&F will be considered only after handover of all the company assets in working condition. Also collateral (specifications, books, documents, cost data, market data, customers data, literature, effects on record etc.) along with your visiting cards, ID card belonging to the company also need to be handed over to the company for processing your F&F.

Any damage to the company assets of the company by the employee will be recovered from his F&F and if the F&F amount is not on par with the damage cost of the asset the same need to be paid by the employee to receive his relieving letter.

“COMPANY” has the right to terminate your service without notice or non-payment of salary in lieu thereof if you commit any breach of your duties and responsibilities under this contract of service or are found guilty of any gross negligence or misconduct, which contravenes the express or implied conditions of your service.

In case of resigning during the probation period, you are not eligible for getting experience certificate.

**10) General Conditions:** You will be bound by the following:

You shall not communicate in any manner of your remuneration with your colleagues or even with your superiors. Any violation of the same will lead to disciplinary action and may lead to termination of your employment.

Your confirmation of employment is subjected to verification of your credentials, testimonials and other particulars mentioned in your application at the time of you joining the company. In case, if any information provided by you is found unsatisfactory, your employment shall be kept in status co and can also lead to termination without any prejudice.

After resignation/ termination of your employment, you shall not be in any continuance of professional relationship or divulge either directly or indirectly with any employee, partner, franchisee, representative connected with organization.

Sharing of any knowledge, information, formulae, processes, methods, compositions, idea or documents, concerning the business and/ or affairs of the company or any of its dealings, transactions or affairs which you may acquire or have come to your knowledge during the course of incidental to your employment.

All customer relations, goodwill, franchise relationships, improvement or design conceived by you while in our employment of the company shall become the exclusive property of the company. For the purpose of this clause, the expression 'the company' shall in addition to Gogaga holidays Pvt ltd., mean and include other firm, Person or company, subsidiary to or affiliated with it.

Your appointment is subject to the existing service conditions of the company and any amendments thereto that may be brought into force from time to time

Should you remain absent from work, without reasonable explanation, for more than three (3) Consecutive days, it will be presumed that you are no longer interested in working and have abandoned your services, thereby allowing the company to terminate your contract of service. In such case, you will not be entitled to any compensation for the loss of service.

*This offer of appointment subject to:*

- a. Your being found medically fit.
- b. Your submitting copies of your certificates and testimonials you have mentioned in application/resume and photos.
- c. Salary certificate and relieving letter from your previous employer.

Notwithstanding anything to the contrary contained herein, the company shall be entitled forthwith to terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in case of :

- a. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, misconduct or neglect of duty or incompetence in discharge of duties on your part of breach of any of the terms conditions and stipulations contained herein.
- b. The reconstruction or amalgamation of the company whether by winding up of the company or otherwise.

You will not engage in any trade or profession or undertake any employment, full or part time, honorary or remuneration or seek membership of any local public body (ies) while in the service of "COMPANY" without first obtaining written permission from the management.

You will not engage in any unlawful or any subversive activity while in the service.

"COMPANY" will expect you to work in section/department in which you are placed with a high standard of initiative, efficiency and economy.

You shall not, under any circumstances either directly or indirectly, receive or accept for own benefit any commission, rebate, discount, gift or profit of any nature from any person, company or firm having business transaction with "COMPANY"

You will, in all respects be governed by the rules and regulations applicable to your category of employees from time to time.

Should you remain absent from work, without reasonable explanation, for more than three (3) Consecutive days, it will be presumed that you are no longer interested in working and have abandoned its services, thereby terminating your contract of service. In such case, you will not be entitled to any compensation for the loss of service.

**11. Non Disclosure Agreement**

You will not disclose by word of mouth or otherwise, particulars or details of business plans /trade secrets /finance /administration/ know how / and or any confidential information of business coming to your knowledge by virtue of your being in the employment of "COMPANY".

**12. Timings:**

10.00 am to 6.00 pm including lunch hours on all weekdays (Sunday is declared as Holiday).

**13. Salary Annexure**

Particulars	Per Annum	Per Month
Basic	85,200	7,100
HRA	42,000	3,500
Commutation Allowance	24,000	2,000
Other Allowance	16,800	1,400
<b>Gross Salary</b>	<b>1,68,000</b>	<b>14,000</b>

All applicable income taxes will be levied on your salary as per the regulations of Indian Government formulated time on time.

**14. Changes and Modifications:**

The above terms and conditions are subject to company policy, The Company reserves the right to modify, change, add to or delete any of the aforesaid terms and conditions as per the business requirements.

**Best Wishes**



**Signing Authority**

A Anil kumar

Manager - HR And Admin.

**Your Acceptance:**

If you accept to the above terms & conditions of your services with **GOGAGA HOLIDAYS PRIVATE LIMITED**, please notify us with an acceptance email.

**Employee Details:**

Employee Name: **Mr. Ramisetty Teja**

Date of Joining: 13-Dec-2021

Designation Offered: Operations Executive



08-11-2021

Dear Mr. **Moromolu Rajesh,**

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 **12-11-2021**. 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 & APPOINTMENT LETTER

Offer Release Date: February 5, 2022

Dear NAGARI REDDEPPA,  
2/153, CHANDANA,  
YADIKI, ANANTHAPUR,  
Andhra Pradesh, India, 515455

Dear NAGARI REDDEPPA, service

Congratulations! With reference to the interviews conducted by 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 band E1.

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.

You are requested to join us on February 7, 2022 at 9:00 A.M at the following address ChennaiSEZ, ETA1-Navallur-ex RF02-03 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 3,65,000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 24 months with a surety amount of INR 1.25 Lakhs. This amount shall be payable to the Company only on the event of your separation from the company before 24 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

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.

**Annexure 1**

**COMPENSATION PLAN**

<b>Name</b>	<b>NAGARI REDDEPPA</b>
<b>Band</b>	<b>E1</b>
<b>Designation</b>	<b>Software Engineer</b>
<b>City</b>	<b>Chennai</b>
<b>Monthly Components (in INR)</b>	
Basic Salary	15,090
House Rent Allowance	7,545
Advance Statutory Bonus	-
Holiday Allowance	1,066
Food Wallet	-
Flexi Basket*	-
Compensatory Allowance	-
<b>TOTAL: Monthly</b>	<b>23,701</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>284,415</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	21,730
Medical Insurance Premium/ESIC	10,000
Gratuity	8,706
<b>TOTAL : Retirals</b>	<b>40,435</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (in Rs.)	21,900
Engagement PB (paid monthly) @ 100% achievement levels	18,250
<b>TOTAL: Variable Components</b>	<b>40,150</b>
<b>COST TO COMPANY</b>	<b>3,65,000</b>
<b>Flexi Basket Details</b>	<b>Max Sub limits (p.a.)</b>
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	<b>-</b>
<i>Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual</i>	
<b>Insurance &amp; Medical Benefits (in INR)</b>	<b>Max Sub limits (p.a.)</b>
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000
<b>NOTE:</b>	
<ol style="list-style-type: none"> <li>1. Bserv E0.1 and E0.2 employees are to be considered under Semi-skilled Category. All other employees are under Skilled category</li> <li>2. All salary components are governed by the company policies and statutory guidelines.</li> <li>3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.</li> <li>4. Any personal tax liability arising out of compensation will be borne solely by the employee.</li> <li>5. Gratuity to be payable as per act</li> </ol>	





## Letter of Appointment

Ref. No: ICSL/Employee/13770/14642/13122021

Date : December 13 2021

**Ravi Kumar Gudipati**

**D/No:1/42 Kamalapadu(V),Yadiki(M),Anantapur(D),Andra Pradesh 515408  
Anantapur  
Andhra Pradesh  
515408, India**

Dear Ravi Kumar,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

**Date of Joining:** You are requested to join us on or before **December 13 2021**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Vizag**.

**Salary (on Cost to Company):** Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

**Tax Implications on Salary:** You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

**Work Location:** Your initial work location will be **Visakhapatnam**. The work location can change based on the organizational requirements.

**Notice Period:** Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 Days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

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

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and Infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

**Vijaya Ganugapati**  
Vice President - Human Resources

Acknowledged and agreed

\_\_\_\_\_  
**Ravi Kumar Gudipati**  
Date:



**Annexure - 1**  
**Compensation Package for Ravi Kumar Gudipati**

**Grade : E1**

Components	Monthly	Yearly
Basic	15,000.00	180,000.00
Advance Statutory Bonus	3,000.00	36,000.00
Infinite Flexible Benefit Plan (IFBP *)	6,838.00	82,056.00
Annual Total Fixed Compensation (A)	24,838.00	298,056.00
PF (Employer Contribution)	1800	21,600.00
GMC, GPA & GTL	0	21,712.00
Gratuity	0	8,640.00
Annual Total Benefits (B)		51,952.00
Annual Total Compensation(A + B)		350,008.00

\*Please refer annexure 2 for IFBP details

- The Medclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

**Service Agreement:** Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated \_\_\_\_\_ to be read as part and parcel of this document without prejudice to each other.

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

**Vijaya Ganugapati**  
Vice President - Human Resources

Accepted on: ..... /..... /.....

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

Name: **Ravi Kumar Gudipati**





## Letter of Appointment

Ref. No: ICSL/Employee/11824/17402/28022022  
Date : February 28 2022

**Degala Bala Ravindra**  
136, Bc Colony ,Chelimilla Village, Pamulapdu,  
Karnul  
Andhra Pradesh  
518442, India

Dear **Degala Bala,**

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

**Date of Joining:** You are requested to join us on or before **February 28 2022**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. Module No.1 Q3-A3, 1st Floor, Cyber Towers, Hitech City Madhapur, Hyderabad, Telangana - 500081**.

**Salary (on Cost to Company):** Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

**Tax Implications on Salary:** You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

**Work Location:** Your initial work location will be **Hyderabad**. The work location can change based on the organizational requirements.

**Notice Period:** Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 Days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

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

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

**Vijaya Ganugapati**  
Vice President - Human Resources

Acknowledged and agreed

\_\_\_\_\_  
**Degala Bala Ravindra**  
Date:



**Annexure - 1**  
**Compensation Package for Degala Bala Ravindra**

**Grade : E2**

Components	Monthly	Yearly
Basic	15,000.00	180,000.00
House Rent Allowance	7,500.00	90,000.00
Educational Allowance	200.00	2,400.00
Advance Statutory Bonus	3,000.00	36,000.00
Infinite Flexible Benefit Plan (IFBP *)	27,632.00	331,584.00
Leave Travel Allowance		7,500.00
Annual Total Fixed Compensation (A)	53,332.00	647,484.00
PF (Employer Contribution)	1800	21,600.00
GMC, GPA & GTL	0	22,287.00
Gratuity	0	8,640.00
Annual Total Benefits (B)		52,527.00
Annual Total Compensation(A + B)		700,011.00

\*Please refer annexure 2 for IFBP details

- The Mediclaim insurance covers self, spouse, two children and parents from the date of joining of the employee. You will be eligible for gratuity as per the provisions of Gratuity Act 1972

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

**Vijaya Ganugapati**  
**Vice President - Human Resources**

Accepted on: ..... / ..... / .....

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

Name: **Degala Bala Ravindra**



UST/19409811/3668924  
01/03/2022

Manubolu.Bindu  
Trivandrum

Sub: Letter of Offer

Dear Manubolu,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with US Technology International Private Limited ('US Technology'). Please accept our heartiest congratulations.

If you accept this offer and join our services, you will be designated as "Assoc. Software Developer", A1.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-Competition Agreement when you join the employment of the Company.

The Overall compensation offered to you is **Rs.350,000.00/-** (Rupees Three Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of upto a maximum of Rs.17,500.00/- (Rupees Seventeen Thousand Five Hundred) per annum subject to the policy of US technology in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- i. Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- ii. On joining our employment, there are no continuing obligations or restrictions which apply to you visàvis any of your previous employments.
- iii. You are not restricted, prohibited or constrained from accepting this offer of employment from US Technology and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts prohibits or debars you from accepting the offer made by US Technology.
- iv. That no amounts will be due and payable by you to your previous employer/s.
- v. On joining our employment that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists,

**U .**  
**S T**

correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproduction of any aforementioned items belonging to your previous employer/s.

This offer will be valid till 04/03/2022. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before 04/03/2022. If you are accepting our offer letter, please send us your confirmation within 72 hours. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

If you accept this offer of employment, you are required to join your employment on or before 04/03/2022. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,

for US Technology International Private Limited

**Accepted**



**Vinesh George**  
**Director HR**

Manubolu.Bindu

Execution by the Employee:

I, Manubolu.Bindu, agree and accept this conditional offer on the terms and conditions outlined and/or referred to in this Agreement.

**Signed By Candidate**

**IP Address**

Manubolu.Bindu

157.45.142.87

**Date**

2022-03-02T09:21:27.048+00:00

Encl : Annexure 1  
Annexure 2

# U S T

## Annexure 1 (A)

Name: Manubolu Bindu,  
Designated as: "Assoc. Software Developer"

Components	Monthly Salary	Annual
Basic Salary	8,312.50	99,750.00
House Rent Allowance	3,325.00	39,900.00
Education Allowance	200.00	2400.00
Bonus Ex-Gratia	1,662.50	19,950.00
Other Allowance	11,992.71	143,912.50
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	415.62	4,987.50
Variable Pay		17,500.00
Cost to the Company (CTC)		350,000.00

\*\*\* Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.



Ref: 872867/2006213/ELTP

25-DEC-2021

**Mr. Rakesh Babu Maramreddy**  
Rajampeta (Ap) - 516127  
Mobile: 7995201524

Subject: Offer of Appointment

Dear Mr. Rakesh Babu Maramreddy

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer at Band 'U' and Sub Band 'U1'** under ELTP Scheme. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
2. You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training. The training program called "Entry Level Integrated Training and Enablement"(ELITE) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in Annexure A. Upon confirmation, your "Annual Total Cash Compensation" will be Indian Rupees **3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer Annexure B for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
  - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
  - Meeting the set eligibility criteria at the end of your academic course
  - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
  - Submission of all necessary legal documentation pertaining to your employment.



M. Rakesh Babu

## ANNEXURE - B

NAME	Mr Rakesh Babu Maramreddy
TITLE	Associate Software Engineer
BAND	U1
LOCATION	BENGALURU
	<b>COMPONENTS</b>
	<b>Per Annum (All figures in INR)</b>
BASIC (@40% OF TOTAL FIXED PAY)	112394
HRA (@70% OF BASIC)	78676
BONUS / STATUTORY BONUS	48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13487
FLEXIBLE COMPONENTS OF TFP	28428
TOTAL FIXED PAY.....(A)	280985
TOTAL VARIABLE PAY (TVP)..... (B)	31221
ADDITIONAL BENEFITS..... (C)	12794
GRATUITY	5407
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	325000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

M. Rakesh Babu

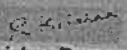
# Tech Mahindra

Tech Mahindra Limited  
Info City, 46-46th City Layout  
Madhavaram, Hyderabad 500041 India  
Tel: +91 40 2063 5367  
Fax: +91 40 2311 7041

techmahindra.com  
Support: [hr@techmahindra.com](mailto:hr@techmahindra.com)  
Kolkata Office  
Gateway Building, Apollo Bunder  
Mumbai 400001, India  
Call: 022 26058415/2605 0061/770

7. You are required to sign a service bond (Draft at Annexure J) with our organization for a sum of Indian Rupees 1,00,000/- (Rupees One Lakh Only). As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding INR15,000/- (Rupees Fifteen Thousand Only) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in Annexure C.
9. You are required to join on 30-DEC-2021 at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to Navya Thandaveshwara at 9:00 AM through Virtual Joining Process to complete the joining formalities at TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100. You are required to submit soft copies of the original documents as per Annexure D to the recruiter and HR Team respectively.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure ?D. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
13. Kindly confirm your acceptance of this offer of appointment to [campusjoining@techmahindra.com](mailto:campusjoining@techmahindra.com) by 30-DEC-2021.

For Tech Mahindra Limited

  
Krishna Ramaswami  
Head - Resource Management Group

Page 2 of 29

M. Rakesh babu



[www.greatplacetowork.com](https://www.greatplacetowork.com) #HaveYourTechKit





03-Feb-2022

Dear **Malli Venkaiah**,  
MCA, Computer Science  
Vikrama Simhapuri University, Nellore

**Candidate ID – 17894509**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500 /-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

## Compensation and Benefits

**Name:** Malli Venkaiah

**Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
<b>Annual Gross Compensation</b>			<b>359,988</b>
Incentive Indication (per annum)**			22,500
<b>Annual Total Compensation</b>			<b>382,488</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
<b>Annual Total Remuneration</b>			<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



## Letter of Appointment

Ref. No: ICSL/Employee/13042/14119/26112021

Date : November 26 2021

**Ramakrishna M**

13•105 , Yadiki(M/V)

Anantapur-515408

Andhra Pradesh, India

Dear Ramakrishna,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer with Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

**Date of Joining:** You are requested to join us on or before **November 26 2021**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, Phase•II, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore • 560066**.

**Salary (on Cost to Company):** Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

**Tax Implications on Salary:** You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

**Work Location:** Your initial work location will be **Bangalore • Campus**. The work location can change based on the organizational requirements.

**Notice Period:** Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 Days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

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

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 • Compensation, Annexure 2 – IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

  
**Vijaya Ganugapati**  
Vice President • Human Resources

Acknowledged and agreed

  
M. Ramakrishna

Ramakrishna M

Date: 26-11-2021





**Annexure - 1  
Compensation Package for Ramakrishna M**

**Grade : E1**

Components	Monthly	Yearly
Basic	15,000.00	180,000.00
Advance Statutory Bonus	3,000.00	36,000.00
Infinite Flexible Benefit Plan (IFBP *)	6,838.00	82,056.00
Annual Total Fixed Compensation (A)	24,838.00	298,056.00
PF (Employer Contribution)	1800	21,600.00
GMC, GPA & GTL	0	21,712.00
Gratuity	0	8,640.00
Annual Total Benefits (B)		51,952.00
Annual Total Compensation(A + B)		350,008.00

\*Please refer annexure 2 for IFBP details

- The Medclaim Insurance covers self, spouse, two children and parents from the date of joining of the employee. You will be eligible for gratuity as per the provisions of Gratuity Act 1972

**Service Agreement:** Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24months, you will be liable to pay an amount mentioned in the service Agreement. The content of the service agreement dated \_\_\_\_\_ to be read as part and parcel of this document without prejudice to each other.

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

**Vijaya Ganugapati**  
Vice President • Human Resources

Accepted on: ...26... / ...11... / ...2021....

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

Name: **Ramakrishna M**



Date: 30-May-22

Candidate Name: M. Dadakhalandar

Dear Dadakhalandar,

Congratulations on the successful completion of your Training! We are pleased to onboard you as a Consultant with Diamondpick, under the terms and conditions provided herein, with effect from 30th May 2022.

**Location of Work:**

- As agreed, your base location of work would be Bangalore.
- The Company reserves the right to transfer you to the other locations, within the Company and/or other affiliated entities.
- The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**Deployment:**

- You will be deployed to our client company TATA Elxsi
- Your assignment with TATA Elxsi will be effective from May 2022 to March 2023.

**Payment of Salary:**

- As per our laid process, you will be entitled to receive the salary on the 7th Working day of the next month.

**Compensation:**

- Your all-inclusive Annual Total Compensation will be INR 3,00,000 (Rupees Three Lakhs Only)
- The Company shall deduct tax at source at the time of making payment in accordance with the provisions of the Income Tax Act and rules made there under as also other applicable laws, if any, as may be in force from time to time.
- A detailed salary structure is mentioned in Annexure A

**Leave Policy:**

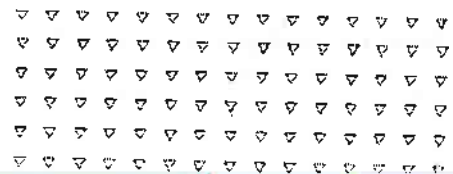
- Depute will follow the client leave calendar and their holiday list. However, status of paid leave will be decided basis on client approval. Diamondpick will mirror the client leave policy.
- If we do not have approval from the client on any paid leave applied by employee, it is considered to be LOP.

**Working Hours:**

- The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. You will have to work between from Monday to Friday.

**Conditions of Hire:**

- By accepting the offer, you will be deemed to confirm that:
  - a. Prior to joining our employment, you have to complete your education and previous employment services in accordance with the terms and conditions.
  - b. Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the company, from time to



### Annexure A – Salary Structure

<b>Offer Date</b>	30-May-22	<b>Name</b>	M. Dadakhalandar
<b>Designation</b>	Consultant	<b>Expected DOJ</b>	30-May-22

	Monthly	Yearly
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>
<b>Basic Pay</b>	10,000	1,20,000
<b>House Rent Allowance (HRA)</b>	5,000	60,000
<b>Statutory Bonus</b>	757	9,084
<b>Special Allowance</b>	7,443	89,316
<b>Gross salary (A)</b>	<b>23,200</b>	<b>2,78,400</b>
<b>Employers PF contribution</b>	1,800	21,600
<b>Retirals &amp; Health Benefits (B)</b>	1,800	21,600
<b>Total Cost to Company (A+B)</b>	<b>25,000</b>	<b>3,00,000</b>

- I. It is a condition of your service that you shall abide by the company's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person.
- I. Standard deductions are applicable including PF, Tax and others.
- II. Rate of TDS is subject to Declaration and submission of related information and documents by employee.





HRD/3T/1003821759/21-22

Infosys®

Navigate your next

March 13, 2022

Mr. Swamy Dasaratha R B

H-No:1-37A, Ramakrishnapuram

Peapully(M),Kurnool(D)

Dhone-518220

India

Ph: +91-8985471362

Dear Swamy Dasaratha,

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

Document certified by Richard Lobo  
<richard\_lobo@infosys.com>  
Digitally signed by Richard Lobo  
Date: 2022.03.17.09:04 IST  
Reason: Digitally Signed  
Location: Bangalore

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

*Company Confidential - This communication is confidential between you and Infosys Limited*



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

**COMPENSATION DETAILS**  
(All figures in INR per month)

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





## Letter of Appointment

Ref. No: ICSL/Employee/13501/14815/20122021

Date : December 20 2021

**Akkili Gangadhar Gowd**

Btm Layout 2 Stage,Bangaloru,Karnataka  
Bengaluru  
Karnataka  
560076, India

Dear Akkili,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

**Date of Joining:** You are requested to join us on or before **December 20 2021**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, Phase-II, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore - 560066**.

**Salary (on Cost to Company):** Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

**Tax Implications on Salary:** You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

**Work Location:** Your initial work location will be **Bangalore - Campus**. The work location can change based on the organizational requirements.

**Notice Period:** Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 Days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

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

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

**Vijaya Ganugapati**  
Vice President - Human Resources

Acknowledged and agreed

\_\_\_\_\_  
**Akkili Gangadhar Gowd**  
Date:



**Annexure - 1**  
**Compensation Package for Akkili Gangadhar Gowd**

**Grade : E1**

Components	Monthly	Yearly
Basic	15,000.00	180,000.00
Advance Statutory Bonus	3,000.00	36,000.00
Infinite Flexible Benefit Plan (IFBP *)	6,838.00	82,056.00
Annual Total Fixed Compensation (A)	24,838.00	298,056.00
PF (Employer Contribution)	1800	21,600.00
GMC, GPA & GTL	0	21,712.00
Gratuity	0	8,640.00
Annual Total Benefits (B)		51,952.00
Annual Total Compensation(A + B)		350,008.00

\*Please refer annexure 2 for IFBP details

- The Mediclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

**Service Agreement:** Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated \_\_\_\_\_ to be read as part and parcel of this document without prejudice to each other.

Sincerely,  
For Infinite Computer Solutions (India) Limited

**Vijaya Ganugapati**  
Vice President - Human Resources

Accepted on: ..... /..... /.....

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

Name: **Akkili Gangadhar Gowd**



## Letter of Appointment

Ref. No: ICSSL/Employee/13839/15068/29122021

Date : December 29 2021

Sadhu Ramya

3•79,Poyyakothuru(P),Poyya(P)

Chittoor-517642

Andhra Pradesh, India

Dear Sadhu,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer with Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

**Date of Joining:** You are requested to join us on or before **December 29 2021**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, Phase-II, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore • 560066**.

**Salary (on Cost to Company):** Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

**Tax Implications on Salary:** You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

**Work Location:** Your initial work location will be **Bangalore • Campus**. The work location can change based on the organizational requirements.

**Notice Period:** Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 Days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

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

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 • Compensation, Annexure 2 – IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,  
For Infinite Computer Solutions (India) Limited

Vijaya Ganugapati  
Vice President • Human Resources

Acknowledged and agreed

S. Ramya

Sadhu Ramya  
Date: 29-12-2021

Infinite Computer Solutions (India) Limited  
exciting times • infinite possibilities  
CIN : U72200HR1999PLC089380

Corporate Office  
157, EPIP Zone, Phase 2, Kundalahalli,  
Whitefield, Bangalore • 560066

Registered Office  
4th Floor, Plot No. 21, Institutional Area, Sector • 44,  
Gurgaon • 122001, Haryana, India

www.infinite.com info@infinite.com

+91 80 4183 0000 +91 80 4183 0000

+91 124 3301300 +91 124 3301867





**Annexure - 1**  
**Compensation Package for Sadhu Ramya**

**Grade : E1**

Components	Monthly	Yearly
Basic	15,000.00	180,000.00
Advance Statutory Bonus	3,000.00	36,000.00
Infinite Flexible Benefit Plan (IFBP *)	6,838.00	82,056.00
Annual Total Fixed Compensation (A)	24,838.00	298,056.00
PF (Employer Contribution)	1800	21,600.00
GMC, GPA & GTL	0	21,712.00
Gratuity	0	8,640.00
Annual Total Benefits (B)		51,952.00
Annual Total Compensation(A + B)		350,008.00

\*Please refer annexure 2 for IFBP details

- The Medclaim insurance covers self, spouse, two children and parents from the date of joining of the employee. You will be eligible for gratuity as per the provisions of Gratuity Act 1972

**Service Agreement:** Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated \_\_\_\_\_ to be read as part and parcel of this document without prejudice to each other.

Sincerely,  
For Infinite Computer Solutions (India) Limited

**Vijaya Ganugapati**  
**Vice President • Human Resources**

Accepted on: ...29... / .....12. / .....2021.

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

Name: **Sadhu Ramya**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229573123/Lucknow**  
**Date: 20/01/2022**

**Ms. Manisha Pullirupu**  
Btm 2 Nd Stage ,BangaloreBtm 2 Nd Stage,  
Btm,  
Bangalore-560076,  
Karnataka.  
Tel# 91-8073283404

Dear Manisha Pullirupu,

**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/DT20229573123

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

P. Manisha

1



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222051467/Lucknow**  
**Date: 28/03/2022**

**Mr. Narasimhulu Sanganapalli**  
1/18,Pangili(Vi)Pangili(Vi),Rapuri(Md),Spsr Nellore(Dt),  
Pangili,  
Nellore-524408,  
Andhra Pradesh.  
Tel# -

Dear Narasimhulu Sanganapalli,

**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.



April 6, 2022

HRD/3T/1003912912/22-23

Ms. Pullalacheruvu Jayalakshmi

I/19

Chinihalacheruvu, Badvel(M),

Ysr kadapa-516227

India

Ph: +91-7981654213

Dear Pullalacheruvu,

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 valid

Digitally signed by Richard Lobo  
Date: 2022.04.06 17:43:31 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue

Electronics City, Hosur Road

Bangalore 560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.com

www.infosys.com

P. Jayalakshmi



## Compensation and Benefits

### Salary

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

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

### Performance-linked Incentive

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

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

### Ex - Gratia / Bonus

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

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

### Basket of Allowances (BOA)

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

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

P. Jayalakshmi



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

**COMPENSATION DETAILS**  
(All figures in INR per month)

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

P. Jayalakshmi





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222109747/Chennai**  
**Date: 04/04/2022**

**Mr. Adiboyina Masthanaiah**

Kamalakuru Village And Post , Atlur Mandal , Door No: 4/110a , Kadapa District Sivalayam Street,  
Kamalakuru,  
Kadapa-516227,  
Andhra Pradesh.  
Tel# 91-8125433787

Dear Adiboyina Masthanaiah,

**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/DT20222109747**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Elingampalle, Old Madhavaram, Chennai - 600 031



March 25, 2022

HRD/1003856387/21-22

**Mr. S SHAHUL HAMEED**

No.15-1731/1,  
Lalugarden Street, Darga Circle  
Chittoor andhra pradesh-517001  
India

Ph: +91-6302783740

Dear S SHAHUL,

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

Here are the terms and conditions of our offer:

**Definition**

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

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

"Company" refers to Infosys Limited.

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

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

**Joining**

Your scheduled date of joining the employment of the Company will be **07-Apr-2022**.

**Location**

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

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

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

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. S SHAHUL HAMEED
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</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)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



## Letter of Appointment

Ref. No: ICSL/Employee/13043/14278/01122021

Date : December 01 2021

**Gundrathi Sumalatha**

Polivandla Palli(V),Botumidhapalli(Post),Obulavaripalli(M),Kadapa(D),Pin Code:516108

Cuddapah

Andhra Pradesh

516108, India

Dear Gundrathi,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

**Date of Joining:** You are requested to join us on or before **December 01 2021**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, Phase-II, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore - 560066**.

**Salary (on Cost to Company):** Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

**Tax Implications on Salary:** You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

**Work Location:** Your initial work location will be **Bangalore - Campus**. The work location can change based on the organizational requirements.

**Notice Period:** Your employment with the Company can be terminated either by the Company or by you by giving the other party **60 Days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

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

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

**Vijaya Ganugapati**  
Vice President - Human Resources

Acknowledged and agreed

\_\_\_\_\_  
**Gundrathi Sumalatha**

Date:





### **Consequences of Termination of Employment**

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

(a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

(b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

- Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.

- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

### **Retirement**

You will retire from the services of the Company on completion of 60 years. For this purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

### **Background and Reference Check**

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (In the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been willfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may choose to verify all your credentials as deemed necessary by the company and the client.

### **Technology and Confidentiality Agreement**

You may be required to sign technology and confidentiality agreements with the Company or any other client as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement

### **Confidential Information**

You will not at any time without the consent of the Functional Head or any other nominated representative of the Company, disclose or divulge or make public except on legal obligations, any information regarding the company's affairs or administration or research carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

### **Intellectual Property**

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.



**Annexure - 1**  
**Compensation Package for Gundrathi Sumalatha**

**Grade : E1**

Components	Monthly	Yearly
Basic	15,000.00	180,000.00
Advance Statutory Bonus	3,000.00	36,000.00
Infinite Flexible Benefit Plan (IFBP *)	6,838.00	82,056.00
<b>Annual Total Fixed Compensation (A)</b>	<b>24,838.00</b>	<b>298,056.00</b>
PF (Employer Contribution)	1800	21,600.00
GMC, GPA & GTL	0	21,712.00
Gratuity	0	8,640.00
<b>Annual Total Benefits (B)</b>		<b>51,952.00</b>
<b>Annual Total Compensation(A + B)</b>		<b>350,008.00</b>

\*Please refer annexure 2 for IFBP details

- The Medclaim insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

**Service Agreement:** Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated \_\_\_\_\_ to be read as part and parcel of this document without prejudice to each other.

Sincerely,  
For **Infinite Computer Solutions (India) Limited**

**Vijaya Ganugapati**  
**Vice President - Human Resources**

Accepted on: ..... /..... /.....

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

Name: **Gundrathi Sumalatha**



### Annexure - 3

**Submission of Documents:** You need to scan all the original documents and upload in the link provided to you by the offer team. At the time of joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs - 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
13. Last 3 months pay slips- immediate previous employer
14. Copy of salary revision or the offer letter (whichever is latest) - immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

**Please note:** Joining formalities will not start if any of the applicable documents are missing on the day of joining.



## HARMAN

Harman Connected Services Corporation India Pvt. Ltd

No.3 & 3A, EOIZ Industrial Area Survey No. 85 & 86

Sadaramangala Village, Krishnarajapuram Hobli

Bangalore-560066, Karnataka, India

☎ +91(80)3307 1000

☎ +91(80)3307 2000



Don't forget to follow HARMAN on Social media **#harmanconnectsme**

09-Sep-2021

Mr.Rajesh

### Sub: Offer of Employment

Dear Rajesh,

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Software Engineer - Product Development** with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

Further, "**Company**" for all purposes in this document shall mean **Harman Connected Services Corporation India Pvt. Ltd, Bangalore** and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of 600,000/-per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **Harman Connected Services- Bangalore Campus.**
- You will report to the **Business Unit / Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

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Harman Connected Services Corporation India Pvt. Ltd. Formerly Symphony Teleca Corporation India Pvt. Ltd.

CIN: U72200KA2002PTC030427. Web site: www.harman.com



- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Kindly confirm your acceptance of the above offer at our candidate portal**  
<https://candidateportal.harman.com/>

**The email body containing this offer letter also contains the User-id & password to do so.**

**Please upload the required documents stated below to the candidate portal.**

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No.3 & 3A,EOIZ Industrial Area, Sy.No.85 and 86,Sadaramangala Village, Krishnarajapuram Hobli, Bangalore South Taluk,Bangalore District-560066.

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**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background (Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year (if applicable)
- Company Personal Data form

We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

**For Harman Connected Services Corporation India Pvt. Ltd.**

**Subhajit Ghosh**  
Senior Manager, Talent Acquisition

**Enclosed Annexures:**

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

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

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

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

**Expected date of joining:** \_\_\_\_\_





**Annexure 2: Compensation Break-Up Detail**

<b>Name:</b>	<b>Mr.Rajesh</b>
<b>Designation:</b>	<b>Software Engineer - Product Development</b>
<b>Grade:</b>	<b>9B</b>

<b>Gross Salary</b>	<b>600,000</b>
<b>Base Salary</b>	<b>600,000</b>

<b>Components</b>	<b>Annual (in Rs.)</b>	<b>Monthly (In Rs.)</b>
Basic	240,000	20,000
House Rent Allowance	96,000	8,000
Statutory Bonus	7,000	583
Flexible Benefit Package*	216,656	18,055
<b>Fixed Salary – (A)</b>	<b>559,656</b>	<b>46,638</b>
PF - Employer's contribution	28,800	2,400
Gratuity	11,544	962
<b>Statutory Benefits – (B)</b>	<b>40,344</b>	<b>3,362</b>
Base Compensation	600,000	50,000
<b>Gross Salary – (A+B)</b>	<b>600,000</b>	

**Pre-tax Take Home**

Monthly Fixed Salary	46,638
Professional Tax	200
Provident fund - Employee's contribution	2,400
<b>Monthly Take home - Pretax</b>	<b>44,038</b>

**Note:**

- Taxes are applicable as per statutory rules.
- Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.
- Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**

**Subhajit Ghosh**  
**Senior Manager, Talent Acquisition**

HRD/3T/1003924204/22-23

**Mr. Panyam Jayapal**

2-95-A

Godugunuru

Badvel-516227

India

Ph: +91-8374885124

**Dear Panyam,**

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: 2022.06.23 23:18:29 IST  
Reason: Digitally Signed  
Location: Bangalore**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue

Electronics City, Hosur Road

Bangalore 560 100, India

T 91 80 2852 026

F 91 80 2852 0362

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

HRD/1003924204/22-23

Mr. Panyam Jayapal  
2-95-A  
Godugunuru  
Badvel-516227  
India

Ph: +91-8374885124

Dear Panyam,

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

Here are the terms and conditions of our offer:

#### **Definition**

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

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

"Company" refers to Infosys Limited.

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

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

#### **Joining**

Your scheduled date of joining the employment of the Company will be **18-Jul-2022**.

#### **Location**

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

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

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



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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. Panyam Jayapal
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</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)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



contact@deepcompute.com ✉

www.deepcompute.com 🌐

#445, 2nd floor, 17th cross Road  
HSR Layout, Bangalore - 560102 📍

## Employment Offer Letter

Dec 30, 2021

Dear Nageswari,

We are pleased to offer you the position of **Data Aggregation Associate** with **deepcompute Software(India) Pvt Ltd** (hereinafter referred to as deepcompute).

Your position has a start date of **Jan 3rd, 2022**. deepcompute offers you a CTC of **Rs. 1.8 L** per annum.

Your primary job function includes, but not limited to, performing data aggregation activities and adhering to company processes and procedures. Your supervisor may choose to assign additional tasks suitable to your skills and capabilities.

You are allowed 25 days per year to be used as sick or vacation days in addition to 10 standard company holidays. deepcompute management reserves its right to extend any new benefits it may devise for its employees in the future.

deepcompute is expected to grow at a rapid rate, both in professional stature and in the size of the business. As our business matures, we will adopt the best compensation and career management practices prevalent in the industry to attract and retain talent. We believe that you will contribute much to the company, and at the same time, gain a constant learning experience and upward career path. We look forward to many years of mutually rewarding growth and success.

You will be initially employed on a probationary basis. This probation period will continue for a period of 2 months from the Effective Date (Probation Period). Upon completion of the Probation Period, the Company will evaluate your performance. Based on this evaluation, if the Company is not satisfied with your performance, it may, at its sole discretion, either decide to extend the Probation Period or terminate your engagement with the Company. If your engagement is not either expressly confirmed or terminated by the Company, your Probation



**Ref: TCSL/DT20229514609/1741837/Lucknow**

**Date: 26 January 2022**

**MR. NAVEEN REDDY PANDIRLAPALLI**

5/36-2b null,  
Main Road, P Chintalapalli,  
Ap-515414.  
Tel# 919966689098

**Sub: Joining Letter**

Dear Mr. Naveen Reddy Pandirlapalli,

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

We are pleased to inform you that your joining date at TCSL will be **17th February 2022** , your joining location is **Bangalore** , work location is **Bangalore** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

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

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





## **TCS Xperience Program**

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

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

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

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

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

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



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

Gear up to experience the future!!

Warm regards,

A handwritten signature in black ink, appearing to read 'Janardhan S'.

**Janardhan S**  
**Global Head - Talent Development**



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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184963766/Lucknow**  
**Date: 03/02/2022**

Mr. Viswanatham Sasidhar  
Varthuru, Bengaluru - 560037,  
Bengaluru,  
Bengaluru-560037,  
Karnataka.  
Tel# -9346706262

Dear Viswanatham Sasidhar,

**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.





## **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**



### **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



GROSS SALARY SHEET

Annexure 1

Name	Viswanatham Sasidhar
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>





Offer: Computer Consultancy  
Ref: TCSL/DT20221008021/Lucknow  
Date: 05/03/2022

Mr. Ganesh Kumar Reddy Gangavaram  
4/44 Minnaiahgaripalle,  
Minnaiahgari Palle,  
Kadapa-516218,  
Andhra Pradesh.  
Tel# 91-6305869760

Dear Ganesh Kumar Reddy Gangavaram,

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/DT20221008021

  
**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, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@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/DT20221008021

  
**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, Nariman Point, Mumbai 400 021

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





GROSS SALARY SHEET

Annexure 1

Name	Ganesh Kumar Reddy Gangavaram
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
	200	2,400
<b>3) City Allowance</b>		
<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>

G. G. G. G.



To,

Dudekula Karimulla Mastan

25 Aug 2022

S/O Dudekula Dastagiri, 1-15, Chinna Racha,  
Abdulapuram Village, Velgode Mandal,  
Abdullapuram, Kurnool, Andhra Pradesh- 518533

Sub: Offer of appointment in ZKTeco Biometrics India Pvt Ltd.

We thank you for your career interest in our organization. It was a pleasure interacting with you during selection process and we are pleased to invite you on to the ZKTeco Family. On behalf of ZKTeco Biometrics India Pvt Ltd we are pleased to offer you the designation of "Technical Associate Trainee" reporting Mr. James Kang of Technical Support Department, R&D. Your joining date will be "29 Aug 2022" and this offer is valid subject to you joining us on or before "29 Aug 2022" Your duties and responsibilities were discussed during your interview and the JD that was shared.

This letter confirms our offer of employment and supersedes all other prior correspondence. Please note that this offer is contingent upon satisfactory review of your reference checks and the certification of all relevant academic and professional credentials. Your employment is contingent upon your medical fitness and the submission of your medical test certificate as per company policy. The offer will be regularized subject to you being found medically fit.

As part of your employment, you would also have an opportunity to work on various assignments in and outside India at locations specified by ZKTeco, which may include client sites or sites specified by ZKTeco clients.

Your place of work will be "Bangalore" ZKTeco reserves its right to transfer you to any place or its subsidiary, any other unit / division / department of the Company or associate company. During such transfer (if any), you shall abide by the rules and regulations pertaining to that company.

Your annual CTC for this designation will be **Rs. 3,00,000** PA (Rupees Three Lakhs Only); it will include allowances and statutory benefits and will be structured in accordance with the Company's policy and will be subject to applicable taxes.

1. Your salary structure will include basic pay, house rent allowance and flexible benefits package.
2. You and your family will be entitled to comprehensive health insurance coverage of up to Rs. 3,00,000/- (Rupees Three lacs only) "for Self, Spouse and dependent parents" on successfully completing your probation period with the organization. Subject to change as per management decision.



35





3. You will be entitled for 15 days of Vacation Leave 12 days of Sick Leave in accordance with the ZKTeco policy as applicable from time to time on confirmation of employment by ZKTeco.
4. The Company reserves the right to terminate an employee at any time without assigning any reasons thereto. However, in such a case, notice period in accordance with ZKTeco separation policy will be applicable.
5. The first 06 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of ZKTeco having to terminate your services during the probationary period, it will be done without notice period.
6. During your employment with ZKTeco, you shall be subject to, and have to abide by, the rules and regulations stipulated by ZKTeco. The company may, at its discretion, modify, from time to time, the benefits, rules, and regulations, as it deems fit, without notice.
7. In all instances, Company policy and practice will comply with any applicable laws/ordinances.

If you have any questions concerning anything in this Offer Letter, please contact your recruitment contact or Human Resources,

We are excited to have you join us and welcome you to the ZKTeco family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter. In addition, on reporting you agree to duly execute the following documents which will constitute your contract of employment.

- a. Appointment letter
- b. Non-Disclosure Agreement
- c. ZKTeco policies/ Code of Conduct

Yours Sincerely,

For ZKTeco Biometrics India Pvt Ltd.

  
Authorized Signatory

*S. Jayaram*



To

Dudekula Karimulla Mastan

25 Aug 2022

**Annexure A**

Components	Monthly	Annual
Basic	₹ 16,254	₹ 195,048
House Rent Allowance	₹ 4,810	₹ 57,723
Medical Allowance	₹ 0	₹ 0
Conveyance Allowance	₹ 0	₹ 0
Bonus	₹ 1,354	₹ 16,247
Telecom Allowance	₹ 0	₹ 0
Gross Salary	₹ 22,418	₹ 2,69,018
<b>Statutory Benefits</b>		
Employer PF Contribution	₹ 1,800	₹ 21,600
Gratuity	₹ 782	₹ 9,382
Employer ESIC Contribution (If Applicable)	₹ 0	₹ 0
CTC	₹ 25,000	₹ 3,00,000

**Note:**

a) Taxes are applicable as per statutory rules.

For ZKTeco Biometrics India Pvt Ltd.

  
G. Jayaram Sastapathy  
Authorized Signatory





**Annexure-C**

**Re: Training Cost Reimbursement Agreement (Technical)**

I plan and agree to attend the training program titled "Technical Skills Enhancement Program" the costs of setting up and conducting the same is borne by the company. The period of the program is for 03 months, and the cost of the training program is approximated at Rs 1,00,000.00 (One lakh Rupees only) per person.

I agree that in the event of resignation prior to the completion of 18 months of service from the date of this training program, I will reimburse the company the cost as is computed and defined in the table below.

Period of service put in after commencement of program	Reimbursement amount
0-6 Months	100000 Rs
6 Months 1 day -12 Months	75000 Rs
12 Months 1 day-18 Months	50000 Rs
Above 18 Months	Nil

For ZKTeco Biometrics India Pvt Ltd.

  
Gopal Krishna Sathapathy  
Authorized Signatory

Signature of the employee





16-Aug-2021

Dear Karthik Kaveti,  
B.Sc., Computer Science  
Sri Bharathi Degree College

Candidate ID – 15654189

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant reserves the right to terminate the offer.



## Compensation and Benefits

Name: Karthik Kaveti

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	<b>Annual Gross Compensation</b>		<b>220,499</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>232,499</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>251,999</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

November 19, 2021

Dept: Research and Development

Ref Num: ACI/ASR/OL/20211119

Ms. Vedicherla Venkata Vyshnavi  
D/o. Late Mr. Vedicherla Radhakrishna  
26-8-212, VMR Nagar  
1st Street, Near Mahila Pranganam  
Andhrakesari Nagar  
Nellore  
Andhra Pradesh - 524 004.

2019

**OFFER LETTER**

Dear Ms. Vedicherla Venkata Vyshnavi,

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 Research and Development Department. Your Annual CTC Salary will be Rs. 2,00,000/- (Rupees Two Lakhs 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:

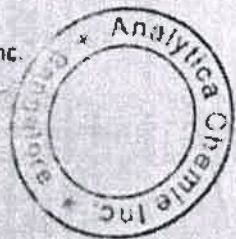
1. Proof of age
2. Copies of Educational Certificates
3. Copies of professional Certificates
4. Relieving certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last pay slip received from the previous employer
7. Form 16 (TDS certificate)
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.

MS  
Authorised Signatory





November 19, 2021

Dept: Research and Development

Ref Num: ACI/ASR/OL/20211119

Ms. Pallipaka Poojalatha  
D/o. Mr. Pallipaka Rajarathnam  
Pati Mitta Veedhi, Chennuru-2  
Guduru, Tippavarappadu PO  
Nellore  
Andhra Pradesh - 524 406.

OFFER LETTER

Dear Ms. Pallipaka Poojalatha,

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 Research and Development Department. Your Annual CTC Salary will be Rs. 2,00,000/- (Rupees Two Lakhs 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





November 19, 2021

Dept: Research and Development

Ref Num: ACI/ASR/OL/20211119

Mr. Pujari Guru Raja  
S/o. Late Mr. P Sreenivasalah  
1-58, Lingaladinne Village  
Katriki Post, Kowthalam Mandalam  
Kurnool  
Andhra Pradesh - 518 333.

OFFER LETTER

Dear Mr. Pujari Guru Raja,

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 Research and Development Department. Your Annual CTC Salary will be Rs. 2,00,000/- (Rupees Two Lakhs 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







## RAGHAVA LIFE SCIENCES PVT LTD

#8-2-603/1/27 & 28 Krishnapuram Street  
Road No 10, Banjara Hills, Hyderabad, Telangana

April 26, 2022

Dear Ms. Sandhyarani Malle

### Offer of Employment

We are pleased to offer you the position of **Jr. Chemist in R&D (CRO Lab)** Department in Our Organization basing on your application and interview you had with us. Your place of work will be at **Raghava Life Sciences Pvt. Ltd, Road No.5, Plot No. 113 & 114, Aleap Industrial Area, Gajularamaram, Hyderabad, Telangana, India - 500090**

Your total compensation package (CTC) shall be Indian Rupees. This includes Basic, Allowances, Statutory contributions and other benefits as governed by company policies, subject to Income Tax regulations in force from time to time.

A detailed appointment order, outlining the break-up of your salary and terms and conditions shall be issued when you join the organization. You will be on probation for a period of **180 days** from Date of Joining. Probation period may be extended, at the sole discretion of the management.

This offer is subject to acceptance from your end, clearances of your reference check and pre-employment medical test. You are required to sign a confidentiality and non-disclosure agreement on your joining.

This offer is valid up to **April 29, 2022**. Please sign and return duplicate copy of this letter in acceptance of the above. You are required to join our organization on or before **April 29, 2022** from issue of this offer, failing which this offer stands withdrawn.

We request you to bring the following documents / Credentials at the time of Joining and submit to HR Dept.

- Copy of your offer letter.
- Employee Information sheet duly filled in.
- Should be submitting original educational certificates and mark sheets at the time of joining.
- Four passport size color photos.
- Relieving and Experience/Service letter from your previous employer
- Copy of Salary Breakup (Increment/Offer Letter)/Last three months' Salary Slips
- PF & ESI declaration form duly filled in.
- Copy of Form 16 issued by your present employer if you are assessed to it.

We look forward to your joining our organization.

for Raghava Life Sciences Pvt. Ltd

  
Lohith Reddy Ponguleti  
Managing Director

I accept the offer of employment on the above terms.

\_\_\_\_\_  
Signature and Date



**Raghava Life Sciences Pvt. Ltd.**  
 # 6-2-6034/27, 3rd Floor, Raghava Park, Krishnaiah Road  
 Road No. 10, Banjara Hills, Hyderabad - 500034.

**Payslip for the period from 26th May 2022 to 25th June 2022**

Employee Code	101470	UAN	
Name	Sandhya Rani Malle	ESIC No	101820051896
Designation	Junior Chemist	PAN No	ORQPS9191M
Department	R&D - CRO	Bank Account No	922010022957871
Date of Joining	02-05-2022	Bank IFSC	UTIB0000068
Month Days	31	Payable Days	00031
Paid Leaves / LOP	1	Gross Per Month	12745
			0

Earnings	Actual		Deductions	Actual
		Earned		
Basic	₹ 7,010.00	₹ 7,010.00	PF (EE)	₹ 841.00
HRA	₹ 2,804.00	₹ 2,804.00	ESI (EE)	₹ 96.78
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 & Periodics	₹ 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>
			<b>Net Pay</b>	<b>₹ 11,808.00</b>
			<b>Rupees Eleven Thousand Eight Hundred Eight Only</b>	

This is a system generated payslip and does not require signature

# Shobha Life Sciences Pvt Ltd

H No 1-10-310, Cosary bazaar, Behind DR. Krishna clinic,

New Bowenpally Circle 18, Hyderabad-500012

Email ID: [shobhalife@gmail.com](mailto:shobhalife@gmail.com)

## Offer Letter

Dear:

M/r. Katan Ravi Kumar,

S/o K Venkateswarlu,

Somalia Village,

Anantasagarani Mandal,

Nellore Dist.

Date: 23/09/2022

Sub: Appointment to the post of Trainee Chemist.

This has reference to your application for employment in our organization and subsequent interview you had with us. We are pleased to appoint you as "Trainee Chemist - Quality Control" in the API R&D Centre based at Pitanpalli village, in the following terms and conditions:

- 1) You will be on probation for a period of Six Months from your joining date. Your probationary period may be extended at the discretion of the Management.
- 2) a) During the probationary period or extended period, if any, your services may be terminated for failure of performance or violation of norms of behavior and conduct at any time giving one month notice or one month's salary in lieu thereof.  
b) Similarly, during the probation period, you may resign from the Company's services by giving one month notice, after handing over all Company's properties.  
c) Unless confirmed in writing whether the Company can offer you permanent employment, you will continue to be on probation. However your appointment on probation does not entitle you as a matter of any right to permanent employment with us.
- 3) During the tenure of your employment with us, either permanent or probation, as the case may be, you will have to work at various places which will be communicated to you from time to time and on exigencies of business, you are liable to be transferred to any department, establishments, Sister concerns, divisions or units of the company situated anywhere in India, at the discretion of the Management.
- 4) During the period of employment with the company, you shall not engage yourself or association with any other person, in any other business or occupation, with or without remuneration, other than that of our Company. You are required to maintain the highest order of discipline and secrecy as regards the work of the company. In case of any breach of discipline/trust, the company may terminate your employment with immediate effect.
- 5) During the tenure of your service, you will treat all information coming to you as strictly confidential and will not be divulged by you to any outside or unauthorized persons.
- 6) a) - If you remain absent without prior permission or overstay the sanctioned leave for more than eight consecutive days, you will be deemed to have deserted your service, thereby bringing about termination of your employment with the company, with immediate effect.

# Shobha Life Sciences Pvt Ltd

H.No.1-10-310, Cosary bazaar, Behind Of: Krishna Clinic,

New Bowenpally Circle - 8, Hyderabad-500012

Email id: [Shobhalifesciences@gmail.com](mailto:Shobhalifesciences@gmail.com)

7) If you remain on sick leave for more than 90 days consecutively, you are liable to be discharged from the employment of the company due to unfitness medically for work.

7) This appointment is made on the understanding that the information given by you, in your application is correct, true and complete. If it is found at any time that the information given by you is not true or incorrect/incomplete, this appointment may be withdrawn or terminated at any time after you have taken up employment with us.

8) You will retire from the Company services on attaining the age of 58 years.

9) The continuation of your services is subject to your being found and remaining medically and physically fit.

10) After confirmation in the employment, your services may be terminated for any breach of terms and conditions of the appointment or any rules or for any other reasons at the discretion of the Management by giving one-month notice or salary in lieu of the notice period. Similarly you may leave the company's services by giving one-month notice.

11) You are governed by all standard rules and regulations of the Company as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh service rules.

12) Disputes or litigation's if any arising out of this employment contract is subject to Nalgonda City court jurisdiction only.

Your remuneration package will be: - 2,16,000/- Per annum ( CTC ) 18000/- per Month

Other details will be informed before joining dt: 7-10-2022

Note: -

Please carry following documents along with you while joining

1. Your education certificates.
2. Aadhar & Pan Xerox
3. Medical fitness certificates.
4. Two- passport size photos.
5. First Page of Bank Pass Book Xerox Copy

**For Shobha Life Sciences Pvt. Ltd.**

  
Managing Director



# ANVITHA LIFE CARE PRIVATE LIMITED

Date : 27-08-2022

To

Miss. Mylari Supraja

D/O M. Chengaiah

Aruru village

Chittamuru - 52417.

Tirupati District,

Andhra Pradesh.

Sub : Offer of Appointment - Reg.

Dear Madam,

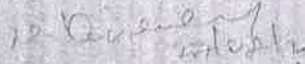
With reference to the interview you had with us on 27-08-2022, we are pleased to inform that you are provisionally selected for the post of **"Junior Executive (Trainee R&D Department)"** in our organization with a Gross salary of **Rs.11,400/-** per month. The letter of detailed appointment order will be issued to you at the time of your joining the organization.

If you accept for the above offer please sign the copy of this letter and mail the same to us and also inform your joining date and it will be not later than 01-09-2022.

We welcome you to our organization.

Thanking you,

Yours faithfully,

  
(Vishweshwer Muthyam)

Director

# Shobha Life Sciences Pvt Ltd

H.No.1-10-310, Cosary bazaar, Behind DR. Krishna clinic,  
New Bowenpally, Circle 18, Hyderabad-500012

Email ID: Shobhalifesciences@gmail.com

## Offer Letter

Dear

M/s. Shaik Rajeena,  
D/o Sk Basheer Ahamed,  
11-33-306, Thufan nagar,  
Kavali, Yeturu Village,  
SPSR Nellore Dist.

Date: - 28/09/2022.

Sub: Appointment to the post of Trainee Chemist.

This has reference to your application for employment in our organization and subsequent interview you had with us, we are pleased to appoint you as "Trainee Chemist – Quality Control" in the API R&D Centre based at Pitampalli village, in the following terms and conditions:

- 1) You will be on probation for a period of Six Months from your joining date. Your probationary period may be extended at the discretion of the Management
- 2) a) During the probationary period or extended period, if any, your services may be terminated for failure of performance or violation of norms of behavior and conduct at any time giving one month notice or one month's salary in lieu thereof.  
b) Similarly, during the probation period, you may resign from the Company's services by giving one month notice, after handing over all Company's properties.  
c) Unless confirmed in writing whether the Company can offer you permanent employment, you will continue to be on probation. However your appointment on probation does not entitle you as a matter of any right to permanent employment with us.
- 3) During the tenure of your employment with us, either permanent or probation, as the case may be, you will have to work at various places which will be communicated to you from time to time and on exigencies of business, you are liable to be transferred to any department, establishments, Sister concerned, divisions or units of the company situated anywhere in India, at the discretion of the Management.
- 4) During the period of employment with the company, you shall not engage yourself or association with any other person, in any other business or occupation, with or without remuneration, other than that of our Company. You are required to maintain the highest order of discipline and secrecy as regards the work of the company. In case of any breach of discipline/trust, the company may terminate your employment with immediate effect.
- 5) During the tenure of your service, you will treat all information coming to you as strictly confidential and will not be divulged by you to any outside or unauthorized persons.
- 6) a). If you remain absent without prior permission or overstay the sanctioned leave for more than eight consecutive days, You will be deemed to have deserted your service, thereby bringing about termination of your employment with the company automatically on your own.



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# Shobha Life Sciences Pvt Ltd

H.No.1-10-310, Cosary bazaar, Behind DR. Krishna clinic,  
New Bowenpally, Circle 18, Hyderabad-500012

Email ID: Shobhalifesciences@gmail.com

- b) If you remain on sick leave for more than 90 days consecutively, you are liable to be discharged from the employment of the company due to unfitness medically for work.
- 7) This appointment is made on the understanding that the information given by you, in your application is correct, true and complete. If it is found at any time that the information given by you is not true or incorrect incomplete, this appointment may be withdrawn or terminated at any time after you have taken up employment with us.
- 8) You will retire from the Company services on attaining the age of 58 years.
- 9) The continuation of your services is subject to your being found and remaining medically and physically fit
- 10) After confirmation in the employment, your services may be terminated for any breach of terms and conditions of the appointment or any rules or for any other reasons at the discretion of the Management by giving one-month notice or salary in lieu of the notice period. Similarly you may leave the company's services by giving one-month notice.
- 11) You are governed by all standard rules and regulations of the Company as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh service rules.
- 12) Disputes or litigation's if any arising out of this employment contract is subject to Nalgonda City court jurisdiction only

**Your remuneration package will be: - 2,16,000/- Per annum ( CTC ) 18000/- per Month**

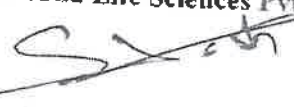
Other details will be informed before joining dt: 10-10-2022

Note: -

Please carry following documents along with you while joining

1. Your education certificates.
2. Aadhar & Pan Xerox
3. Medical fitness certificates.
4. Two- passport size photos.
5. First Page of Bank Pass Book Xerox Copy

For Shobha Life Sciences Pvt, Ltd.



Managing Director

# Shobha Life Sciences Pvt Ltd

H.No.1-10-310, Cosary bazaar, Behind DR. Krishna clinic,  
New Bowenpally, Circle 18, Hyderabad-500012

Email ID: [Shobhalifesciences@gmail.com](mailto:Shobhalifesciences@gmail.com)

## Offer Letter

Dear

M/s.Manda Vyshnavi,  
D/o M Nageswara Rao,  
Sai Peta Village,  
Kondapuram Mandal,  
SPSR Nellore Dist .

Date:- 28/09/2022.

Sub: Appointment to the post of Trainee Chemist .

This has reference to your application for employment in our organization and subsequent interview you had with us, we are pleased to appoint you as "Trainee Chemist - Quality Control" in the API R&D Centre based at Pitampalli village, in the following terms and conditions:

- 1) You will be on probation for a period of Six Months from your joining date. Your probationary period may be extended at the discretion of the Management
- 2) a) During the probationary period or extended period, if any, your services may be terminated for failure of performance or violation of norms of behavior and conduct at any time giving one month notice or one month's salary in lieu thereof.  
b) Similarly, during the probation period, you may resign from the Company's services by giving one month notice, after handing over all Company's properties.  
c) Unless confirmed in writing whether the Company can offer you permanent employment, you will continue to be on probation. However your appointment on probation does not entitle you as a matter of any right to permanent employment with us.
- 3) During the tenure of your employment with us, either permanent or probation, as the case may be, you will have to work at various places which will be communicated to you from time to time and on exigencies of business, you are liable to be transferred to any department, establishments. Sister concerned, divisions or units of the company situated anywhere in India, at the discretion of the Management.
- 4) During the period of employment with the company, you shall not engage yourself or association with any other person, in any other business or occupation, with or without remuneration, other than that of our Company. You are required to maintain the highest order of discipline and secrecy as regards the work of the company. In case of any breach of discipline/trust, the company may terminate your employment with immediate effect.
- 5) During the tenure of your service, you will treat all information coming to you as strictly confidential and will not be divulged by you to any outside or unauthorized persons.
- 6) a). If you remain absent without prior permission or overstay the sanctioned leave for more than eight consecutive days, You will be deemed to have deserted your service, thereby bringing about termination of your employment with the company automatically on your own.



# Shobha Life Sciences Pvt Ltd

H.No.1-10-310, Cosary bazaar, Behind DR. Krishna clinic,  
New Bowenpally, Circle 18, Hyderabad-500012

Email ID: Shobhalifesciences@gmail.com

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**Your remuneration package will be: - 2,16,000/- Per annum ( CTC ) 18000/- per Month**

Other details will be informed before joining dt: 10-10-2022

Note: -

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For Shobha Life Sciences Pvt. Ltd.



Managing Director

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# Shobha Life Sciences Pvt Ltd

H.No.1-10-310, Cosary bazaar, Behind DR Krishna Centre,

New Bowenpally, Circle 18, Hyderabad-500012

Email ID: Shobhalifesciences@gmail.com

## Offer Letter

Date:- 28/09/2022

Dear

Ms. Anvula Sireesha,  
D/o A Venkateswarlu,  
Yerutu Village,  
Chejara Mandal,  
Nellore Dist.

Sub: Appointment to the post of Trainee Chemist .

This has reference to your application for employment in our organization and subsequent interview you had with us, we are pleased to appoint you as "Trainee Chemist - Quality Control" in the APLR&D Centre based at Pitampalli village, in the following terms and conditions:

- 1) You will be on probation for a period of Six Months from your joining date. Your probationary period may be extended at the discretion of the Management
- 2) a) During the probationary period or extended period, if any, your services may be terminated for failure of performance or violation of norms of behavior and conduct at any time giving one month notice or one month's salary in lieu thereof.  
b) Similarly, during the probation period, you may resign from the Company's services by giving one month notice, after handing over all Company's properties.  
c) Unless confirmed in writing whether the Company can offer you permanent employment, you will continue to be on probation. However your appointment on probation does not entitle you as a matter of any right to permanent employment with us
- 3) During the tenure of your employment with us, either permanent or probation, as the case may be, you will have to work at various places which will be communicated to you from time to time and on exigencies of business, you are liable to be transferred to any department, establishments, Sister concerned, divisions or units of the company situated anywhere in India, at the discretion of the Management.
- 4) During the period of employment with the company, you shall not engage yourself or association with any other person, in any other business or occupation, with or without remuneration, other than that of our Company. You are required to maintain the highest order of discipline and secrecy as regards the work of the company. In case of any breach of discipline/trust, the company may terminate your employment with immediate effect.
- 5) During the tenure of your service, you will treat all information coming to you as strictly confidential and will not be divulged by you to any outside or unauthorized persons
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# Shobha Life Sciences Pvt Ltd

H.No.1-10-310, Cosary bazaar, Behind DR. Krishna clinic,

New Bowenpally, Circle 18, Hyderabad-500012

Email ID: [Shobhalifesciences@gmail.com](mailto:Shobhalifesciences@gmail.com)

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- 7) This appointment is made on the understanding that the information given by you, in your application is correct, true and complete. If it is found at any time that the information given by you is not true or incorrect or incomplete, this appointment may be withdrawn or terminated at any time after you have taken up employment with us.
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- 9) The continuation of your services is subject to your being found and remaining medically and physically fit.
- 10) After confirmation in the employment, your services may be terminated for any breach of terms and conditions of the appointment or any rules or for any other reasons at the discretion of the Management by giving one-month notice or salary in lieu of the notice period. Similarly you may leave the company's services by giving one-month notice.
- 11) You are governed by all standard rules and regulations of the Company as existing now and as may be amended from time to time. However Management reserves the right to modify, after or delete the existing rules or introduce fresh service rules.
- 12) Disputes or litigations if any arising out of this employment contract is subject to Nalgonda City court jurisdiction only.

Your remuneration package will be: - 2,16,000/- Per annum ( CTC ) 18000/- per Month

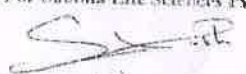
Other details will be informed before joining dt: 7-10-2022

Note: -

Please carry following documents along with you while joining

- 1. Your education certificates.
- 2. Aadhar & Pan Xerox
- 3. Medical fitness certificates.
- 4. Two passport size photos.
- 5. First Page of Bank Pass Book Xerox Copy

For Shobha Life Sciences Pvt. Ltd.

  
Managing Director



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2019-2021 batch



Date: Mar 26, 2022  
Offer No : QS2551421

**CHENNEBOINA PRASANTHI**  
**TURKAPALLI**  
TURKAPALLI 500078  
TELANGANA

**FIXED TERM EMPLOYMENT CONTRACT**

Dear **CHENNEBOINA PRASANTHI**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

**DEPUTATION:**

You are deputed to BHARAT BIOTECH INTERNATIONAL LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from MAR 28, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

**TENURE:**

The term of your Contract shall be valid from MAR 28, 2022 to APR 14, 2023.

**COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be

Quess Confidential  
This is a system generated letter

Offer No : QS2551421

Page 1

**QUESS Corp Ltd**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: **1800-572-3333**



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**  
Open the camera on your smart phone and scan.

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Compensation Sheet

Offer No: QS2551421      Associate Name: **CHENNEBOINA PRASANTHI**  
 Designation: elt- quality operations      Location: TURKAPALLY

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11000	132000
House Rent Allowance	4400	52800
Statutory_bonus	916	10992
<b>Gross Salary</b>	<b>16316</b>	<b>195792</b>

Employer's Contribution		
Employer_esi	531	6372
Employer Provident Fund	1430	17160
Insurance	165	1980
Attendance Incentive	1500	18000
Sigmp	1000	12000
<b>Total Contribution</b>	<b>4626</b>	<b>55512</b>
<b>Cost to Company: (CTC)</b>	<b>20942</b>	<b>251304</b>

Deduction: (Subjected to change)		
Employee Esi	123	1476
Provident Fund	1320	15840
Professional Tax	150	1800
<b>Total Deduction</b>	<b>1593</b>	<b>19116</b>
<b>Net Take Home</b>	<b>14723</b>	<b>176676</b>

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16

*Ch. Prasanthi*

Quest Confidential  
This is a system generated letter

Offer No : QS2551421

Page 7

**QUEST Corp Ltd**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.questcorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**  
Open the camera on your smart phone and scan.

65

BBB N<sup>o</sup> 021094



THE KARUR VYSYA BANK LIMITED  
HUMAN RESOURCES DEPARTMENT  
CENTRAL OFFICE, ERODE ROAD  
KARUR - 639001, Tamil Nadu

Ph- 04324 -226520, Extn.269465/67/73/75 Email: [recruitment@kvbmail.com](mailto:recruitment@kvbmail.com)  
CIN:L65110TN1916PLC001295

HRD/DIRECT\_RECT\_BSSE\_CTC/L1/3615/2022

23/08/2022

Mr. Natakam Sravanth Kumar  
Sirasanambedu, Pellakur Mandal, Tirupati District,  
Andhra Pradesh, Tirupati-524129,  
Andhra Pradesh  
E-Mail: [sravanthkumar6363@gmail.com](mailto:sravanthkumar6363@gmail.com)  
Mobile: 6305807711  
Appl. Id: 174992



**SUB: OFFER OF APPOINTMENT**

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

**1. Commencement of Employment:**

You will be designated as **Branch Sales & Service Executive**. As part of the joining process, you are advised to report on 05/09/2022 at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

**TVS Training and Services**

No : 61, Reddy Street, Vanagaram Main Road, Athipattu,  
Ambattur Industrial Estate, Chennai-600058.

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on 12/09/2022 at our Naidupeta Branch. (Address mentioned below)

**The Karur Vysya Bank Ltd,**  
**O.R.R. Complex, D.No. 4-16-236, Opp.R&B Guest House, Old Gnt Rd,**  
**Naidupeta - 524126, AP**

This offer is subject to medical fitness. For this, you are advised to submit a satisfactory latest Medical Certificate & relevant reports of your fitness obtained from reputed Corporate Hospitals on your date of reporting at the training venue.





**Schedule I - Compensation Details**

	Monthly	Annual
<b>Annual CTC Package</b>	<b>25000</b>	<b>3,00,000</b>
<b>CTC Structure</b>	<b>Monthly</b>	<b>Annual</b>
Basic Pay	10,000	1,20,000
Special Allowance	13,292	1,59,500
<b>Monthly Gross (A)</b>	<b>23,292</b>	<b>2,79,500</b>
NPS / DCRBS (Bank Contribution)	1,000	12,000
Annual Medical premium	292	3,500
Gratuity - As per Act (Half month salary per completed year of service)	417	5,000
<b>Total (B)</b>	<b>1,709</b>	<b>20,500</b>
<b>Total CTC (C=A+B) #</b>	<b>25,000</b>	<b>3,00,000</b>

Total CTC is Rupees Three Lakhs only.

In addition to the above CTC, eligible Location allowance shall be paid.

# Subject to TDS as per applicable Tax Laws.





HR SOLUTIONS • BPO SOLUTIONS • BUSINESS CONSULTANCY • TRAINING SOLUTIONS

Date: 03/06/2022

Veluru Mahesh

Anepudi(Vi&PO), Doravarisatram (M), Nellore Dist, A.P - 524123  
9182797525  
Email Id velurumahesh16@gmail.com

Dear Veluru Mahesh

With reference to your application and subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions with effect from 08/06/2022

1. Designation & Place of work - You will be designated as " Jr. Officer" " QC" and assigned to work on Project with our client Hetero Labs Limited Jadcherla, Unit - V.
2. Basic Salary - You will be paid a basic salary of Rs 7000 /- per month.
3. House Rent Allowance - You will be paid HRA of Rs. 2800 /- per month.
4. Conveyance Reimbursement - You will be reimbursed an amount of Rs. 2800 /- per month.
5. Other Allowance - You will be entitled to an amount of Rs. 1400 /- per month other Allowance.
6. You are eligible for Provident Fund & ESIC in accordance with the existing statutes and the rules and regulations of the Company
7. The rules and regulations of the client organization will govern you and you shall abide by it.
8. The firm reserves the right to terminate your services on giving you a notice of Three month or payment in lieu thereof. Similarly, you shall be at liberty to resign from services after giving three-months notice or salary in lieu thereof

CRUX MANAGEMENT SERVICES (P) LTD.

# 410 Life Style Building, 4<sup>th</sup> Floor,  
My Home. Tycoon, Kundanbagh,  
Begumpet, Hyderabad - 500 016.  
Phone : 040 - 2340 0339  
email: mailadmin@cruxmanagement.com  
email : crux\_backend@gmail.com





To,  
Mr. Mannem Vamsee Krishna  
S/o Venkateswarlu  
City/Village : Ramanaidupalli,  
Mandal : Marriadu,  
District : Nellore-524307.

Date:21.11.2020,

Sub : Letter for Training

We extend to you our warmest welcome to our family of **Divi's Laboratories Limited.**

With reference to your application and discussions had with you ,we are pleased to offer you a one-year training in PDSC Department, at Unit-1, situated at Lingo jigudem Village , Choutuppal Mandal , Yadadri Bhuvanagiri District on the on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of **Rs.15000/-** per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of **Rs.16000/-** per month from the 1st of the following month.
3. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period. Your training will be terminated , if you are not found medically fit.
4. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
5. You shall be liable to be transferred/posted to any location, department & unit of the organization,depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules, regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
7. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
8. You are entitled to 15 casual and five sick leaves during your training period. You will also be covered under ECI act,1947.
9. This offer of training is based on the information furnished in your application. If, at any given time, it comes to the knowledge of the organization that you are not fit for the training, the organization reserves the right to terminate the training at any time without any notice.



Date: 15<sup>th</sup> November, 2022

Confidential...

Mr. Allepudi Vijaya Krishna,  
S/o Veeraraghavulu,  
00, Pittivani Palli, Muttembaka,  
Nellore, Andhra Pradesh - 524415

## Letter of Offer

Dear Mr. Vijaya Krishna,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Trainee Chemist – Quality Control (Grade: TR-I)** in **M/s Optimus Drugs (P) Ltd.**, Survey No.: 239 & 240, Dothigudem (V), Pochampally (M), Yadadri (D), Telangana - 508 254.

The detailed appointment letter will be given to you at the time of joining. You have to Join on or before **21<sup>st</sup> November, 2022** otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.

You are required to carry the following documents at the time of joining.

1. Copy of Offer Letter.
2. Proof of date of birth SSC/ SSLC / HSC certificate stating date of birth.
3. All Educational Qualification Certificates (Originals & Xerox Copies).
4. Six Photographs (Passport size – Colour).
5. Appointment Letter of Previous Company.
6. Relieving & Service Certificate from Previous Employer & Last Drawn Salary slip.
7. Copy of PAN & AADHAR (2 Copies Each Mandatory).
8. Form 16 & Bank Statement.
9. Employees Provident Fund - UAN (Universal Account Number) (if applicable).
10. All Experience and Relieving letters from Previous Companies (if applicable).
11. Pre-employment Medical Examination-You need to undergo medical tests and submit the form along with the reports on day of joining.

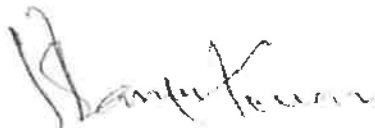
This letter of offer is being sent in duplicate. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining with us.

We sincerely welcome you to our OPTIMUS family.

With best wishes,

For OPTIMUS DRUGS (P) LTD,

I accept the above terms.



AUTHORIZED SIGNATORY

Signature:

Name:

Date:

2019-20

SKVen

SKVen Technologies Pvt. Ltd.

10<sup>th</sup> February' 2022

**Ms. LAKSHMAIAH RASALA**  
S/O : RAMANATH RASALA

Add : Venkatampeta (Post & Village), Duthalur (Mandal),  
SPSR Nellore (Dist), Andhra Pradesh  
Pin Code: 524230

EMP No.: 312

Dear Lakshmaiah,

We are pleased to inform you that you are hereby appointed as **Research Associate** our Organization to be based at **Hyderabad** as per terms and conditions discussed and agreed upon as under:

1. This appointment is effective from the date of your joining our Organization.
2. Your salary and CTC shall be as per enclosed Annexure - I.
3. You will be placed on **Training** for a period of **Six months** and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent.
4. During **Training**, the **notice period** for termination / resignation will be 1 month from either side. After confirmation, your services can be terminated at any time by three months notice. In case of resignation from services of the Company, you will have to give Three months notice.
5. After successful completion of your **Training**, you will be confirmed in writing as a permanent employee of the Company depending on your performance. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time, as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working, on behalf of the Company.
6. Your future increments, promotion or any beneficiary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
7. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff, which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
8. You shall retire from the services of the Company on attaining 58 years of age. Your date of birth for the purpose of Company's record is entered as 10<sup>th</sup> October'1999, as per the documents submitted by you.

2019-20

# Optimus

Date: 24<sup>th</sup> January, 2022

Confidential...

Mr. Mekala Naresh,  
S/o Veeraswami,  
0-0, Kondapuram, Eswarawaka,  
Nellore, Andhra Pradesh - 524127

## Letter of Offer

Dear Mr. Naresh,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Trainee Junior Chemist – Analytical Research and Development (Grade: TR-II)** in **M/s Optimus Drugs (P) Ltd.**, Survey No.: 239 & 240, Dothigudem (V), Pochampally (M), Yadadri (D), Telangana - 508 254.

The detailed appointment letter will be given to you at the time of joining. You have to Join on or before **04<sup>th</sup> February, 2022** otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.

You are required to carry the following documents at the time of joining.

1. Copy of Offer Letter.
2. Proof of date of birth SSC/ SSLC / HSC certificate stating date of birth.
3. All Educational Qualification Certificates (Originals & Xerox Copies).
4. Six Photographs (Passport size – Colour).
5. Appointment Letter of Previous Company.
6. Relieving & Service Certificate from Previous Employer & Last Drawn Salary slip.
7. Copy of PAN & AADHAR (2 Copies Each Mandatory).
8. Form 16 & Bank Statement.
9. Employees Provident Fund - UAN (Universal Account Number) (if applicable).
10. All Experience and Relieving letters from Previous Companies (if applicable).
11. Pre-employment Medical Examination-You need to undergo medical tests and submit the form along with the reports on day of joining.

This letter of offer is being sent in duplicate. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining with us.

We sincerely welcome you to our **OPTIMUS** family.

With best wishes,

For **OPTIMUS DRUGS (P) LTD.**,



**AUTHORIZED SIGNATORY**

I accept the above terms.

Signature:

Name:

Date:



# Optimus

Date: 24<sup>th</sup> January, 2022

To,  
M/s Panchasheel Medical Services Pvt Ltd,  
Secunderabad,  
Hyderabad, Telangana.

Dear Sir / Madam,

## Pre-Employment Medical Health Check-Up

As per our agreement with your institution for Pre-Employment Medical Health Check-Up screening, we request you to do needful as per the details mentioned below.

Name of the Employee : Mekala Naresh  
Type of Check-Up : Pre-Employment Medical Health Check-Up  
Payment Basis : Credit Basis  
Clinic Address : Panchasheel, Hyderabad.  
Pre-Employment Medical Certificate : The Employee  
Invoice to be raise on the name of : M/s Optimus Drugs (P) Ltd.  
Reports & Invoice to be sent : The Employer (11<sup>nd</sup> Floor, Sy No. 37/A & 37/P,  
Plot No.6P, Signature Towers, Kothaguda,  
Kondapur, Hyderabad – 500 084, Telangana.)  
Note : Employee have to attend the Pre-  
Employment Medical Check-up on or before  
09:00 AM with empty Stomach (Fasting)

S No	Hospital	Contact Person	Mobile No.	Clinic Address	Clinic Phone
1	Secunderabad	Mr. Yadagiri	9618111551	# 401 A&B, Navketan Complex, Clock Tower, Secunderabad ,Hyderabad, Telangana 500003.	9618111551 9000144488

For OPTIMUS DRUGS (P) LTD,



AUTHORIZED SIGNATORY



**M/s.Optimus Drugs Private Limited**  
2nd Floor, Sy No. 37/A & 37/P, Plot No.6P, Signature Towers,  
Kothaguda, Kondapur, Hyderabad – 500 084, Telangana.  
Payslip for the month of July 2022

Emp Code	103098	Bank Name			
Name of the Employee	MEKALA NARESH	Bank Account Number			
Department	Analytical Research & Development	PF Number			
Designation	Trainee Junior Chemist	UAN Number			
Grade	TR-II	ESI Number	NA		
Date Of Joining	25-Jan-2022	Payable Days	31.00		
Location	Dothigudem	OT Hours	0.00		
Earning Details	Actual	Earning	Arrears/Others	Deduction Details	
Basic	7750.00	7750.00		Provident Fund	1488.00
HRA	3100.00	3100.00		Professional Tax	150.00
LTA	646.00	646.00		ESI	117.00
Functional Allowance	4004.00	4004.00			
Others	0.00	500.00			
Total Gross	15500.00	16000.00	0.00	Total Deductions	1755.00
Total Earnings		16000.00			
Net Pay	14245.00				
Net Pay In Words:	Rupees Fourteen Thousand Two Hundred Forty Five and Zero Paise Only				

This is a system generated statement which doesn't require a signature

2019-21

M

## Offer Letter-Reg

1 message

<hr@athulitha.com>

To: narendrareddynandyala2@gmail.com

Sun, 13 Mar, 2022 at 12:13 pm

13<sup>th</sup> March 2022

Mr.N Narendra,

Prasanth Nagar, Hyderabad,

Telanagana.

Dear N Narendra,

### Sub: Offer Letter

We refer to your application and the personal interview you had with us on 08.03.2022, we are pleased to inform you that you have been provisionally selected as an **Tr. Chemist in R&D Department** in located at Athulitha Laborites Pvt Ltd, plot No:34/A,sy No:298&300,SVCIE,IDA,Jeedimatla,Hyderabad, TS – 500055.

You will be on Probation for a period of **six months** from the date of joining.

A detailed appointment letter will be issued at the time of joining.

Please note that during your service you should stay at grounding 15 kilometers..

You are advised to join on or before **14<sup>th</sup> March 2022** failing which this offer expires.

You are requested to submit the following at the time of joining:



- a) Copies of certificates of education and technical qualifications if any
- b) Original certificates.
- c) Five passport size photographs and AADHAR card Xerox copy.
- d) Relieving letter and last salary drawn pay slip from previous employer.
- e) Health Check-up reports; CBP, CUE, Chest 'X' ray, Blood grouping, Medical Fitness certificate.
- f) Previous organization UAN number, ESIC number if any.
- g) Bank Statement.
- h) HDFC Bank Account (If available).

As a token of your acceptance of the terms and conditions mentioned hereinabove, please sign duplicate copy of this letter.

We wish you all the best and expect a mutually rewarding relationship.

For Athulitha Laboratories Private Limited

HR& Admin – Manager.

*Thanks & Regards*

*I Venkata Ramana*

*HR-Sr.Executive*

*913333248*

*Athulitha Laboratories Pvt Ltd*

*Hyderabad.*

SKVen

SKVen Technologies Pvt. Ltd.

Date : 13<sup>th</sup> September' 2022  
Name : Ms. Swarna . T  
Employee Code : 313  
Designation : Research Associate

Dear Swarna,

It gives us great pleasure and pride in recognizing your efforts and initiative in making SKVen Technologies Pvt. Limited as one of the leading pharmaceutical company. We value the hard work displayed by you.

As a token of appreciation, the management has decided to confirm your services w.e.f. 1<sup>st</sup> September' 2022.

Other terms and conditions remain same as described in appointment letter.

We are confident that you will deliver the best.

Warm regards,

SKVen Technologies Pvt. Ltd.

V. S. J.



Kumara Swami Vemula.



Annexure - 1

Appointment of Ms. Swarna T

**Break-up of Gross Remuneration**

Designation- Research Associate			EMP No : 313
S.No	Remuneration	Rupees (Per Month)	Rupees ( Per Anum)
1	<b>Monthly Benefits</b>		
A	Basic	5,200.00	62,400.00
B	House Rent Allowance	2,600.00	31,200.00
C	Uniform Allowance	1,000.00	12,000.00
D	Communication Expense	1,000.00	12,000.00
E	Books & Periodicals	1,000.00	12,000.00
F	Bonus	433.00	5,198.00
G	Meal Reimbursement	1,767.00	21,202.00
	<b>Total</b>	<b>13,000.00</b>	<b>1,56,000.00</b>

- Payment of perquisites, Allowances and reimbursements shall be subject to provisions of Income Tax, as applicable
- Annual Gross Compensation is worked out on Cost to Company (CTC) basis. In-case of any changes are affected due to government regulation, CTC shall be accordingly reworked without disturbing your total package.

For SKVEN Technologies Pvt. Limited.

ACCEPTED

V.K.V.

Kumara Swamy Vemula



T. Swarna  
Swarna T  
(Signature of Employee)



Date: 10-01-2023

To  
Mr. SYED BASHEER

**OFFER LETTER**

Dear Mr. SYED BASHEER,

This has reference to your application and the subsequent interview you had with HONOUR UNIT V. We are pleased to offer you for the position of "CHEMIST IN QUALITY ASSURANCE DEPARTMENT" in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 15,463/-P.M

Your expected Date of Joining : 13/01/2023

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 13-01-2023 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

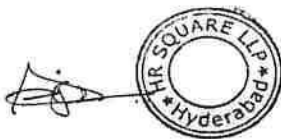
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest pay slip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized color photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



(Authorized signatory)



2019 - 20-21

16<sup>th</sup> Aug 2022

To

**Mr.P Teja**  
Jr. Executive - Production,  
Emp ID: 0254,  
Location: HO,  
Production Department.

Sub.: Confirmation Letter


Dear Mr.P Teja,

In view of your good performance during the Probation period, where in you displayed high degree of commitment and hard work, the management is pleased to confirm your services w.e.f 01<sup>st</sup> Aug 2022 as Executive – Production in Production Department. Detailed components of your revised Annual Compensation is enclosed at Annexure-I.

We wish you the best for a very enriching career and sustained growth with Gandour India Food Processing Private Limited.

All the other terms and conditions of your employment with the company will remain unchanged.

Yours Sincerely,  
For Gandour India Food Processing Pvt. Ltd.

  
Shuddha Sattwa Das  
Head - HR

**Dated : 16<sup>th</sup> Aug 2022**

**Name : P Teja**

**Emp Code : 0254**

**Designation : Executive - Production**

**Effective : 1<sup>st</sup> Aug, 2022**

Components of Emoluments	Revise (INR) Per Annum	Revise (INR) Per Month
<b>Basic</b>	<b>1,10,000</b>	9,167
<b>HRA</b>	44,000	3,667
Special Allowance	92,800	7,733
Medical Allowance	15,000	1,250
<b>Total (A)</b>	<b>2,61,800</b>	<b>21,817</b>
Retirals		
PF - Employer Contribution	13,200	1,100
<b>Total (B)</b>	<b>13,200</b>	<b>1,100</b>
<b>Grand Total (A+B)</b>	<b>2,75,000</b>	<b>22,917</b>

Note:

- In addition to the above-mentioned CTC, you will be entitled for the Group Medi-claim, Group Insurance & Group Personal Accident Insurance Benefit which will be as per Company Policy.
- Please note that the Salary or Facilities of an employee are Confidential Matters and is Private information between him and the company and hence disclosure of this will be treated as violation of company rules.
- The above compensation structure is subject to change without affecting Annual CTC adversely.
- Applicable income tax would be borne by the employees.
- Please note that all your future annual increments or any raise in the annual compensation directly go into your Annual Performance Incentive component till the time your structure aligns with the company's compensation structure.





## YONTUS Offer Letter

1 message

Dr. Rihana Parveen Shaik <drparveen@yontus.com>  
Reply-to: drparveen@yontus.com  
To: akshaya patta <akshayapatta99@gmail.com>  
Cc: Dr. Challa / Yontus Life Sciences <drchalla@yontus.com>

Fri, Jul 1, 2022 at 2:03 PM

Dear Akshaya,

Greetings from YONTUS Life Sciences Pvt. Ltd

Based on interview and discussion had with you, we are offering you as Microbiologist and your salary will be approximately 13.5k per month (1.52 Lakhs /Year).

All the best and welcome to YONTUS

Thanks & Regards  
Dr. Rihana Parveen Shaik  
Head Quality

**YONTUS LIFE SCIENCES PVT LTD**  
D.No:3-13-14/A, Flat No.:101, 102, Block-A, Syamala Grand,  
Pattabhipuram 3rd Line, Guntur, AndhraPradesh, India-522006.  
Mobile/whatsup:- +91-7799217273  
Web: www.yontus.com

On 1 July 2022 at 11:33:26 +05:30, akshaya patta <akshayapatta99@gmail.com> wrote:

Good morning sir, I have been waiting for my offer letter for the post of QC at yontus life sciences. Would you please give me status of it.

Regards

Patta Akshaya



PRIVATE AND CONFIDENTIAL

30<sup>th</sup> August 2022

Mr. Varagadapu Mahesh,  
S/o Mr Varagadapu Radha Krishnaiah,  
Ragavaiahpeta, Beside Raja Reddy Apartment,  
Swatantrapuram, Sullurpeta,  
Andhra Pradesh - 524121.

Dear Varagadapu Mahesh,

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 **5<sup>th</sup> September 2022.**

**2. Work Location, Position**

- a. Your work location at commencement of your employment will be at **Sri City, Andhra Pradesh.** 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 sign and return the second copy (and the other relevant documents) to us in token of you 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  
PS Cluster Leader ISC

#### 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: 5/9/2022

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 : VARA GADAPU, VIHAESH

Signature & Date:

1/9/22

1-5, Seven Wells Street,  
St. Thomas Mount,  
Chennai - 600016, India  
T (91).044.2234 1131  
F (91).044.2233 0143  
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## Annexure I

<b>Mr. Varagadapu Mahesh</b>	
<b>Trainee Executive – Production</b>	
<b>Compensation Description (PA)</b>	
Basic Salary - (Comp 1)	1,80,000
HRA	12,000
<b>Total (A) - (Comp 2)</b>	<b>1,92,000</b>
Provident Fund (12% BS)	21,600
Gratuity (4.81% BS)	8,658
<b>Total (B)</b>	<b>30,258</b>
Variable: AIP/LIP Incentive pay** (Approximate/Not Guaranteed) (C)	13,440
<b>Total Cost to Company (Comp 5) - (A)+(B)+ (C)</b>	<b>2,35,698</b>

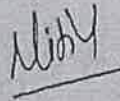
\*\*AIP – Annual Incentive Plan; LIP – Local Incentive Plan – Please refer to clause 11 of this offer

ACKNOWLEDGED AND AGREED

Name : Varagadapu Mahesh

Signature : 

1-5, Seven Wells Street,  
St. Thomas Mount,  
Chennai – 600016, India  
T (91).044.2234 1131  
F (91).044.2233 0143  
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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.

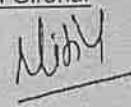
EMPLOYEE

INTERNATIONAL FLAVOURS AND  
FRAGRANCES (INDIA) PRIVATE  
LIMITED

Name: Varagadapu Mahesh

Name: Nitin Girdhar

Signature: 

Signature: 

Title: Trainee Executive - Production

Title: PS Cluster Leader ISC

Date: 11/9/2022

Date: 30th August 2022

1-5, Seven Wells Street,  
St. Thomas Mount,  
Chennai - 600016, India  
T (91) 044 2234 1131  
F (91) 044 2233 0143  
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# SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

## APPOINTMENT ORDER

Date: 01.03.2022

To

**Mr. Thurimerla Venkateswarlu**

Kothavellanti (Vil), Nellore Rural (Mandal),  
Nellore (DT)-524309, AP.

**Sub: Appointment order for the post of Technical Assistant - Col. Dr. Jeppiaar Ocean Research Field Facility - Reg.**

With reference to your application and the subsequent interview, you had with us on 18.06.2022. We are pleased to inform you that you have been recruited for the post of **Technical Assistant** in Col. Dr. Jeppiaar Ocean Research Field Facility of Sathyabama Institute of Science and Technology.

1. You are entitled for a basic pay of **Rs.11,590/-**
2. You are requested to convey your acceptance immediately and join duty on 07.03.2022
1. You should not engage in any other employment either on whole time or part-time basis.
2. You will be on a probation period of one year.
3. You need to give a three-month notice period to the management in the event of leaving the Institution.
4. You are obliged to be aligned with the University rules and regulations.
5. The University expects high standards of ethics in the workplace.
6. Your progress and growth is based on your performance and excellence.

All the best

  
**Dr. MARIAZEENA JOHNSON**  
CHANCELLOR

Total Salary Rs. **25,034/-**

Basic - Rs. 11,590/-

HRA (106%) - Rs. 12,285/-



## Pay Slip for the month of July 2022

Emp No	: 2408238	DOB	: 11 Jun 1999
Name	: BANAVATHU THARA SINGHNAIK	DOJ	: 13 Apr 2022
PF No	: BG/BNG/0035224/000/6424436	PAN NO	: GGUPB8328C
Bank Acc No	: 38584105972	Bank/Pay Mode	: SBI
UAN Number	: 101809788520	IFSC Code	: SBIN0005882
Location	: West Godavari	Designation	: ATA
LOP	: 0	Department	: Aqua Solutions
WORKDAYS	: 31	DaysInMonth	: 31
ESIC No.	:	Health Card No	:
ARREAR DAYS	:		

Earnings	Rs.	Deduction	Rs.
Basic	10414	Employee LWF	0
House Rent Allowance	4038	Employee PF Contribution	1800
Statutory Bonus	868	Professional Tax	200
Works Allowance	5830		
<b>Total Earnings</b>	<b>21150</b>	<b>Total Deduction</b>	<b>2000</b>
Reimbursement :	6900		
<b>Net Pay :</b>			<b>26050</b>
<b>In Words :</b>			<b>Twenty Six Thousand Fifty rupees</b>

Dear Associate We thank you for being part of TeamLease family! Now you can help others looking for job - Ask your friends & family members to visit our nearest TeamLease office to submit their resume OR send email to 3000jobs@teamlease.com So Hurry!

Mail your queries to [Info@teamlease.com](mailto:Info@teamlease.com) with Name & Employee ID

Good Health Plan Ltd , Insurance Helpline : 1800 4253232 / 18604253232 or Visit <http://www.ghpltpa.com>

**Important: Please mail us with your latest Mobile number and Email id to avoid missing out on important communications.**

**Note: PT for Maharashtra in February; Madhya Pradesh and Orissa in March will vary.**

Please complete the online mandatory training programme on Prevention of Sexual Harassment (POSH). The link to attend the programme is given here. If you have already completed the programme successfully, please ignore this message

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

This is a computer generated pay slip, No signature is required

Scan this QR code to download our Mobile App



Date: 20-Jul-2022

Ref: APL/Unit/HR/Offer/2022

Mr.. Malle Sraavan Kumar

Dear Mr. Malle Sraavan Kumar,

### Letter of Offer

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Executive (E1) - Quality Assurance\_UNIT-I (Wytells)** in **Wytells Pharma Private Ltd SyNos411P 425P 434P 435P 458P Plot NoS1A Special Economic Zone Pharma APIIC Green Industrial Park Polepally Village Jedcherla Mandal Mahaboob Nagar 509 302 Telanganaa** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **01-Aug-2022**. You are advised to report at our Wytells Pharma Private Ltd SyNos411P 425P 434P 435P 458P Plot NoS1A Special Economic Zone Pharma APIIC Green Industrial Park Polepally Village Jedcherla Mandal Mahaboob Nagar 509 302 Telanganaa by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Relieving letter from your present employer and latest salary slip.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card &Aadhar Card.
- To submit the resignation acceptance, copy from your current Company to APL, within 1 week from acceptance of this Offer Letter. If you fail to do so, this offer stands withdrawn automatically on close of seventh day from the date of receiving this offer.
- UAN/PF Number of previous organization (If applicable)
- Recent Post card size color photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail: [hr@aurobindo.com](mailto:hr@aurobindo.com)

For **WYTELLS PHARMA PRIVATE LIMITED**,



KIRAN

**KIRAN KUMAR P**  
**GENERAL MANAGER-HUMAN RESOURCES**

### Annexure – I

1. You shall be on probation for a period of six months from the date of joining which may be extended at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
2. The training that will be imparted to you during your service period involves considerable expenditure, both direct and indirect, financial and un-liquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
3. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years (excluding notice period) from the date of joining, out of which you being as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
4. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of the agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
5. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
  - a) If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,50,000/- (Rupees one lakh and fifty thousand only) towards cost of training and liquidated damages.
  - b) If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.100,000/- (Rupees One Lakh only) towards cost of training and liquidated damages.
6. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years with an absolute and unrestricted right to recover the compensation as per Clause No.5, in case you fail to compensate the said amounts towards breach of agreement.
7. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
8. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
9. You shall discharge such duties as may be entrusted to you from time to time by the Management.
10. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.
11. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
12. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.
13. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
14. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.



15. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
  - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
  - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
  - c. This clause is applicable to the employees operating in cGMP areas.
16. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
17. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
18. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
19. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed/ as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
22. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.
23. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.
24. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
25. You will be retired from the services of the Company on attainment of 58 years of age.
26. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
27. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at [cs@aurobindo.com](mailto:cs@aurobindo.com) or [ig@aurobindo.com](mailto:ig@aurobindo.com).

28. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

**For WYTELLS PHARMA PRIVATE LIMITED,**

A handwritten signature in black ink, appearing to read 'Kiran Kumar P', with the initials 'KUP' written below it.

**KIRAN KUMAR P  
GENERAL MANAGER-HUMAN RESOURCES**

**DECLARATION**

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter. I hereby accept the offer and along with terms and conditions as stated above in toto.

Date:

Signature:

Date: 20-Jun-2022

Ref: APL/Unit/HR/Offer/2022

Mr. **PANCHETI SRINIVASULU**

Dear Mr. **PANCHETI SRINIVASULU**,

**Letter of Offer**

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Control (Microbiology)\_Unit-4** in **APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **01-Jul-2022**. You are advised to report at our APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

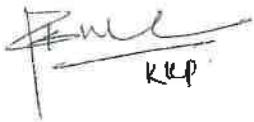
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card &Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id:[hr@aurobindo.com](mailto:hr@aurobindo.com)

For **AUROBINDO PHARMA LIMITED**,



KKP

**KIRAN KUMAR P**  
**GENERAL MANAGER-HUMAN RESOURCES**



### Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 15,500** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and un-liquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
  - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
  - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.

15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
  - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
  - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
  - c. This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.
25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.

26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at [cs@aurobindo.com](mailto:cs@aurobindo.com) or [ig@aurobindo.com](mailto:ig@aurobindo.com).
30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

**For AUROBINDO PHARMA LIMITED,**



KKP

**KIRAN KUMAR P  
GENERAL MANAGER-HUMAN RESOURCES**

#### DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:



Date: 09-Sep-2022

Ref: Wytells/Unit/HR/Offer/2020

Mr. Akula Praveen Kumar

Dear Mr. Akula Praveen Kumar,

**Letter of Offer**

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Control (Microbiology)\_UNIT-I (Wytells)** in **Wytells Pharma Private Ltd SyNos411P 425P 434P 435P 458P Plot NoS1A Special Economic Zone Pharma APIIC Green Industrial Park Polepally Village Jedcherla Mandal Mahaboob Nagar 509 302 Telanganaa** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **12-Sep-2022**. You are advised to report at our Wytells Pharma Private Ltd SyNos411P 425P 434P 435P 458P Plot NoS1A Special Economic Zone Pharma APIIC Green Industrial Park Polepally Village Jedcherla Mandal Mahaboob Nagar 509 302 Telanganaa by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

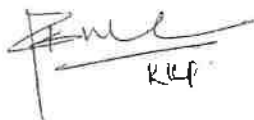
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card &Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id:[hr@aurobindo.com](mailto:hr@aurobindo.com)

For **WYTELLS PHARMA PRIVATE LIMITED,**



K.K.P.

**KIRAN KUMAR P**  
**GENERAL MANAGER-HUMAN RESOURCES**

### Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 15,500/-** per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and un-liquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
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11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
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15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
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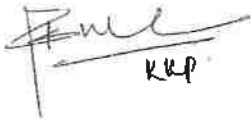


26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at [cs@aurobindo.com](mailto:cs@aurobindo.com) or [ig@aurobindo.com](mailto:ig@aurobindo.com).
30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

For WYTELLS PHARMA PRIVATE LIMITED,



KKP

**KIRAN KUMAR P**  
**GENERAL MANAGER-HUMAN RESOURCES**

#### DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:




Salary break up of **Mr. Akula Praveen Kumar**

Position : **Trainee**

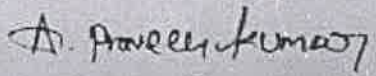
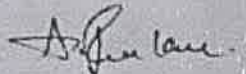
**Krebs - Nellore**

(1) Monthly	Monthly	Annual
Basic	5,000	60,000
House Rent Allowance	2,500	30,000
Education Allowance	300	3,600
Conveyance Allowance	800	9,600
Personal Allowance	4,600	55,200
<b>TOTAL (1)</b>	<b>13,200</b>	<b>158,400</b>
(2) Annual Benefits		
Provident Fund	1,284	15,408
Bonus	939	11,268
<b>TOTAL (2)</b>	<b>2,223</b>	<b>26,676</b>
<b>TOTAL (1 + 2)</b>	<b>15,423</b>	<b>185,076</b>

For KREBS BIOCHEMICALS & INDUSTRIES LTD

  
01/04/22  
SUDHAKAR KANNA  
GENERAL MANAGER - OPERATIONS

**ACCEPTED**





Unique Biotech Accounts 29/10/2021

to me, Geethanjani, Chaitanya



Dear Mr. Shaik Roshan Malik,

Greetings from UBL!!

We wish to inform you that based on the interview, you are selected for the post of " Trainee - R&D Department."

Your initial salary details are as follows:

**Shaik Roshan Malik**

Basic Salary	10,500.00
Other Allowances	4,500.00
	<b>15,000.00</b>
Yearly	<b>1,80,000.00</b>
PF Employers' Contribution	17,745.00
ESI Employers' Contribution	6,750.00
Bonus & Exgratia	13,994.00
<b>CTC per year</b>	<b>2,18,489.00</b>
<b>CTC per Month</b>	<b>18,207.42</b>
Monthly Gross Salary	15,000.00
(-) PF Contribution	1,260.00
(-) ESI Contribution	113.00





ESI Employers Contribution 6,750.00

Bonus & Exgratia 13,994.00

**CTC per year 2,18,489.00**

**CTC per Month 18,207.42**

Monthly Gross Salary 15,000.00

(-) PF Contribution 1,260.00

(-) ESI Contribution 113.00

(-) Professional Tax -

**Take Home 13,627.00**

Apart from this salary, you will be provided with **subsidized meals**.

You have to sign on a bond towards a minimum of **3 years work commitment for UBL**. If you break the contract in between three years, you will have to pay 3 months gross salary back to the company & no Service certificate & no Relieving letter will be provided.

You will be on Training for 1st Year (Probation), then you will be promoted as Junior. Executive, after completion of 5 years (Including probation period) in the company, you will be promoted as Sr. Executive.

Your Place of Work & Joining report is :

**M/s.Unique Biotech Ltd.,  
Plot No.2, Phase-II, MN Park,  
Kolthur, Shameerpet Mandal,  
Hyderabad-500078  
Ph.No.: 040-23480346/23480347  
Ph.No.: 9963889088**

This offer is valid for one week i.e. 04/11/2021. You may consider this mail as offer letter. Please confirm your date of joining by replying to this mail.

Please bring the documents as per the attachment, at the time of joining.

Please don't hesitate to contact us for any further clarification.



# VIRCHOW PETROCHEMICAL PVT LTD

Sy. Nos.632,633,636-642,645-648, Peddapally Vill.,Jadcherla Mdl.,

Mahabubnagar - 509302, Telangana.

## PAY SLIP (JUN-2022)

Employee Code	V2257	UAN	101582464149	
Employee Name	P Naveen	ESI		
Designation	Chargemen	PAN		
Department	Biotech Division	Bank Account No.	33539613342	
D.O.J.	29-01-2022	Bank Name	State Bank of India	
	<b>Actuals</b>	<b>Earnings</b>	<b>Deductions</b>	
<b>Particulars</b>	<b>Amount</b>	<b>Amount</b>	<b>Particulars</b>	<b>Amount</b>
Basic	7250	7250	EPF	837
HRA	4350	4350	ESI	130
Transport Allow	2900	2900	Prof.Tax	150
Attendance Bonus	500	500	LOP	758
Overtime	3081	3081	Advance	0
CSAllow	0	0	Mediclan	0
Others	0	0	Canteen	0
<b>Total Gross Earnings</b>	<b>18081</b>	<b>18081</b>	<b>Total Deductions</b>	<b>1875</b>
			<b>Net Pay</b>	<b>16206</b>
(Rupees:Sixteen Thousand Two Hundred Six Only)				

For VIRCHOW PETROCHEMICAL PVT LTD

M. Srinivas  
AUTHORISED SIGNATORY





**Offer : Computer Consultancy**  
**Ref : TCSL/EP2022CN0749413/ Chennai/1872411**  
**Date : 19-MAY-2022**

**Mr. Venkataramanaiah Kanasani**  
131, Papampalli Village, Nandipadu Post  
Duttaluru Mandal, Spsr Nellore Dist, Ap  
Nellore, Andhra Pradesh, India  
Tel No.: 8008478727

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

Dear Mr. Venkataramanaiah Kanasani,

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 - Chennai. Your gross salary including all benefits will be Rs. 7,50,010/- 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. 23,371/-** 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. 4,700/-**. 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.

## **2. Performance Bonus**

Your Performance Bonus will be **Rs. 3,300/-** 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.

Performance Bonus 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 Performance Bonus.

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

## **RETENTION INCENTIVE**

You are eligible for Retention Incentive of **Rs. 30,000/-** payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of **Rs. 1,200/-** 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**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). For the current financial year, you and your dependent will be covered under the 'Gold' health plan.

The entitlements under the 'Gold' plan are as follows:

#### **i) Base Cover**

Entitlement – Includes domiciliary expenses up to Rs. 6,000/- per insured person per annum and basic hospitalisation expenses up to Rs. 2,00,000/- per insured person per annum.

Premium – Basic premium for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

<b>Name</b>	Mr. Venkataramanaiah Kanasani		
<b>Designation</b>	Systems Engineer		
<b>Grade</b>	C1	<b>Relevant Experience</b>	3.08 years

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

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Monthly	15,000	1,80,000
Bouquet Of Benefits #	32,621	3,91,452
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,700	56,400
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>59,343</b>	<b>7,50,010</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.)**

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	23,371	2,80,452
<b>GROSS BOUQUET OF BENEFITS</b>	<b>32,621</b>	<b>3,91,452</b>





# HETERO BIOPHARMA LIMITED

H. No. 8-3-166/1 & 2, 105 to 108, 1st Floor, G Block, East Wing, Challa Estates, Erragadda,  
Hyderabad, Telangana, India, 500018, Tel: +91 40 237 049 23/24/25 E-mail: [contact.hbl@hetero.com](mailto:contact.hbl@hetero.com)  
Website: [www.heterobiopharma.com](http://www.heterobiopharma.com); [www.hetero.com](http://www.hetero.com) CIN: U24290TG2016PLC111946

Ref.No:128613

Dt: 22.05/2022

**Mr. VAMSI SEEMAKOTA**

Gudur

Gudur

Nellore, Andhra Pradesh, India-524101

Dear **Mr. VAMSI SEEMAKOTA,**

**Sub: Appointment Letter - Reg**

We are pleased to appoint you as **JUNIOR OFFICER** in **MICROBIOLOGY** department considering your application and subsequent interview you had with us on the following terms and

**1. APPOINTMENT**

The terms governing this appointment will be effective from 22/05/2022 i.e the date of your joining in the organization.

**2. PLACE OF POSTING**

Your place of posting is at M/s **HETERO BIOPHARMA LTD, Factory (SEZ Unit): S.NO:458 (PART), TSIIC FORMULATIONS SEZ, POLEPALLY VILLAGE, JADCHERLA MANDAL-509301, MAHABOOB NAGAR , TELANGANA, INDIA.**

**3. REPORTING**

You will be reporting to the **MANAGER** or any other officer authorized by the company.

**4. SALARY & ALLOWANCES**

You will be paid salary and applicable allowances as detailed in the annexure enclosed.

**5. SERVICE RULES**

You will be covered by the service rules and regulations of the company in force relating to work administration, conduct , discipline and other allied matters which are further likely to be amended under the applicable statutory provisions from time to time.

**6. PROBATION**

You will be on probation for period of six months from the date of your joining. After successful completion of your probation period, your services will be confirmed by the management accordingly. If the performance during the probation period is found not up to the mark, the probation period will be further extended at the discretion of the management.



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Website: [www.heterobiopharma.com](http://www.heterobiopharma.com); [www.hetero.com](http://www.hetero.com) CIN: U24290TG2016PLC111946

## 7. TRANSFER

During the period of service, depending upon the exigencies of work, your services are liable for transfer from one section to another section, from one department to another department, from one unit to another unit or from one place to another place at discretion of management.

## 8. DUTIES / RESPONSIBILITIES

- ° You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time duly complying with the directions given to you by your superiors
- ° You will have the responsibility for efficient, satisfactory and economic operations in the areas of responsibility that may be assigned to you from time to time. Every employee of the company will take upon himself/herself the required degree of responsibility under the rules and regulations framed for the purpose and are accountable for the work undertaken by him/her.
- ° You will not engage yourself without any written approval of the management in any other employment or hold any other honorary office during the tenure of such employment either as a consultant or work on part time basis with any other company / organization / individual.
- ° During the course of your employment, in the event of you being found guilty of misconduct, negligence in the discharge of duties, irregular in attendance, theft, corruption, fraud, forgery, misappropriation or refusal of transfer, disobedience of the orders of superiors, commit any breach of the terms of your employment or of any of the stipulations herein contained, or any other act of omission inconsistent with your duties, render yourself incompetent in performing your duties, the company shall be entitled to terminate your services without any notice or compensation.

## 9. VERIFICATION

Your appointment is based on the information furnished by you to the company. If at any time the information provided by you is found to be false and misleading, your appointment will be terminated forthwith without any notice or payment / compensation in lieu thereof.

## 10. APPRAISAL/PROMOTION

Increments and future prospects in the company shall entirely depend upon your performance. Accordingly your performance will be measured by evaluating your efficiency, hard work, attendance regularity, sincerity, loyalty, good conduct and such other relevant factors. Please note that increment/ promotion in no case shall be automatic and can never be claimed as a matter of right.



# HETERO BIOPHARMA LIMITED

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Website: [www.heterobiopharma.com](http://www.heterobiopharma.com); [www.hetero.com](http://www.hetero.com) CIN: U24290TG2016PLC111946

## 11. NOTICE PERIOD

- ° During 1st year of service, if so warranted, termination of the services can be initiated by either side by giving three months notice in writing or with compensation of equivalent amount of gross salary applicable for the said period of 3 months in lieu of notice period.
- ° On completion of one year, if you choose to resign, you will have to serve 3 months notice in writing to the company and also physically work during the notice period of 3 months without being eligible to any kind of leaves whatsoever. Similarly if the company intends to terminate your services, for any specified reasons, at its discretion, you will be served with three months' notice to the effect or in lieu may pay 3 months gross salary and relieve you immediately. Further the company at its sole discretion will have an option to accept your resignation and relieve you prior to completion of stipulated notice period of three months, without any pay in lieu of notice period.

## 12. CONFIDENTIALITY

During the period of service, you shall become fully cognizant and familiar with current facets of Company's business, its sources of supply, list of customers, prices, supplies, processes and methods of manufacture, products, sales and distribution & information that relate to its activities in general, which, if disclose might afford third parties an unfair competitive advantage against the Company. The Employee agrees that he shall not directly or indirectly use, make available, sell, disclose or otherwise communicate to any person other than in course of Employee's Employment and for the benefit of the Company either during the period of the Employee's Employment or at any time thereafter. Therefore, the Employee undertakes and guarantees to keep all such information strictly secret and confidential and shall indemnify the Company for any breach of his confidentiality obligations.

## 13. NON-SOLICITATION

During your Employment with the Company, you agree that you will not directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce,

- (i) any Employee of the Company or any of its subsidiaries or affiliates to leave such Employment in order to accept Employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such Employee.
- (ii) any customer of the Company or any of its subsidiaries or affiliates to purchase goods or services then sold by the Company or any of its subsidiaries or affiliates from another person, firm, corporation or other entity or assist or aid any other persons or entity in identifying or soliciting any such customer.





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Website: [www.heterobiopharma.com](http://www.heterobiopharma.com); [www.hetero.com](http://www.hetero.com) CIN: U24290TG2016PLC111946

## 14. NON-COMPETITION

During the period of employment, you will perform services of unique nature for the Company that are irreplaceable and that his performance of such services to a computing business will result in irreparable harm to the Company. Accordingly, the Employee agrees that he will not directly or indirectly own, manage, operate, control, be employed by or render services to any person, firm, corporation or other entity in whatever form engaged in any business of the same type as

any business in which the Company or any of its subsidiaries is engaged on the date of termination or at any time during One Year period pending with the date of termination in any country in which the Company conducts business.

## 15. TERMINATION

The Company may immediately and without notice terminate your Employment with "Cause" without prejudice to any other remedy open to the Company. "Cause" shall mean

- The company will deduct taxes as appropriate and consistent with the Indian Tax
- Conduct that has or is likely to have an adverse effect on the Company's reputation
- Substantial or Continued unwillingness to perform duties as reasonably directed by the Reporting Authority
- Gross negligence or deliberate misconduct.
- Any material breach of clauses of this appointment. You acknowledge that you are continuing obligations under this appointment including but not limited to Clauses 12, 13 and 14 in the event that you are terminated with Cause.

## 16. GENERAL

- The company will deduct taxes as appropriate and consistent with the Indian Tax Regulations. You will be responsible for your tax liabilities under all applicable Tax Laws.
- In case of any change in your residential address during the course of employment with the company, it will be your duty to intimate the same to the company in writing with in a week from the date of occurrence of such change. All communications mailed to you by the company to the last address given by you will be deemed to be the notices properly served on you as expected of the company.
- Please note that our offer is subject to references provided by you being satisfactory and you being found medically fit.
- Upon resignation / termination of your employment, you should handover charge duly to the official designated for the purpose and pass on all papers / documents and / or other properties, which may be in your possession, to seek relief from the company.



# HETERO BIOPHARMA LIMITED

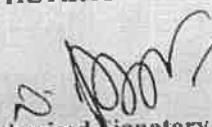
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Website: [www.heterobiopharma.com](http://www.heterobiopharma.com); [www.hetero.com](http://www.hetero.com) CIN: U24290TG2016PLC111946

- Please note that you are expected to keep the salary package strictly confidential and not to share the information regarding the salary with anyone

This appointment letter is issued to you in duplicate and you are hereby advised to return one set duly signed in token of your acceptance of the terms and conditions mentioned above.

With best wishes,

For **HETERO BIOPHARMA LTD**

  
Authorised Signatory

### Acceptance

I have read and understood the above Terms & Conditions and non-disclosure and non-conflict agreement hereby signify my acceptance.

Signature:

Name:

Date:



# HETERO BIOPHARMA LIMITED

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Hyderabad, Telangana, India, 500018, Tel: +91 40 237 049 23/24/25 E-mail: [contact.hbl@hetero.com](mailto:contact.hbl@hetero.com)  
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## ANNEXURE

Emp ID : 128613  
Name : VAMSI SEEMAKOTA  
Designation : JR OFFICER  
Department : MICROBIOLOGY  
Unit : HETERO BIO PHARMA LTD - SEZ  
Location : JADCHERLA  
DOJ : 22-05-2022  
Reporting to : MANAGER

### MONTHLY EARNINGS (A)

Salary Components	Monthly(Rs.)	Annual(Rs.)
Basic	9000.00	108000.00
HRA	6000.00	72000.00
<b>GROSS SALARY</b>	<b>15000.00</b>	<b>180000.00</b>

### STATUTORY & ANNUAL BENEFITS (B)

Salary Components	Monthly(Rs.)	Annual(Rs.)
LTA	333.00	4000.00
PF	1080.00	12960.00
ESI	488.00	5850.00
Bonus	1400.00	16800.00
<b>TOTAL</b>	<b>3301.00</b>	<b>39610.00</b>

<b>Total CTC(A+B)</b>	<b>18301.00</b>	<b>219610.00</b>
-----------------------	-----------------	------------------

( Two Lakh Nineteen Thousand Six Hundred Ten Only )

Note: Apart from above, you are entitled for the following additional benefits

1. Group Term Life insurance coverage up to 10 times on CTC and up to Maximum of 25 Lakhs.
2. Group Personal Accident Insurance coverage up to minimum of 25 Lakhs and maximum of 50 Lakhs.
3. Gratuity as per payment of Gratuity Act, 1972.
4. All costs related to Relocation Expenses and Notice Pay will be recovered in case you desire to leave the company within 2 years from DOJ

VERIFIED BY

APPROVED BY





**Biological E. Limited**

BE/HR/VACCINE/2022/JE/KB/MPR 2520

25<sup>th</sup> March, 2022

Mr. Kishore B

H. No: 1-8B, L R Palli (Vi),  
Atmakur, Nellore - 524322,  
Andhra Pradesh.

Dear Mr. Kishore B,

Sub: Offer of Employment with Biological E. Limited

This has reference to discussion you had with us based on your interest in pursuing an opportunity for employment with Biological E. Limited. We are pleased to extend an offer of employment to you for the position of **Junior Executive in Quality Control – Microbiology Department at Shameerpet - SEZ.**

You will be paid an annual compensation of Rs. **2,10,000/-** (Rupees Two Lakhs Ten Thousand Only) as detailed in Annexure A.

You need to execute a service agreement for three years on the date of joining.

Biological E. Limited reserves the right to cancel the offer of employment at any time if facts conveyed by you are found to have been either misrepresented or falsified about yourself, your employment history, your past compensation details, your accomplishments, your academic qualifications or any other matters that may have had a significant bearing on the decision of an offer of employment in your favor.

You will be required to respond back with your acceptance of the offer of employment no later than **25-Mar-22**, failing which this offer will automatically stand cancelled. None of the contents of this communication will have any bearing thereafter.

This offer of employment is contingent to remain in force after your acceptance of the same as long as you are able to join Biological E. Limited and report to your supervisor on or before **04-Apr-22**, failing which, this offer will automatically stand cancelled.

This offer letter is valid subject to you being found medically fit in the pre-employment medical examination.

This offer of employment when sent via e-mail, it will suffice for you to respond back via e-mail confirming your acceptance therein.

A signed hardcopy of the letter of appointment and detailed terms & conditions will be issued to you upon your joining of duties on a designated day that is mutually acceptable. When the hardcopy of the offer of employment is presented to you, you will be required to sign your acceptance on a duplicate copy and return the same to the BE HR representative.

As you would be already aware, communication containing compensation details is considered strictly personal and confidential in nature. You are expected to keep matters concerning compensation strictly confidential in general and discuss the same only with authorized personnel from Biological E. Limited.



*Biological E. Limited*

Please indicate the probable date of joining by 28-Mar-22 so that suitable onboarding plans and follow on activities thereupon can be initiated within the organization to facilitate your joining.

We look forward to have you onboard Biological E. Limited and wish you to have a very successful and fulfilling career. We hope you will be able to contribute significantly and positively influence the work culture and the people within for a great future ahead for the organization!

With best Wishes  
For BIOLOGICAL E. LTD.

Kalyani Prabhala  
General Manager – HR

B. Kishore  
Accepted: 26/3/2022



*Biological E. Limited*

**ANNEXURE - A**

(Breakup of compensation for the year 2022-23)

Date of issue: 25-Mar-22

**Mr. Kishore B  
Hyderabad**

Position/Designation: Junior Executive, Quality Control, Shameerpet - SEZ.

Compensation Structure & Offer Break up		
Salary Components	Per Month in Rupees	Per Annum in Rupees
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Conveyance Allowance	800	9600
Education Allowance	200	2400
Sodexo / Lunch Allowance	1500	18000
Special Allowance	1145	13738
<b>Gross Salary</b>	<b>13445</b>	<b>161338</b>
Annual Benefits		
LTA	583	7000
ESI	437	5243
Bonus/Exgratia	1400	16800
<b>Total</b>	<b>2420</b>	<b>29043</b>
Retirement Benefits		
Provident Fund	1277	15329
Gratuity*	337	4040
<b>Fixed CTC</b>	<b>17479</b>	<b>209750</b>
Insurance Benefits		
GPA	21	250
<b>Total CTC including Benefits</b>	<b>17500</b>	<b>210000</b>

\*Gratuity payable as per Gratuity Act



Date: 04-Mar-2022

Ref: Wytells/Unit/HR/Offer/2020

Mr. M Varaprasad

Dear Mr. M Varaprasad,

**Letter of Offer**

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Control (Microbiology)\_UNIT-I (Wytells) in Wytells Pharma Private Ltd SyNos411P 425P 434P 435P 458P Plot NoS1A Special Economic Zone Pharma APIIC Green Industrial Park Polepally Village Jedcherla Mandal Mahaboob Nagar 509 302 Telanganaa** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **09-Mar-2022**. You are advised to report at our Wytells Pharma Private Ltd SyNos411P 425P 434P 435P 458P Plot NoS1A Special Economic Zone Pharma APIIC Green Industrial Park Polepally Village Jedcherla Mandal Mahaboob Nagar 509 302 Telanganaa by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card & Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id: [hr@aurobindo.com](mailto:hr@aurobindo.com)

For **WYTELLS PHARMA PRIVATE LIMITED**,

  
KLP

**KIRAN KUMAR P**  
**GENERAL MANAGER-HUMAN RESOURCES**

### Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of Rs. 15,500/- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
  - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
  - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.

15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
  - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
  - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
  - c. This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.
25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.



26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at [cs@aurobindo.com](mailto:cs@aurobindo.com) or [ig@aurobindo.com](mailto:ig@aurobindo.com).
30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

**For WYTELLS PHARMA PRIVATE LIMITED,**



**KIRAN KUMAR P  
GENERAL MANAGER-HUMAN RESOURCES**

#### DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:

GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF FISHERIES

O/o Joint Director of Fisheries  
SPSR Nellore District

POSTING ORDER

Sub-Establishment - Fisheries Department - Appointment of Sagarmitra on contract basis to provide extension services to coastal fisher folk at grass root level for socio-economic development - *Posting orders Issued - Regarding*

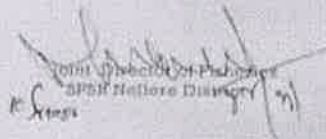
Ref: Proceedings No. 623/C/2020, dt 16-03-2021 of the Joint Director of Fisheries, SPSR Nellore District.

\$\$\$

Sri/Smt./Kum. **K. Manoj S/O D/O Venkatalakshmi** who was selected as Sagarmitra on contract basis by the District Selection Committee is hereby posted in the fish landing Centre of **Kondurapalem Village of Vakadu Mandal** under the control of Fisheries Development Officer, Kota 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 **Kota 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 **Kota Mandal** concerned, the appointment orders issued shall automatically be treated as cancelled and shall not be admitted to duty.

The Fisheries Development Officer, Kota 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

To

The above individual.

Copy to the Fisheries Development Officer **Kota Mandal** through the Assistant Director Fisheries, Gudur.

Copy to Assistant Director of Fisheries, Gudur.

GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF FISHERIES

Re.No.623/C/2020  
Dated: 23-03-2021

O/o Joint Director of Fisheries  
SPSR Nellore District

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.10-03-2021 of the Joint Director of Fisheries, SPS Nellore District

\*\*\*

Sri/Smt./**Kum Kumari Lakshmalah** S/O D/O W/O Raghuramulu who was selected as Sagaramitra on contract basis by the District Selection Committee is hereby posted in the Fish Landing Centre of Venkatanarayanasaram Village of VMavadar Mandal under the control of Fisheries Development Officer, Padugupadu 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 Padugupadu 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, Padugupadu concerned, the appointment orders issued shall automatically treated as cancelled and shall not be admissible to duty.

The Fisheries Development Officer, Padugupadu 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. Jeyapathi

To

The above individual,

Copy to the Fisheries Development Officer Padugupadu through the Assistant Director Fisheries, Kavali.

Copy to Assistant Director of Fisheries, Ervadi.



TAMIL NADU Dr. JAYALALITHA FISHERIES UNIVERSITY

Dr. MGR Fisheries College & Research Institute, Ponnani

PG/20

A. YAMUNA  
Lab Assistant,  
Department of Aquatic Environment Management,  
Dr. MGR Fisheries College and Research Institute,  
Ponnani - 691 204

To

The Principal Investigator,  
Dr. MGR Fisheries College and Research Institute,  
Ponnani - 691 204

Sub

Sub: Eml.Ms. A.YAMUNA, Lab Assistant - (ANM - ACR - FAAR - Project  
Publicat. - Joining Reply - Submitted - Reg.

Ref: Appointment order

As per the references cited above, I am joining as Lab Assistant in the "Artificial  
Coral Reef (ACR) and Fish Aggregating Artificial Reef (FAAR) to Enhance Fish  
Diversity Biomass in the Sea near Punalu Lake towards Fishing Pressure Reduction and  
Livelihood Improvement of Fisher Folk in the Lake Region" in the Department of  
Aquatic Environment Management, Dr. MGR Fisheries College and Research Institute,  
Ponnani on the forenoon of 12.07.2021.

Thanking you

Encl. Copy of the reference cited  
Date: 12.07.2021

yours faithfully

Copy submitted by:

(A. YAMUNA)

The Dean, Dr. MGR, FC&RI, Ponnani



Dr. J. JAYALALITHA FISHERIES UNIVERSITY

Dr. MGR FISHERIES COLLEGE AND RESEARCH INSTITUTE  
F H ROAD PONNANI THIRUVALLUR DISTRICT - 691204

## STAFF ID CARD



Name : A. YAMUNA

Designation : Lab Assistant

  
Dean

Phone : 044 - 2797 1556, 2797 1557  
www.tnifu.ac.in / fciponnani@gmail.com



**Biological E. Limited**

Ref: BE/HR/E/2022/LoA/MPR NO. 3278/EMP ID:54127

Date: May 30, 2022

**LETTER OF APPOINTMENT**

**MR. HARI KRISHNA KUMBALA**

S/o Ravi K,  
H.No. 1-9-9, Near E-seva, TRT Colony,  
Ram Nagar, Hyderabad - 500020,  
Telangana State, Ph. No: 6303442291.

Dear Hari Krishna,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **Junior Executive in Quality Control - Microbiology** at **Shameerpet** for our **Vaccine Division**, effective from **30.05.2022**, on the following terms and conditions:

1. You will be paid an all-inclusive total **CTC (Cost to Company)** of **Rs. 2,10,000/- PA** (Rupees Two Lakhs Ten Thousand Only). Please go through the attached Annexure – I for a detailed break up of your CTC.
2. You will be reporting to **Mr. Muralidhar V, Senior Manager, Quality Control - Microbiology** who will assign you specific functions from time to time.

Probation & Notice Period:

- You will be on Probation initially for **twelve (12) months** effective from the date of your joining.
- On satisfactory completion of Probation, you will be eligible for confirmation by a written order of the Company.
- The duration of the Probation can be extended for a further period of **three (3) months** at the sole discretion of the Company.
- Your performance will be evaluated at the end of the extension period as per the prevalent process in the Organization. Failure to meet the performance expectations within the time lines may result in release from Company's rolls after completion of due process.
- During the period of Probation or extended period of Probation, your services are terminable on either side by giving one-month notice or one-month basic pay in lieu of notice period.
- After Confirmation of your services, your appointment is terminable either by the Company or by yourself without assigning any reason on either side after giving 3 (three) months' notice or 3 (three) months basic pay in lieu thereof. However, Biological E. reserves the right to insist for completion of notice period or pay depending upon the work exigencies and / or under special circumstances.
- The company reserves the right to terminate your employment / services without any notice or any compensation in lieu thereof, if found guilty of any offence of moral turpitude.

Plot No. 1, D. J. Nagar, Phase II, Kolluru Village, S.P.O. Road, Main Road, District: Srisaika  
Telangana, India, Pin: 501 201. Fax: +91 80 22121199. Email: hr@biologicale.com, www.biologicale.com  
TIN: U01120TG1953PLC00109

*Celebrating Life Every Day*



**Biological E. Limited**

**ANNEXURE-1**

Name	Hari Krishna Kumbala	
Designation	Junior Executive	
Emp. ID	54127	
Unit	Shameerpet	
Department	Quality Control	
Total CTC (per annum)	210000	
<b>Salary Components</b>	<b>Per Month in Rupees</b>	<b>Per Annum in Rupees</b>
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Conveyance Allowance	800	9600
Education Allowance	200	2400
Sodexo / Lunch Allowance	1500	18000
Special Allowance	1145	13738
<b>Gross Salary</b>	<b>13445</b>	<b>161338</b>
<b>Annual Benefits</b>		
LTA	583	7000
ESI	437	5243
Bonus/Exgratia	1400	16800
<b>Total</b>	<b>2420</b>	<b>29043</b>
<b>Retirement Benefits</b>		
Provident Fund	1277	15329
Gratuity	337	4040
<b>Fixed CTC</b>	<b>17479</b>	<b>209750</b>
<b>Insurance Benefits</b>		
GPA	21	250
<b>Total CTC Including Benefits</b>	<b>17500</b>	<b>210000</b>

1. All your earnings are subjected to tax deduction at source in accordance with applicable laws.
2. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and other relevant criteria.
3. You will be covered under the Employee State Insurance as per the prevailing norms of the ESIC.
4. Please note that the compensation details are strictly confidential in nature and as such you shall maintain absolute confidentiality in terms of your compensation details without disclosing to any other employee or outsider while in employment.
5. The company shall reimburse Relocation charges as per the policy and shortfall in Notice Pay to you if applicable, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case if you leave services of the organization which is subject to 100% recovery if the employment is discontinued in the first year and 50% recovery if the employment is discontinued in the 2<sup>nd</sup> year.

Plot No.1, Ditech Park, Phase-II, Kothur Village, Shameerpet, Medchal, Malkajgiri District, 500 078, Telangana, India. Tel: +91 90 57356000, Fax: +91 90 33126129, E-mail: info@biologicals.com, www.biologicals.co  
PIN: 0011207G1953PLC00109

*Celebrating Life Every Day*



**CCL PRODUCTS (INDIA) LIMITED**

\*\*\*\*\*

**Payslip for the month of Feb/2022**

Emp ID. 50826  
ESI No. 7900606058  
Department Quality  
Cadre ST  
UAN 101723550575

Employee Name: SURESH ATTINA  
Designation Trainee  
Location EOU-2  
PAN DYUPA9980A  
LOP 0

Earnings	Amount	Deductions	Amount
BASIC	6,600.00	PF	792.00
HRA	4,400.00	ESI	107.00
OTA	943.00	ACCOMODATI	2,000.00
LOC ALL.	2,000.00		
<b>Total</b>	<b>13,943.00</b>	<b>Total</b>	<b>2,899.00</b>
<b>Net Pay</b>	<b>11,044.00</b>		
<b>In Words</b>	<b>Rupees Eleven Thousand Forty Four Only</b>		
			<b>Signature</b>

Lev.Type	Op. Bal	Allot.	Avail.	Encash.	Adj.	Cl. Bal
CL	5	0	0	0	0	5
PL	4	0	1	0	0	3



**Biological E. Limited**

BE/HR/VACCINE/2022/JE/VRKN/MPR ID 3348

19<sup>th</sup> May, 2022

**Mr. Victor Raj Kumar N**

Venu Gopal Nagar, Kissan Nagar,  
Mypad Road, Nellore – 524002,  
Andhra Pradesh.

Dear **Mr. Victor Raj Kumar,**

Sub: Offer of Employment with Biological E. Limited

This has reference to discussion you had with us based on your interest in pursuing an opportunity for employment with Biological E. Limited. We are pleased to extend an offer of employment to you for the position of **Junior Executive in Quality Control – Microbiology Department at Shameerpet.**

You will be paid an **annual** compensation of **Rs. 2,10,000/-** (Rupees Two Lakhs Ten Thousand Only) as detailed in Annexure A.

You need to execute a service agreement for three years on the date of joining.

Biological E. Limited reserves the right to cancel the offer of employment at any time if facts conveyed by you are found to have been either misrepresented or falsified about yourself, your employment history, your past compensation details, your accomplishments, your academic qualifications or any other matters that may have had a significant bearing on the decision of an offer of employment in your favor.

You will be required to respond back with your acceptance of the offer of employment no later than **20-May-22**, failing which this offer will automatically stand cancelled. None of the contents of this communication will have any bearing thereafter.

This offer of employment is contingent to remain in force after your acceptance of the same as long as you are able to join Biological E. Limited and report to your supervisor on or before **30-May-22**, failing which, this offer will automatically stand cancelled.

This offer letter is valid subject to you being found medically fit in the pre-employment medical examination.

This offer of employment when sent via e-mail, it will suffice for you to respond back via e-mail confirming your acceptance therein.

A signed hardcopy of the letter of appointment and detailed terms & conditions will be issued to you upon your joining of duties on a designated day that is mutually acceptable. When the hardcopy of the offer of employment is presented to you, you will be required to sign your acceptance on a duplicate copy and return the same to the BE HR representative.

As you would be already aware, communication containing compensation details is considered strictly personal and confidential in nature. You are expected to keep matters concerning compensation strictly confidential in general and discuss the same only with authorized personnel from Biological E. Limited.



**Biological E. Limited**

**ANNEXURE – A**

(Breakup of compensation for the year 2022-23)

Date of issue: 19-May-22

**Mr. Victor Raj Kumar**

Nellore

Position/Designation: **Junior Executive, Quality Control, Shameerpet.**

<b>Compensation Structure &amp; Offer Break up</b>		
<b>Salary Components</b>	<b>Per Month in Rupees</b>	<b>Per Annum in Rupees</b>
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Conveyance Allowance	800	9600
Education Allowance	200	2400
Sodexo / Lunch Allowance	1500	18000
Special Allowance	1145	13738
<b>Gross Salary</b>	<b>13445</b>	<b>161338</b>
<b>Annual Benefits</b>		
LTA	583	7000
ESI	437	5243
Bonus/Exgratia	1400	16800
<b>Total</b>	<b>2420</b>	<b>29043</b>
<b>Retirement Benefits</b>		
Provident Fund	1277	15329
Gratuity*	337	4040
<b>Fixed CTC</b>	<b>17479</b>	<b>209750</b>
<b>Insurance Benefits</b>		
GPA	21	250
<b>Total CTC Including Benefits</b>	<b>17500</b>	<b>210000</b>

\*Gratuity payable as per Gratuity Act.



Date: 26<sup>th</sup> May 2022

OFFER OF APPOINTMENT

Name: M Saikiran  
Dept: Production  
Unit: HP

Dear. Mr. M Saikiran,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Trainee Junior Officer - Production** and your remuneration package details are as per the Annexure -I.

A formal appointment letter with all the terms and conditions will be issued to you at the time of joining.

At the time of reporting to duty, you are requested to bring the following:

- Four passport size photographs.
- Originals certificates & testimonials for verification. (Along with 1 set of Xerox)
- **Relieving letter & Experience Certificate** from your previous employer.
- **UAN Details**
- **Photo id proof (Aadhar Card)**
- **Copy of PAN card is compulsory.**
- **Form 12-B**
- **Medical Fitness Certificate (From Registered Practitioner)**
- **Aadhar/ Pan Card copy of family members (Parents, Spouse & Kids)**

You are requested to inform us about your acceptance and your date of joining which should be as early as possible but not later than 01<sup>st</sup> of June 2022.

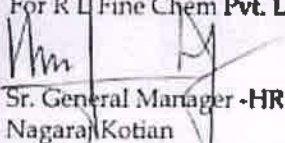
As a token of acceptance of this offer please sign on the duplicate copy of this letter and return it to us.

We look forward to welcoming you to RLFC family. Please feel free to call us in case you need any assistance

Note:

- Your employment with us will be subject to successful completion of reference checkup at any given point- Pre or Post employment.
- **Your next increment will fall in the month of April-2023 with retrospective effect from the date of joining.**

For R L Fine Chem Pvt. Ltd.

  
Sr. General Manager -HR  
Nagara/Kotian

I have read and understood the above terms and conditions and accept the same. I will be reporting to duty on .....

Signature of Candidate  
**RLFC**  
HEALING  
STARTS HERE

**R L Fine Chem Pvt. Ltd.,**

RLFC HOUSE, Plot No. C-10, 1st Cross, KSSIDC Industrial Estate,  
Yelahanka New Town, Bengaluru 560064 Karnataka, India  
+91 80 4248 8929 | info@rlfinechem.com  
www.rlfinechem.com CIN No. U24100KA2011PTC059846



HR SOLUTIONS • BPO SOLUTIONS • BUSINESS CONSULTANCY • TRAINING SOLUTIONS

Date: 20/08/2022

K.Madhusudhan

Veddepalem(V), Udayagiri(M), Nellore Dist. A.P - 524230  
8639542996  
Email id madhukambagiri@gmail.com

Dear K.Madhusudhan

With reference to your application and subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions with effect from 25/08/2022

- 1 Designation & Place of work - You will be designated as "Jr Officer" "QC" and assigned to work on Project with our client Hetero Labs Limited, Unit - VI.
- 2 Basic Salary - You will be paid a basic salary of Rs 7000/- per month
- 3 House Rent Allowance - You will be paid HRA of Rs. 2800/- per month
- 4 Conveyance Reimbursement - You will be reimbursed an amount of Rs. 2800/- per month
- 5 Other Allowance - You will be entitled to an amount of Rs. 1400/- per month other Allowance
- 6 You are eligible for Provident Fund & ESIC in accordance with the existing statutes and the rules and regulations of the Company
- 7 The rules and regulations of the client organization will govern you and you shall abide by it
- 8 The firm reserves the right to terminate your services on giving you a notice of Three month or payment in lieu thereof. Similarly, you shall be at liberty to resign from services after giving three-months notice or salary in lieu thereof.



CRUX MANAGEMENT SERVICES (P) LTD.

# 410 Life Style Building 4 Floor  
My Home Tycoon, Kundaabagh  
Begumpet, Hyderabad - 500 076  
Phone : 040 - 2340 0339  
email: mailadmin@cruxmanagement.com  
email: crux\_backend@crux.com



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 024348

B.MALYDRI M.Sc. Zoology.

Date : 16.11.2022


Princial

Ref: NARAYANA JUNIOR COLLEGE Service certificate 2022

## Service Certificate

This is to certify that Mr. B.MALYDRI has work as junior lecturer in the Department of ZOOLOGY. in this institution from 18.09.2022 to Until

His character and conduct was good

  
Principal

PRINCIPAL  
Narayana Junior College  
Kakupalli, Nellore.





# NARAYANA JUNIOR COLLEGE

(RECOGNISED BY GOVT OF ANDHRA PRADESH VIDE RC.NO.155/E3-2/1995)  
KAKUPALLI, NELLORE

**G. HEMALATHA** MSc.ZOO., Date:16-11-2022

TO  
THE PRINCIPAL,  
VSVU PG COLLEGE,  
KAVALI,  
NELLORE.

Ref:NIST/NLR/service Certificate/2022

## Service Certificate

This is to certify that **Ms. G. HEMALATHA** has been working as junior lecturer in the department of ZOOLOGY, in this institution from **26-10-2022 to till date.**

Her character and conduct is good.

PRINCIPAL

PRINCIPAL

Narayana Junior College  
Kakupalli, Nellore.



POCO M3 | कैमरा TRI CAM

11/16/2022 19:02





# NARAYANA JUNIOR COLLEGE

(RECOGNISED BY GOVT OF ANDHRA PRADESH VIDE RC.NO.155/E3-2/1996)  
KAKUPALLI, NELLORE

---

**D.SRILATHA** MSc.phy., Date:13-11-2022

**Principal**

Ref:NIST/NLR/service & Relieving Certificate/2022

**Service Certificate**

This is to certify that **Ms. D.SRILATHA** has worked as junior lecturer in the department of physics. In this institution from 26-09-2022 to until

His character and conduct was good.

  
PRINCIPAL

PRINCIPAL  
Narayana Junior College  
Kakupalli, Nellore.



Phone: (0861-2368822, 33, 44)

# NARAYANA JUNIOR COLLEGE

(RECOGNISED BY GOVT OF ANDHRA PRADESH VIDE RC.NO.08070/E4-1/1992-93)  
K.G.K Buildings, Kalvelasalem Road, Dhanalakshmpuram, Nellore Rural Mandal, S.P.S.R Nellore Dist-524003

**P.VAMSI** MSc.phy.,

Date:13-11-2022

Principal

Ref;NIST/NLR/service & Relieving Certificate/2022

## Service Certificate

This is to certify that **Mr. P.VAMSI** has worked as Junior lecturer in the department of physics. In this institution from 06-09-2022 to until

His character and conduct was good.

*B. Sudhakar*  
PRINCIPAL  
NARAYANA JUNIOR COLLEGE  
Dhanalakshmpuram  
NELLORE-524002



# NARAYANA JUNIOR COLLEGE

Phone: (0861-2368822, 33, 44)

(RECOGNISED BY GOVT OF ANDHRA PRADESH VIDE RC.NO.08070/E4-1/1992-93)  
K.G.K Buildings, Kalivolapalem Road, Dhanalakshmpuram, Nellore Rural Mandal, S.P.S.R Nellore Dist-524003

**CH.MANO HAR** MSc.phy..

Date:13-11-2022

Principal

Ref:NIST/NLR/service & Relieving Certificate/2022

## Service Certificate

This is to certify that **Mr. CH.MANO HAR** has worked as junior lecturer in the department of physics. In this institution from 11-10-2022 to until

His character and conduct was good.

*B. S. Subbarao*  
PRINCIPAL  
NARAYANA JUNIOR COLLEGE  
Dhanalakshmpuram  
NELLORE-524 002.



**PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE**

(Affiliated to J.N.T.U., Anantapur & Approved by AICTE, New Delhi, Accredited by NAAC 'A')

**KAVALI - 524 201, S.P.S.R. Nellore Dist., A.P., India. ☎ 08626 - 243930**



Late Dr. Datta Ramachandra Reddy  
Founder, Founder

**SERVICE CERTIFICATE**

**15-11-2022**

This is to certify that Mr O VAMSI is working as Asst Professor in the Dept. of H & S from 12-09-2022 to till data.

This certificate is issued at his request.

Principal

**PRINCIPAL**

**PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI - 524201, SPSR Nellore Dt., Andhra Pradesh**





Phone: (0861-2368822, 33, 44)

# NARAYANA JUNIOR COLLEGE

(RECOGNISED BY GOVT OF ANDHRA PRADESH VIDE RC.NO.D8070/E4-1/1992-93)  
K.G.K Buildings, Kallivelapalem Road, Dhanalakshimpuram, Nellore Rural Mandal, S.P.S.R Nellore Dist-524003

**A.SANDEEP** Msc.phy.,

Date:13-11-2022

Principal

Ref;NIST/NLR/service & Relieving Certificate/2022

## Service Certificate

This is to certify that **Mr. A.SANDEEP** has worked as Junior lecturer in the department of physics. In this institution from 06-09-2022 to until

His character and conduct was good.

*B. Sathya*  
PRINCIPAL  
PRINCIPAL  
NARAYANA JUNIOR COLLEGE  
Dhanalakshimpuram  
NELLORE-524002

# RADIANT Radiant Digital Solutions Pvt. Ltd.

To: Annam Vinod Kumar

Date: 06.10.2022

Chenchugani palem village,

Kavali Mandal, SPSR Nellore District,

Andhra Pradesh - 524201.

Dear Annam Vinod Kumar,

With reference to your application seeking an opportunity for employment in our Company and the subsequent written test and interviews attended by you, we are pleased to appoint you as **Trainee Software Engineer** in our Company on the following terms and conditions:

1. You will be paid a consolidated monthly stipend of Rs. **10,000/-** (Rupees Ten Thousand Only) during the probation period of six months from the date of your joining the Company.
2. On completion of the probation period, your performance will be reviewed and you will be:
  - a. Placed in our regular employee grade either as **Software Engineer or Assistant Software Engineer** with the applicable remuneration and benefits, subject to your satisfactory performance during the probation period, and depending on the rating of your performance.
  - Or
  - b. Continued as **Trainee Software Engineer**, if assessed to be required, and the probation period will be extended for a further period as determined by the Company.
3. During the probation period/extended probation period, you will be entitled for Casual Leave at the rate of 0.5 day for each completed month of service. You will not be entitled for any other type of leave during the probation period.
4. The Company reserves the right to terminate the services any time during the probation period or extended probation period if your performance is not found to meet the Company's expectations and the Company's decision will be final in this regard.
5. On placement in our regular employee grade, your employment with us will be governed by the service terms and conditions for our regular employees as per the Company's Policies.
6. It is agreed that you will work in the Company for a minimum period of two years from the date of placement in our regular employee grade and, to this effect, you will execute the Agreement (enclosed with this letter) guaranteed by a Guarantor as per the conditions in the Agreement. On or before the joining date, you will deposit the executed Agreement, duly guaranteed by the Guarantor, with the Company.



**SRESOL**

Sresol Technology Solutions Pvt Ltd  
509, SVSS Nivas, Czech Colony,  
Sanath Nagar, Hyderabad-500018,  
Telangana, India. Contact: +91-9949794297  
Email: [sresol@sresol.com](mailto:sresol@sresol.com)

Ref: GEMC-511687761734499, 30<sup>th</sup> August 2022 **DEPLOYMENT LETTER**  
GEM/2022/B/2138303, 28<sup>th</sup> April 2022

1<sup>st</sup> November, 2022

Sri G Vijaya Sankar, Sc-'G'  
Tech, Director  
Directorate of Cybernetics Systems  
Research Centre Imarat, DRDO,  
Ministry of Defence, Govt of India  
Tel: +91-40-24306018

Sub: Deployment of Software Engineer **Pamula Venkata Ravi Kumar**

Respected Sir,

As per Contract No. GEMC-511687761734499, 30<sup>th</sup> August 2022, RCI, Sresol is pleased to deploy the resource **Pamula Venkata Ravi Kumar** for Software development work purpose

Ravi Kumar is on boarded at RCI office since November 1<sup>st</sup> 2022. His Aadhaar is 2684 4132 5292 and DOB is 18 June 2000.

Please accept our application and do the necessary required steps for his deployment process at RCI.

Thank your support.

If you have any queries or concerns please do not hesitate to contact us on +91-9949794297 or write a mail to: [ramana@sresol.com](mailto:ramana@sresol.com)

For Sresol Technology Solutions Private Limited

*NVRamana*  
Ramana Neelam  
CEO





# NARAYANA

MEDICAL COLLEGE & HOSPITAL

Ref No: NMCH/HR/AL-153/2022

Date: 21.03.2022

## Appointment Order

Dear Mr. Pulle Kalyan,

Congratulations!



We are pleased to invite you to join Narayana Medical College Hospital.

As per our discussions, we are pleased to offer you the position of **Transplant Coordinator in the grade G3**, in the department of Nephrology and shall reports to HOD - Nephrology in Narayana Medical College Hospital campus based at Nellore.

### Terms & Conditions

- ❖ You will be paid a salary as agreed upon at the time of interview and you will be on probation for a period of 06 months from your date of joining and your performance will be reviewed at regular intervals.
- ❖ You are liable to be transferred from one establishment/ department/ section/ to another as deemed appropriate depending upon the organization's requirement.
- ❖ During the term of your employment with the hospital, you shall not engage yourself in any other business or occupation, pursuit, part time or whole time.
- ❖ You shall abide by the HR policies, rules and regulations of our organization formulated and in force from time to time and your employment will be subject to the same
- ❖ Leaving the hospital premises while on duty is strictly prohibited unless permitted specifically for any reason, to be recorded in the movement register.
- ❖ It is mandatory to serve notice for a month for separation during the period of employment on either side. The Organization reserves the right at all times to terminate your employment forthwith without notice or payment in lieu thereof, if you were involved in misconduct and irregularity, or any indictable offense or inefficiency. The Organization shall pay only salary earned by you up to the date of termination. The Organization shall be entitled to offset payment of any pro-rata allowance advances, etc., against salary due and to withhold amounts that may be required to be recovered by the relevant authorities

We look forward to your contribution to the growth of Narayana Medical College Hospital and sincerely hope that you will be able to realize your aspirations as well.

  
Authorized Signatory  


### EMPLOYEE ACKNOWLEDGEMENT

I hereby accept & shall abide by the terms & conditions of this Appointment Order

Name of the Employee: Pulle. Kalyan  
(Signature with Date) P. Kalyan



CHILD REHABILITATION AND ORPHANS SERVICE SOCIETY (CROSS)

Cell : 9848219514

(Regd. Under Reg. Act 2001 Regd. No. 208 of 2014)



Head Office : D.No. : 9-146, Vruksha Nagar-II, Stuartpuram (Po), Bapatla (M),  
Guntur (Dt.), Andhra Pradesh - 523 317, Email : [cross.orgguntur@gmail.com](mailto:cross.orgguntur@gmail.com)

This is to certify that I  
Mr. Krupa Satyan Mediboina is running an  
Non Government Organization my own.  
35 members of staff are working  
with me in Ongole on different  
programmes. I am leading my  
NGO activities in Ongole and Chinale  
areas.

Thanking you

PRESIDENT  
CROSS Organization  
Annavarappadu, 4th Line,  
ONGOLE, (A.P.)