



**SHRI KHANDERAI PRATISHTHAN'S  
DNYANSAGAR INSTITUTE OF MANAGEMENT & RESEARCH**

(Approved by AICTE, New Delhi, Recognized By Govt. of Maharashtra, Affiliated to S. P. Pune University)  
(AISHE Code : C - 41293, PUN Code - IMMP014030)



**STUDENTS PLACEMENT  
ORDER  
2018-2019**



📍 SKP Campus, Baner, Balewadi, Pune - 411 045 INDIA  
☎ 7767800401 - 10 ✉ director@dimr.edu.in 🌐 www.dimr.edu.in



2019

Ref: VTP/HR/2019/340



10 Oct' 2019

To,  
Ms. Pratiksha Hinge  
Pune

## OFFER LETTER

Dear Pratiksha,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of "Executive - Sales" in our organisation. CTC would be as discussed.

Kindly report for your duties on or before **18 Oct' 2019 @ 9.30am**. We shall appreciate your confirmation of acceptance of the above offer.

The letter of appointment would be issued within one week of your joining, subject to satisfactory reference checks and completion of your joining formalities. You are requested to carry photo copies of the following documents on the date of joining:

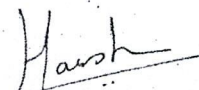
1. Educational qualification certificate. (10<sup>th</sup>, 12<sup>th</sup>, Graduation, Post-Graduation)
2. Experience Certificates, Relieving letter or acceptance of your resignation letter from your present/previous employer.
3. Two photocopies Aadhar Card indicating name and permanent address.
4. Two photocopies of present address proof.
5. Two photocopies of the PAN card.
6. 3 Months' salary slip, 3 months' salary a/c Statements.
7. Four latest passport size photographs
8. Medical fitness certificate & blood group certificate.
9. Please note that all documents should be self-attested.

**Note: Kindly carry all original documents for verification.**

Kindly send us the duplicate copy duly signed by you, as a token of acceptance of our offer.

With Best Wishes.

For, VTP Realty,

  
-Harsha Palande

VTP REALTY Head - Human Resource  
S.No.34, VTP House, Behind Shakti Sports,  
Pune-Nagar Road, Wadgaonsheri, Pune- 411 014.  
+91 20 6585 0000



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

2019



AMHI/HR/H/0004

Date: June 12, 2018

Mr. Suraj Suresh Karpe  
Chousalkar colony,  
Ambejogai, Beed,  
Pune.

Offer Letter for Employment with Apollo Munich Health Insurance Company Limited.

Dear Suraj Suresh Karpe,

With reference to the discussions we had with you recently we are pleased to offer you the position of Channel Sales Officer, Level - 7B, Department-Bancassurance in Apollo Munich Health Insurance Co. Ltd., subject to following terms and conditions:

1. This offer letter is to be considered only an offer for appointment with the Company and this does not give you the employee status of our Company unless we receive your express consent and you complete the joining formalities with us.
2. Your date of joining would be **June 12, 2018**, failing which, this offer shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your compensation shall be as per the details outlined in Annexure-I to this offer letter. Any and all information related to Your Compensation structure, Benefits & Grade are Confidential in nature accordingly therefore, you are advised to keep this information absolutely confidential. However, this restriction does not prevent you from disclosing information in case required by law or in order to take professional advice outside the Company.
4. Your initial place of posting will be at **Pune**. However your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
5. During the first six (6) months of your services you will be on probation, which may be extended by the Company. The Company will review your performance at the end of the probationary period, and your services with the company would be confirmed depending on your performance, however until issued a confirmation letter you shall continue to be on probation.
6. During the probationary period, the company may decide to terminate your services at any time, without assigning any reason whatsoever by giving you fifteen days' notice or on payment of fifteen days fixed gross salary of your salary in lieu thereof.
7. During the probation period, you may sever your employment with the Company by giving the Company fifteen days prior notice or on payment of fifteen days fixed gross salary of your salary in lieu thereof. (However the Company may at its discretion not accept payment of salary in lieu of notice period and insist on your serving the notice period).
8. Absence for a continuous period of five working days without prior written approval of your superior, (including overstay of leave, training or other similar activity), would be treated as voluntary abandonment of service which may lead to your summary dismissal from the Services of the Company without any notice or salary in lieu thereof.



*(Signature)*  
Director

**Dnyansagar Institute of Management and Research**  
Balewadi, Pune-411045

Validity unknown

Digitally signed by  
PARAMJIT SINGH NAYYAR  
Date: 2018.06.12 11:45:07  
+05:30

Letter is Digitally Signed by Paramjit Singh Nayyar, Chief Human Resources Officer



Best in class in the Insurance sector  
This is an affirmation of our employees' faith in our Transparency, Fairness and Camaraderie

9. Post confirmation, either party may terminate the Employment, by giving the other, one month's notice in writing or on payment of one-month fixed gross pay in lieu thereof. (However the Company may at its discretion not accept payment of salary in lieu of notice period and insist on your serving the notice period).
10. Your services are liable to be terminated without any notice or salary in lieu thereof if:
- The Company is informed of any previous conviction by a court of law involving moral turpitude and / or if the Company comes to know of any criminal complaint or first information report having been lodged against You which has not been informed to the Company by You before accepting this Offer Letter.
  - If any particulars given by you in your application form or any documents submitted by you, including but not limited to education qualification, previous work experience, last drawn salary, PAN, residential address proof, relieving letter, resignation acceptance letter, or any other documents submitted in support of your credentials, at the time of your appointment are found to be false, incorrect, fabricated or fudged.
  - If you are found guilty of dual employment.
  - If you violate any of the conditions of service as stipulated in the terms and conditions of Appointment Letter, rules and regulations of the Company, policy and processes of the Company. Further, you will also be liable to make good the losses, damages that the company may suffer due to any omission or commission on your part.
11. You shall perform your duties with due diligence & Care. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. Any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc., would warrant strong disciplinary action from the company in terms of relevant Policy of Company which may include without limitation, termination from the services of the Company without any notice or salary in lieu thereof.


While in the employment of the company, you will refrain from:

- Taking up any employment in any other Company (on a permanent, temporary or part-time basis) or offering your services with or without pay to any third party.
- Forming, creating, raising, being part of or joining (part time or full time) any union or other similar organization against the company or otherwise.
- Undertaking any external activities without prior consent of the company.

You will not have any business interests in the company- whether or not they are similar to or in conflict with the business (es) or activities of the company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any of your immediate relatives. Also, you agree to disclose fully and immediately to the company any such interests or circumstances which may arise during your employment.

12. During the course of your employment, you may learn or acquire information, which may be confidential or proprietary to the Company or its affiliates/clients etc. As a condition of your employment, you will not either during your employment or thereafter, divulge any such information to any third person, company or any other organization and shall always be governed by the Company policy with regards to confidential and proprietary information.
13. Your appointment shall at all times be subject to the Policies, rules & regulations of the Company (which may be amended and/or altered from time to time) during the course of your employment with the Company.



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

Validity unknown

Digitally signed by  
PARAMJIT SINGH NAYYAR  
Date: 2018.08.17 11:45:08  
+05:30

Letter is Digitally Signed by Paramjit Singh Nayar, Chief Human Resources Officer

14. As per company policy, the minimum academic qualification preferred for any position in the company is completion of Graduation. Please note that for the recruitment or promotion to a level beyond Grade 6A, Graduation is a necessary/mandatory qualification. Therefore, if at the time of your recruitment, you are an under graduate, i.e., you have not completed your graduation, notwithstanding anything said to contrary in the Company promotion policy, you shall not be eligible for any promotion beyond Sr. Executive / BDM (Grade 6 A). Eligibility, to be considered for promotion into Grade 5 and above would only be possible after you complete your graduation, and submit the necessary documents to the company as proof of having completed the same.

This offer letter is prepared in two sets each of which would be considered original. In case you agree to the terms and conditions stipulated in this Offer Letter, please sign and return to us one copy of this offer letter as a token of your acceptance of the offer of your employment with the Company.

Please carry original documents and submit the copies of the following documents on your date of joining:

1. 3 Passport Size Photograph
2. Pan Card
3. Aadhaar Card
4. 10<sup>th</sup> Certificate/Mark sheet
5. Highest Qualification Certificate / Mark Sheet - (Degree Certificate or Three Years consolidated Mark sheet)
6. 3 Month Salary slip incase not available then Bank Statement signed stamp by the bank (wherever applicable).
7. Latest Increment Letter or Appointment Letter or Offer letter or Salary certificate on letter head of the Company with signed stamp.
8. Relieving Letter or Signed Stamp resignation acceptance or email Acceptance
9. Universal Account No (UAN)
10. Address Proof - (any one of the following)  
Passport / Driving License / Voter ID card / Copy of latest bill of Telephone / Electricity / Water / GAS (with Employee's name) or rental agreement of the premises where employee residing / Bank Passbook copy - signed & Stamp

You will be required to sign the detailed Terms and Conditions of Appointment Letter at the time of your joining the Company.

We congratulate you on your success and hope you will find working with Apollo Munich Health Insurance Co. Ltd., a rewarding and enjoyable experience.

Should you have any queries on any of the above, please do not hesitate to contact us.

#### DECLARATION

I hereby confirm and declare that I have read and understood these terms and conditions of my employment, and I shall adhere to these terms and conditions.

Signature:

Name: Suraj Suresh Karpe

Date:



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

Validity unknown

Digitally signed by  
PARAMJIT SINGH NAYYAR  
Date: 2018.08.12 11:45:08  
+05:30

Letter is Digitally Signed by Paramjit Singh Nayyar, Chief Human Resources Officer

AMHI/HR/H/0004  
Date: June 12, 2018

Annexure-I  
Private & Confidential

**Consolidated Salary Details Annexure**

Sl. No.	Salary Components	Monthly (INR)	Annual (INR)
1	Basic Salary	10000	120000
2	House Rent Allowance	0	0
3	Special Allowance	6284	75406
4	Mobile Allowance	500	6000
5	Advance Statutory Bonus	1500	18000
	<b>Fixed Gross Pay</b>	<b>18284</b>	<b>219406</b>
	<b>Statutory Benefits</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
6	Employer's Provident Fund contributions	1200	14400
7	ESI - Employer Contribution	869	10422
8	Gratuity	-	5772
	<b>Total Statutory Benefits</b>	<b>2069</b>	<b>30594</b>
<b>Total Gross Pay</b>			<b>250000</b>
<b>Total Cost to Company (CTC)</b>			<b>250000</b>
<b>Total Cost to Company (CTC) in words: Rupees Two Lakh(s) Fifty Thousand Only</b>			

- Choice Pay Component (Meal Cards) will be carved out from your Special Allowance to provide more flexibility as per Choice Pay policy, you can submit your Choice Pay declaration for the year before 20th of the month to payroll@apollomunichinsurance.com
- Incentive will be paid out based on performance as per company policy. Employee, to be eligible to receive the incentive amount, needs to be on the rolls of the company as on the date of disbursement of the incentive. Employees serving their notice period are also eligible to receive the incentive amount, provided they meet the above guidelines.
- Income Tax shall be applicable as per IT rules and will be deducted at source.
- Gratuity - As per Gratuity Act 1972. Gratuity shall be payable to an employee on separation of employment after he / she has rendered continuous service for not less than five years. The actual payout will be based on the employee's last drawn Basic Salary.
- Employees joining only on or before 31 December 2018 are eligible for PMS process FY 18-19. Joinees post that will be a part of PMS process FY 19-20.

For Apollo Munich Health Insurance Co. Ltd.

Accepted by: Suraj Suresh Karpe

**Grade Wise Sum Assured for Insurance Policy**

LEVEL	GRADE	Sum Assured Group Term Life Insurance Policy (Rs)	Sum Assured Group Personal Accident Policy (Rs)	Sum Assured Group Mediclaim Policy (Rs)	Deduction only for Mediclaim per month in Rupees
6	A	1500000	1500000	200000	600
	B	1500000	1500000	200000	600
7	A	1250000	1250000	200000	350
	B	1250000	1250000	200000	350

Validity unknown

Digitally signed by  
PARAMJIT SINGH NAYYAR  
Date: 2018.06.12 11:45:09  
+05:30



**Director**  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

Letter is Digitally Signed by Paramjit Singh Nayyar, Chief Human Resources Officer

Letter of Intent (LOI)

Date: 12/2/2019

To,

Name: Rupesh Chaudhari

Address: Pune

Dear Rupesh

1. We are pleased to offer you the position of Young Manager in our Organization.
2. Your date of joining would be (1<sup>st</sup> June 2019), failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your initial place of posting will be at Pune. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You will be undergoing On the job training for period of approx. 2.5 months. During the training period, you will be paid stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month and you will not be entitled for any other benefits.
5. Post successful completion of training period, you will be offered a full time employment with Apollo Munich Health Insurance Company Limited at Annual CTC of Rs. 3,00,000 (Rupees Three Lakh(s) Only) + Incentives (Upto Rs. 50,000/- Per Annum) can go up to Rs. 1,50,000/- Per Annum) for high performers + Reimbursements (Upto Rs. 48,000/- Per Annum), with detailed compensation annexure and actual Job location.
6. One-time welcome bonus of Rs 10,000 (Rupees Ten Thousand Only) to be paid after completion of 4 months with AMHI.
7. If you leave the Company or submit your resignation before completion of first year, you will be liable to pay Rs. 75,000/- (Rupees Seventy-Five Thousand Only) to the company towards the expenses incurred towards your training.
8. Please carry original documents and submit the copies of the following documents on your date of joining:
  - a. 2 passport size photographs
  - b. PAN Card
  - c. Aadhaar Card
  - d. X & XII passing certificate
  - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
  - f. Cancelled Cheque / Bank Statement / Passbook copy

We look forward to welcoming you, and wish you all the best for this exciting new journey with AMHI.

For Apollo Munich Health Insurance Company Ltd.

Poojanka  
Authorized Signatory



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

To know more about the world of Apollo Munich, please connect with us at LinkedIn  
<https://www.linkedin.com/company/apollo-munich-health-insurance-company-ltd-/>

Letter of Intent (LOI)

Date: 12/02/2019

To,

Name: OM Gawande

Address: Nagpur

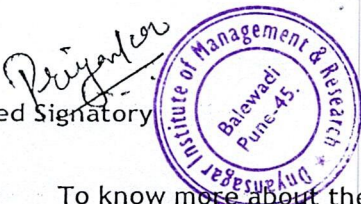
Dear OM :

1. We are pleased to offer you the position of Young Manager in our Organization.
2. Your date of joining would be (1<sup>st</sup> June 2019), failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your initial place of posting will be at Nagpur. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You will be undergoing On the job training for period of approx. 2.5 months. During the training period, you will be paid stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month and you will not be entitled for any other benefits.
5. Post successful completion of training period, you will be offered a full time employment with Apollo Munich Health Insurance Company Limited at Annual CTC of Rs. 3,00,000 (Rupees Three Lakh(s) Only) + Incentives (Upto Rs. 50,000/- Per Annum) can go up to Rs. 1,50,000/- Per Annum) for high performers + Reimbursements (Upto Rs. 48,000/- Per Annum), with detailed compensation annexure and actual Job location.
6. One-time welcome bonus of Rs 10,000 (Rupees Ten Thousand Only) to be paid after completion of 4 months with AMHI.
7. If you leave the Company or submit your resignation before completion of first year, you will be liable to pay Rs. 75,000/- (Rupees Seventy-Five Thousand Only) to the company towards the expenses incurred towards your training.
8. Please carry original documents and submit the copies of the following documents on your date of joining:
  - a. 2 passport size photographs
  - b. PAN Card
  - c. Aadhaar Card
  - d. X & XII passing certificate
  - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
  - f. Cancelled Cheque / Bank Statement / Passbook copy

We look forward to welcoming you, and wish you all the best for this exciting new journey with AMHI.

For Apollo Munich Health Insurance Company Ltd.

Authorized Signatory



  
Director

Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

To know more about the world of Apollo Munich, please connect with us at LinkedIn  
<https://www.linkedin.com/company/apollo-munich-health-insurance-company-ltd/>



Date: 26th Dec, 2018

Name : Akshay Arvind Patil

Location: Pune

Dear Akshay Arvind Patil,

We are pleased to offer you the position of "Customer Care Associate" in our organization. You will be initially placed with "Rahul Paint Distributors" to discharge your duties in this role.

The compensation package offered for Customer Care Associate per month is as under:

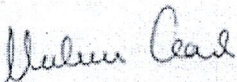
Components	Amount (INR)
Basic Salary	7,600.00
House Rent Allowance	3,500.00
Special Allowance	142.00
Fuel Allowance	3,850.00
Monthly Gross Salary	15,092.00
Less: Employee Contributions	
PF @ 12.00%	912.00
ESIC @ 1.75%	265.00
P.Tax(As Applicable)	130.00
Total Amount	1,307.00
Monthly Net Take Home	13,785.00
Add: Employer Contributions	
PF @ 12.00%	912.00
PF Admin @ 1%	76.00
ESIC @ 4.75%	717.00
Bonus	633.00
Insurance Cost	300.00
Monthly CTC	17,730.00

Your date of joining would be **2nd Jan, 2019** or training date , whichever is later.

Further, upon receiving the offer letter acknowledgement a formal Appointment Letter shall be issued.

With Warm Regards,

For Radiant Enterprise



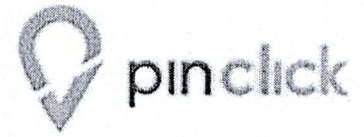
Authorized Signatory



Agreed & Accepted

Akshay Arvind Patil

  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045



26<sup>th</sup> December, 2018

Sub: Offer of employment by Pin Click

Dear Pratiksha,

Congratulations and welcome aboard Pin Click, we are delighted to have you in our exciting team!

We are offering you the position of "Property Advisor", with effect from 3<sup>rd</sup> January, 2019. The terms of our offer and the benefits currently provided by the Company are as follows:

The details of your annual earnings are attached herewith as Annexure A.

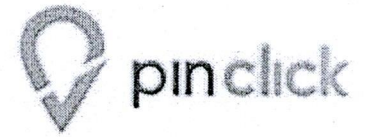
**ANNEXURE – A**

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Pratiksha Hinge	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	03-January-2019	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Sub-Total I / Gross Pay	23,740	2,84,880
	<b>Benefits</b>		
B	PF Employer	900	10,800
	ESIC	-	-
	Gratuity	360	4,320
C	Sub Total II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
<b>Note: Performance Enhanced Incentives Is Target Based.</b>			
1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.			
2) Professional Tax to be deducted from the monthly Gross salary as applicable			



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

Page 1 of 1



26<sup>th</sup> December, 2018

Sub: Offer of employment by Pin Click

Dear Akeel,

Congratulations and welcome aboard Pin Click, we are delighted to have you in our exciting team!

We are offering you the position of "Property Advisor", with effect from 3<sup>rd</sup> January, 2019. The terms of our offer and the benefits currently provided by the Company are as follows:

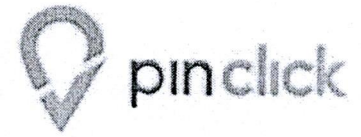
The details of your annual earnings are attached herewith as Annexure A.

**ANNEXURE – A**

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Akeel Shaikh	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	03-January-2019	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
A	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
	<b>Benefits</b>		
B	PF Employer	900	10,800
	ESIC	-	-
	Gratuity	360	4,320
C	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>Note: Performance Enhanced Incentives Is Target Based.</b>			
1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.			
2) Professional Tax to be deducted from the monthly Gross salary as applicable			



**Director**  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045



26<sup>th</sup> December, 2018

Sub: Offer of employment by Pin Click

Dear Amol,

Congratulations and welcome aboard Pin Click, we are delighted to have you in our exciting team!

We are offering you the position of "Property Advisor", with effect from 3<sup>rd</sup> January, 2019. The terms of our offer and the benefits currently provided by the Company are as follows:

The details of your annual earnings are attached herewith as Annexure A.

**ANNEXURE – A**

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Amol Mahajan	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	03-January-2019	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
	<b>Benefits</b>		
B	PF Employer	900	10,800
	ESIC	-	-
	Gratuity	360	4,320
C	Sub Total II	1,260	15,120
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>Note: Performance Enhanced Incentives Is Target Based.</b>			
1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.			
2) Professional Tax to be deducted from the monthly Gross salary as applicable			



Page  Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

Ref No. 221721

Private &amp; Confidential

Date: 22 December 2018

Mr. Mohit Kamalkishor Sharma,  
A/1 Chetak Housing Society  
Indrayani Nagar  
Bhosari  
Pune - 411039

Dear Mohit Kamalkishor Sharma,

**Subject : Offer Cum Appointment Letter**

Further to your application and the subsequent discussion with us, we are pleased to offer you a career in Karvy Stock Broking Limited, as per the terms and conditions mentioned herein:

**1. Date of joining, posting & location**

You will join us on **31 December 2018** in our **Broking Division** at **Hyderabad**. Your title will be **Trainee - Equity Advisor** in **Grade S6 (Executive Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

**2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

**3. Probationary Period**

To train you and assess your fit within Company, the first six (6) months of your employment constitute as probationary period. The Company may extend your probation period by another 3 months or terminate your employment without citing any reason and without any advance notice or payment in lieu of notice. In such an event, the Company will have no further obligation to you, financial or otherwise.

**4. Resignation prior to 18 months**

The Company spends a lot of time on your training and overall development. The training will be provided both in classroom through specialized trainers and experts, as well on the job. You, therefore, hereby agree that if you resign from this employment prior to completion of 18 months or attempt to secure an alternative employment without a written consent of the Company, you are liable to pay the Company Rs. 75000/- (Rupees Seventy Five Thousand Only) the estimated cost of your training.

Karvy Stock Broking Limited

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad

T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com

Director

Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

SEBI Registration No: NSE: INB/INF/INE 230770138; BSE: INB 010770130; INF 010770131; MCX-SX: INE 260770138;

NSDL: IN-DP-NSDL-247-2005; CDSL: IN-DP-CDSL-305-2005; IGC email: Stock Broking: igksblsb@karvy.com; DP: igksbldp@karvy.com

Compliance Officer: V Murali Govind. Contact No.: +91-40 23388769. email: muraligovind.v@karvy.com. CIN: U67120TG1995PLC019877 1 of 9

Ref No. 221721

Annexure – I

Name: Mohit Kamalkishor Sharma Designation: Trainee - Equity Advisor  
Grade: S6 (Executive Trainee) Location: Hyderabad

Compensation Structure

Particulars	Amount in INR per month	Amount in INR per annum
Basic	7,290	87,480
HRA	4,380	52,560
Other Allowance	3,978	47,736
Provident Fund (Employer Contribution)	875	10,500
Advance Bonus	1,460	17,520
Conveyance	1,600	19,200
Medical	1,250	15,000
Fixed CTC	20,833	2,50,000

(Rupees Two Lakhs Fifty Thousand only)

Others:

Further you will be eligible to receive performance linked variable pay up to Rs.62500/- per month. This variable pay is linked to performance and achievement of defined KRAs.

Other benefits:

Personal Accident Cover: : Personal accident cover for self in cases of death or disability  
Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.  
Gratuity : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

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Director

Dnyansagar Institute of Management and Research  
Balewadi, Pune-411045

Ref No. 221736

Private &amp; Confidential

Date: 22 December 2018

Mr. Nakar Kalpeshkumar Vasantabhai,  
Village Bag  
Gundiyali  
Kachchh  
Gujrat - 370455

Dear Nakar Kalpeshkumar Vasantabhai,

**Subject : Offer Cum Appointment Letter**

Further to your application and the subsequent discussion with us, we are pleased to offer you a career in Karvy Stock Broking Limited, as per the terms and conditions mentioned herein:

**1. Date of joining, posting & location**

You will join us on **31 December 2018** in our **Broking Division** at **Hyderabad**. Your title will be **Trainee - Equity Advisor** in **Grade S6 (Executive Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

**2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

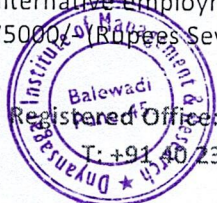
Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

**3. Probationary Period**

To train you and assess your fit within Company, the first six (6) months of your employment constitute as probationary period. The Company may extend your probation period by another 3 months or terminate your employment without citing any reason and without any advance notice or payment in lieu of notice. In such an event, the Company will have no further obligation to you, financial or otherwise.

**4. Resignation prior to 18 months**

The Company spends a lot of time on your training and overall development. The training will be provided both in classroom through specialized trainers and experts, as well on the job. You, therefore, hereby agree that if you resign from this employment prior to completion of 18 months or attempt to secure an alternative employment without a written consent of the Company, you are liable to pay the Company Rs. 75000/- (Rupees Seventy Five Thousand Only) the estimated cost of your training.



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Compliance Officer: V Murali Govind. Contact No : +91-40 23388769. email: muraligovind.v@karvy.com. CIN: U67120TG1995PLC019877 1 of 9

Ref No. 221736

Annexure – I

Name: Nakar Kalpeshkumar  
Vasantabhai Designation: Trainee - Equity Advisor  
Grade: S6 (Executive  
Trainee) Location: Hyderabad

**Compensation Structure**

Particulars	Amount in INR per month	Amount in INR per annum
Basic	7,290	87,480
HRA	4,380	52,560
Other Allowance	3,978	47,736
Provident Fund (Employer Contribution)	875	10,500
Advance Bonus	1,460	17,520
Conveyance	1,600	19,200
Medical	1,250	15,000
Fixed CTC	20,833	2,50,000

(Rupees Two Lakhs Fifty Thousand only)

**Others:**

Further you will be eligible to receive performance linked variable pay up to Rs.62500/- per month. This variable pay is linked to performance and achievement of defined KRAs.

**Other benefits:**

Personal Accident Cover: : Personal accident cover for self in cases of death or disability  
Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.  
Gratuity : As per Gratuity Act

**Note:**

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

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Director  
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Balewadi, Pune-411045



Ref No. 221761

Private &amp; Confidential

Date: 22 December 2018

Mr. Swapnil Dinkar Madhale,  
Kariwade  
Pedvewadi  
Sindhudurg  
Maharashtra - 416510

Dear Swapnil Dinkar Madhale,

**Subject : Offer Cum Appointment Letter**

Further to your application and the subsequent discussion with us, we are pleased to offer you a career in Karvy Stock Broking Limited, as per the terms and conditions mentioned herein:

**1. Date of joining, posting & location**

You will join us on **31 December 2018** in our **Broking Division** at **Hyderabad**. Your title will be **Trainee - Equity Advisor** in **Grade S6 (Executive Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

**2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

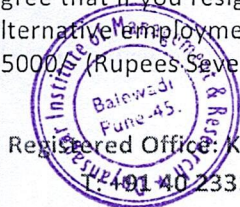
Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

**3. Probationary Period**

To train you and assess your fit within Company, the first six (6) months of your employment constitute as probationary period. The Company may extend your probation period by another 3 months or terminate your employment without citing any reason and without any advance notice or payment in lieu of notice. In such an event, the Company will have no further obligation to you, financial or otherwise.

**4. Resignation prior to 18 months**

The Company spends a lot of time on your training and overall development. The training will be provided both in classroom through specialized trainers and experts, as well on the job. You, therefore, hereby agree that if you resign from this employment prior to completion of 18 months or attempt to secure an alternative employment without a written consent of the Company, you are liable to pay the Company Rs. 75000/- (Rupees Seventy Five Thousand Only) the estimated cost of your training.



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**5. Notice period**During Probation Period

Your services are liable to be terminated by the company without assigning any reason by giving 30 days notice period or payment of gross monthly salary in lieu thereof on either side. However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of stipulated notice period of 30 days or without any pay in lieu of notice period.

After Confirmation

Your services can be terminated by the company by giving 60 days notice or payment of gross monthly salary in lieu thereof on either side. However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of stipulated notice period of 60 days or without any pay in lieu of notice period.

**6. Working hours**

You shall follow the working hours of the company at the place of posting and as informed to you from time to time. Due to the nature of work in this industry, you shall be expected to adjust to extended working hours in case of any pressing commitment. For such extended hours of work you shall not be eligible to claim any overtime or any additional consideration frequently and/or if your job involves shift duties or late night work, you are required to familiarize yourself fully with your own personal effort with the public transport arrangements & safety requirements of any nature and further you are advised to make adequate arrangements for your transport & travel and for your own personal safety.

If you are assigned to a job/temporary duty in an unsafe territory/disturbed area, you are free to point out your requirements of safety.


**7. Service rules and regulations**

During your employment with the Company, you shall be governed by the Service rules, regulations, employee benefits, policies & procedures of the company detailed in the HR portal. This HR Manual is available to you from the HR Department and is also available online on the HR Intranet. You undertake to familiarize yourself with the HR manual and all amendments incorporated in the same from time to time by logging on to the company's Intranet through your unique identification code provided to you on your joining the company. The terms and conditions laid down in the HR manual and as amended/updated from time to time and published on the HR Intranet, shall be binding upon you, and shall form part of the terms & conditions of your employment with the company.

**8. Duties and responsibilities**

You shall apply yourself diligently and faithfully to all duties & responsibilities that may be assigned to you from time to time and will conform to such directions that shall be given to you by your superiors. You will have the responsibility for efficient, satisfactory and economic operation in the areas of responsibility that may be assigned to you from time to time. It is the intention of the Company that every employee of the Company takes upon himself/herself a certain degree of responsibility and is accountable for the work undertaken by him/her.



  
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**9. Code of conduct**

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in over all conduct.
- (iii) You will help in maintaining & enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.

**10. Non disclosure, secrecy and confidentiality**

You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to Strategies, Methods, Books, Records, Documents, Technical Information concerning its products & Services, Equipment, Processes, Customer Lists, Procurement Procedures, Pricing techniques, Credit & Financial data concerning Company, Customers and Business Affiliates) all comprise confidential business information and trade secrets, etc. vital to the business of the Company.

You hereby agree that you will not at any time during or after your employment period with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of the Company. For the Purpose of this paragraph, the term "Company" shall also include all affiliates of the Company.

Any disclosure which has not been expressly authorized by the Company shall be called 'Unauthorized Disclosure'. The unauthorized disclosure of confidential information shall constitute a serious misconduct and the Company shall be entitled to take appropriate disciplinary action against you including termination of service. Unauthorized disclosure and use of confidential information of the Company after the termination of your relationship with the Company shall entitle the Company to initiate appropriate legal proceedings, including but not limited to seeking an "Order of Injunction".

**11. Non-solicitation & non-compete**

You agree and undertake that during the term of your appointment with the Company and for a term of one (1) year after the termination of your appointment with the Company for any reason whether with or without cause, you will not, directly or indirectly solicit, induce, recruit, or encourage any Company employees, who were during the term of your appointment, employees of the Company, to leave their employment, or take away such employees, either for yourself or for any other person or entity without the Company's express written consent. You further agree and undertake that you will not engage in soliciting business or allied business that is similar or competitive with the business of the Company, with those clients with whom you had any contact, during your appointment and for a period of one (1) year after your appointment with the Company ceases.



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**12. Copyright**

The copyright in all the work produced, i.e. literary, artistic, photographic or other work, documents/materials and intellectual property developed and gathered by you during the course of employment shall be and remain the exclusive property of the Company. You shall return the same to the Company on termination or at such earlier time as required by the Company.

The work produced shall be the exclusive property of the Company and the Company shall be free to deal with the same in such a manner as it deems fit. This para is also applicable to any activity relating to Trade Marks, patentable work or any other activity leading to Intellectual property rights.

**13. Usage of computers**

The Company has extensively introduced computerization to improve efficiency and productivity. You herewith agree and undertake to extensively abide by the Information Technology policies and rules framed by the Company from time to time. Any misuse or violation of any of the I.T policy/rule shall make you liable for the disciplinary action by the Company including termination of your appointment and taking appropriate legal proceedings against you.

**14. Undertakings:**

(i) You agree that the assurances, undertaking, etc., in regard to your education/qualification certificates, work experience certificates, previous employer's certificates and all other certificates, information, declarations and undertakings are true and correct. You undertake that there are no claims, damages or legal actions of any nature instituted against you by any institutions, authorities including previous employer(s). You further undertake that no legal cases of above nature have been instituted against you in past or currently in progress even in your personal capacity. If any of the information or undertaking in relation to above is found incorrect, the Company reserves the right to take appropriate disciplinary action including termination of services.

(ii) You confirm that you have adequately declared in writing any kind of medical problem, which you may have had in past or present, prior to accepting the offer of employment with the company, including alcoholism. You confirm that any such history has been adequately disclosed by you to the company in writing prior to you having accepted the offer of employment in the company.

**15. Professional ethics**

The company follows highest level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics.

If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or any affairs/information of the Company or of theft or of misappropriation, regardless of the value involved, the Company shall initiate appropriate action as per its disciplinary action policy, notwithstanding with other terms of the policy, it also includes termination of your services with immediate effect.



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**16. Safe custody of company property and recovery of dues**

You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge. The company reserves the right to recover from you any unauthorized expenditure incurred, repos of any company property lying in your possession, seek refund of any unsettled loan or unsettled advances taken and make a charge on your dues for any payments due to the company from you.

**17. Indemnity**

You shall indemnify the Company against any loss, damage, proceeding which the Company might suffer due to any wrongful, malafide acts, negligence, gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such count or the right of the Company to seek other remedies which the Company may have to make good the loss or damage.

**18. Exclusivity**

During the term of your appointment with the Company, you will work exclusively for the Company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, rather part time or full time, directly or indirectly, related to the business in which the Company is now involved or becomes involved during the term of your appointment with the Company, nor will you engage in any other activities that conflict with your obligations of the Company.

**19. Severability**

If any term of this letter shall be invalid or unenforceable by any Court of competent jurisdiction, the remainder of this letter, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid term of this letter shall be enforced to the fullest extent permitted by law.

**20. Resolution of dispute**

All disputes or differences arising in connection with this letter shall be subject to the jurisdiction of courts in Hyderabad only irrespective of your working location that may change as per exigencies.

**21. Retirement**

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.



*[Signature]*  
**Director**  
Dnyansagar Institute of Management and  
Research  
Balowadi, Pune-411045

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**22. Handing over process**

In case of your disassociation from the company due to any reason, before relief from the services of the company you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the company identified by the Head – HR or your immediate supervisor. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amounts as might be payable to you as far as may be permissible to hold under the applicable laws.

Further, in case of your disassociation from the company as aforesaid, you shall hand over to the designated personnel all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.

**23. Termination of employment**

Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.

(i) Breach of any terms of this appointment, code of conduct, Policies & procedures of the company detailed in the HR manual, published on the company's Intranet or any rules made by the Company from time to time.

(ii) In the company's opinion; any act of gross misconduct & indiscipline on your account, De-falsification, Dishonesty, Misappropriation, Dereliction of duty in discharging your duties and functions, Unpunctuality, Neglect of duty.

(iii) Absence from your normal place of work for more than Seven (7) days continuously without appropriate reasons & prior sanction of leave.

(iv) Consistent non--performance by you as per the verdict of the company.

(v) Of your being convicted of any Criminal offence.

(vi) Of your mental or physical incapacity to discharge your functions.

In the event of intended termination from services on the grounds mentioned above, the company will seek your explanation in writing detailing the breach and will provide you seven days time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the Company reserves the right to terminate your services without notice and explanation, with immediate effect, where the Company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

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**24. General**

Employees may please note that their behavior towards any member of the public that they come across should be courteous. The Management reserves the right to take disciplinary action against any employee, who has been found to have misbehaved with any member of the public or any other individual. Further,

(i) 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 and Regulations.

(ii) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force from time to time.

(iii) In case of any change in your residential address or any relevant changes in your personal data during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change.

(iv) All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.

(v) The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc., and amendments thereof as presently applicable to you and as may be amended from time to time.

(vi) Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual/intranet and other policies and procedures of the Company as presently applicable and as may be amended from time to time.

(vii) You shall not do anything or cause to do anything which shall bring dishonor and/or disrepute to the Company or engage in unlawful/immoral activities.

(viii) If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the Company the details thereof.

(ix) You shall not at anytime use your association with the Company to gain unfair advantage for personal purposes.

(x) In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining, all or any expenses incurred by the Company on account of your Relocation.

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Ref No. 221761

**25. Address for the purpose of Communication**

Any communication sent to the following address shall be deemed to be proper service of the communication:

Mails sent to the address:

Company: Karvy Stock Broking Limited.,

Email Id: hrhelpdesk@karvy.com

Fax: +91 040-23311968

Employee Personal email id: swapnil.madhale@yahoo.com

The parties undertake that they shall communicate/update any change in address within one month of any change taking place in the above particulars and the said change shall be deemed to become effective if sent by Registered Post to the above address or the personal email id or fax number of the parties mentioned above.

The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the Company's policies and code of conduct, which may be amended from time to time.

This Agreement shall be governed by and construed in accordance with the law of India.

If you are in agreement with the conditions outlined in this letter including the annexures, please signify your receipt and acceptance and return a copy of this letter to us.

We wish you a long and happy association with us.

Thanking you,

for Karvy Stock Broking Limited  
Sd/-

Karuna Kamath  
Assistant General Manager  
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

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**Acknowledgement and Acceptance**

*I have read and understood the above Terms & Conditions hereby signify my acceptance*

Name: Swapnil Dinkar Madhale



Karvy Stock Broking Limited

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Ref No. 221761

Annexure – I

Name: Swapnil Dinkar  
Madhale Designation: Trainee - Equity Advisor  
Grade: S6 (Executive  
Trainee) Location: Hyderabad

**Compensation Structure**

Particulars	Amount in INR per month	Amount in INR per annum
Basic	7,290	87,480
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Medical	1,250	15,000
Fixed CTC	20,833	2,50,000

(Rupees Two Lakhs Fifty Thousand only)

**Others:**

Further you will be eligible to receive performance linked variable pay up to Rs.62500/- per month. This variable pay is linked to performance and achievement of defined KRAs.

**Other benefits:**

Personal Accident Cover: : Personal accident cover for self in cases of death or disability  
Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.  
Gratuity : As per Gratuity Act

**Note:**

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.



Karvy Stock Broking Limited

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.

T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com

  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

26<sup>th</sup> December, 2018

Sub: Offer of employment by Pin Click

Dear Priyanka,

Congratulations and welcome aboard Pin Click, we are delighted to have you in our exciting team!

We are offering you the position of "Property Advisor", with effect from 15<sup>th</sup> January, 2019.

The terms of our offer and the benefits currently provided by the Company are as follows:

The details of your annual earnings are attached herewith as Annexure A.

**ANNEXURE – A**

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Priyanka Gaikwad	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	15-January-2019	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
A	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
	<b>Benefits</b>		
B	PF Employer	900	10,800
	ESIC	-	-
	Gratuity	360	4,320
C	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
<b>Note: Performance Enhanced Incentives Is Target Based.</b>			
1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.			
2) Professional Tax to be deducted from the monthly Gross salary as applicable			



**Director**  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

26<sup>th</sup> December, 2018

Sub: Offer of employment by Pin Click

Dear Om Gawande,

Congratulations and welcome aboard Pin Click, we are delighted to have you in our exciting team!

We are offering you the position of "Property Advisor", with effect from 15<sup>th</sup> January, 2019.


The terms of our offer and the benefits currently provided by the Company are as follows:

The details of your annual earnings are attached herewith as Annexure A.

**ANNEXURE – A**

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Om Gawande	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	15-January-2019	
	<b>C &amp; B CATEGORY</b>	<b>INR - Monthly</b>	<b>INR – Annual</b>
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Edu Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Sub-Total I / Gross Pay	<b>23,740</b>	<b>2,84,880</b>
	<b>Benefits</b>		
B	PF Employer	900	10,800
	ESIC	-	-
	Gratuity	360	4,320
C	Sub Total II	<b>1,260</b>	<b>15,120</b>
Total A + C	Cost to the Company	<b>25,000</b>	<b>3,00,000</b>
<b>Note: Performance Enhanced Incentives Is Target Based.</b>			
1) Gross Pay is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.			
2) Professional Tax to be deducted from the monthly Gross salary as applicable			



  
 Director  
 Dnyansagar Institute of Management and  
 Research  
 Balewadi, Pune-411045  
 Page 1 of 1



PurpleRadiance

Technology Beyond Imagination

Ref:

Date: December 26 2018

To,

Mr. Sumedh Pol

Address:-

17, Anand Housing Society,  
Shivajinagar, Pune,  
Pin Code – 411016,  
Maharashtra.

Subject: Offer Letter.

Dear Sumedh Pol,

With reference to your application and interview with us, we are delighted in offering you an employment opportunity as **Marketing Executive** with PurpleRadiance Technologies Private Limited, at Pune on and as per the terms and conditions mentioned hereunder:

1. DATE OF JOINING:

Your date of joining in the Company will be January 03 2019

2. APPOINTMENT AND PROBATION:

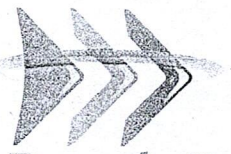
You are been offered an appointment as a Management Trainee for a period of six months. After that you will be on company trainee for six months. After that you will be on probation for a period of six months. This period may be extended at the option of the company.

During the period of training, your performance will be closely monitored and reviewed, and if found satisfactory you will undergo as probation employee for further six months by the Company in writing.



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

**PurpleRadiance Technologies Private Limited.**



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If your services are continued with probation period for next six months after trainee period and if found satisfactory you will be confirmed as permanent employee by the company in writing. It is an express condition of employment that, unless you are confirmed in writing your employment will stand automatically terminated.

### 3. COMPENSATION & BENEFITS:

You will receive a total compensation package of Rs. 2,40,000 per annum subject to statutory applicable deductions and proportionate deduction for unauthorized leave and/or leave without pay. The breakup of the compensation and benefits applicable to you is as per annexure 1. You are expected to treat this information and any changes made therein from time to time as personal and confidential.

### 4. LEAVE:

#### i. Privilege leave:

Upon confirmation as permanent employee of the Company you will be entitled to take 6 Days of Privilege leave every financial year. Privilege leave can be accumulated up to a maximum of 6 days after the end of particular financial year, where after, and accumulation will be automatically lost.

#### ii. Casual leave:

Upon confirmation as permanent employee of the Company, you can avail 10 day's non accumulated casual leave in every financial year.

#### iii. Sick Leave:

Upon confirmation as permanent employee of the Company you can avail 8 day's non accumulative sick leave in every financial year.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in taking serious action and the same shall automatically be taken without any notice or intimation.



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

**PurpleRadiance Technologies Private Limited.**

Office No.7, Chandhere Complex, Opposite InOrbit Shopping Mall, Pune-Ahmednagar Road, Vimannagar, Pune - 411014.  
Ph/Fax : +91 20 41203332 | Contact us : contact@purpleradiance.com | Visit us at : www.purpleradiance.com



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**5. INCREMENTS:**

On the basis of your performance, adherence to Company policies and procedures, and ability to meet or exceed duties as per scope of your work the Company will decide your increment in remuneration.

The decision made by the management of the company with regard to increment in remuneration shall be final.

**6. CONFIDENTIALITY:**

In consideration of your employment in our Company you will required to comply the confidentiality policy of the Company and maintain utmost secrecy of all confidential information.

During the course of your employment and on cessation / termination of your employment with the Company, you shall neither divulge nor disclose particulars, details or business information of the Company to any unauthorized person.

**7. TERMINATION:**

On confirmation as permanent employee of the Company your employment may be terminated by either party without reasons by giving 60 Days' notice.

The Company has right to terminate the service without giving any notice or with shorter notice by making payment of one month salary as a compensation for the same.

You may quit the services of the Company at any time with due notice or in lieu of salary thereof, just as the company may conclude its employment relationship with you at any time without assigning any reasons with due notice or salary in lieu thereof. The Company reserves the right to pay or recover salary in lieu of notice period and to relieve you before the expiry of the notice period.



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

**PurpleRadiance Technologies Private Limited.**



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If at any time in our opinion, which is final in this matter, you are found non - performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Company shall be entitled to recover the damages from you.

**8. SEPARATION:**

On separation, (by retirement, resignation or otherwise), you are required to immediately hand over to the Company before you are relieved, all correspondence, specifications, books, documents, or records, etc., belonging to the Company or relating to its business and shall not make or retain any copies of these items. You will also return to the Company all the assets given to you for official and / or personal use as per the various policies / schemes applicable to you as a part of your Compensation & Benefits. This would not apply to those assets or items, which you may need to buy under any of the schemes introduced by the company and availed by you.

**9. RETIREMENT:**

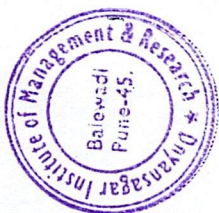
You will retire in the normal course from the services of the Company on attaining the age of superannuation, which is at the end of the month following your 58th birthday.

**10. EMPLOYMENT CONDITIONS:**

Your services will be governed by general service conditions as given below:

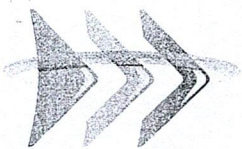
a) **Working Hours:** Terms and conditions related to working hours leave etc., applicable for all company employees shall be communicated separately.

b) **Full Time work:** Your position is a whole time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work part-time or otherwise or work on advisory capacity or be interested directly or indirectly in any other trade or business without the prior consent in writing from the Company during your employment With the Company. The Company reserves the right to alter or allocate different responsibilities to you from time to time depending on the business needs of the Company.



  
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c) **Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interests of the company and will at no time, do or say anything which compromises the company's goals or reputation. The Company's standards of conduct and value system will be explained to you. These should be complied with at all times.

During the term of the employment you shall devote whole time and attention exclusively to the duties entrusted and will not undertake any direct/indirect business work or profession or employment in any capacity, without the prior written permission of the Company.

You shall follow all the conditions, process, rules, written in handbook and it will be binding on you during the course of employment in our Company.

In the event of any misconduct, the Company reserves the right to take appropriate disciplinary action as may deem fit.

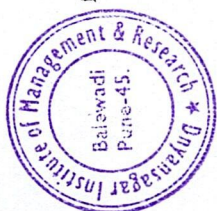
d) **Transfer:** You may also be transferred temporarily or permanently to any of divisions, subsidiary or associate companies or client owned development centers within or outside India (Whether now existing or still to be formed). In such case, you will be governed by the terms and conditions of service as applicable to the new assignment.

e) **Salary Review:** Your salary will be reviewed as per the policy of the Company from time to time. The Company believes in rewarding performance and hence increments will be rewarded on merit in accordance with the Company's policy in practice.

f) **Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time.

11. **NON DISCLOSURE AGREEMENT: "COMPANY" FOR ALL PURPOSES** shall mean PurpleRadiance Technologies Private Limited, Pune.

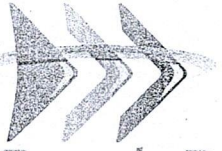
a) You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the company. Also, you shall not take any technical documents or information or copies there of



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

**PurpleRadiance Technologies Private Limited.**





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- belonging to the company outside the office unless specific entrusted to you in writing.
- b) You will not undertake business of similar nature with any other company during the period of your employment with this company.
  - c) 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 your ceasing to be in the employment 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.
  - d) 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.
  - e) 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 regulation, as it deems fit, without notice.
  - f) During your employment with the company, you shall be subject to pay Insurance & Group insurance police amount for the entire financial year.

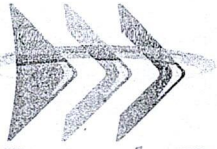
**12. PRE-CONDITION FOR EMPLOYMENT:**

The terms and conditions laid out are pre-conditional for employment. This offer is subject to your successful completion of a medical test by a medical practitioner appointed by the company. The offer is valid only after you sign the Non-Compete and Inventions agreements at the time of issuing the offer. A copy of the agreements can be made available to you for review.



  
**Director**  
Dnyansagar Institute of Management and  
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**PurpleRadiance Technologies Private Limited.**



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**13. GENERAL:**

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview.

If it is found that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the management of the Company may take such action as it deems fit in its sole discretion, including termination of your employment. You will be responsible for safekeeping and return in good condition and order of all Company's property, which may be in your use, custody or charge.

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

- ✓ Photocopies of your educational qualifications
- ✓ 4 Passport size photographs
- ✓ Relieving letter from previous employer, if applicable
- ✓ Recent salary statement, if applicable
- ✓ Proof of age
- ✓ PF account details, if applicable
- ✓ Income Tax deduction certificate of previous employer
- ✓ PAN card Xerox
- ✓ Passport Xerox

We welcome you in our organization and look forward for long and fruitful association with the Company.

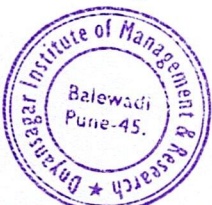
Kindly sign a copy of this letter of appointment as token of your confirmation and acceptance of the above terms and conditions.

With best wishes,

For PurpleRadiance technologies Private Limited



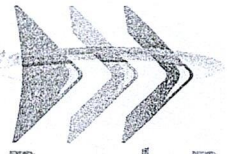
Mr. Mohan Pathare  
Director



  
Director

Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

**PurpleRadiance Technologies Private Limited.**



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Annexure 1

Compensation Details

Sr. No	Earnings	Monthly	Annual
1	Basic	8000	96000
2	H R A	3200	38400
3	Conveyance	800	9600
4	Medical	1250	15000
5	Other Allowance	6750	38400
A	Gross Salary	20000	240000
6	Professional Tax	(-) 200	(-) 2500
B	Total Target Remuneration	19800	237500
7	Bonus	4995.17	59942
8	Medical Insurance	296.5	3558

\*Bonus subject to performance and extent of achievement of target

I have read, understood and accepted the above Appointment Letter. 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: Mr. Sumedh Pol

Expected date of joining: January 03 2019



**PurpleRadiance Technologies Private Limited.**

Director  
Dnyansagar Institute of Management and Research  
Balewadi, Pune-411045

Mr Chandramohan S. Billary,  
Pune

Jan. 21, 2019

LETTER OF OFFER

Dear Chandramohan,

Congratulations!!


We are pleased to offer you an Employment with Innovative Retail Concepts Pvt. Ltd., based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as "Business Development Executive" Grade 6B and will be based at our Pune Location
2. Your date of joining will be on or before 22<sup>nd</sup> Jan, 2019.
3. You will be entitled to receive compensation of (CTC) Rs. 3,24,000 PA.
4. Your fixed salary will be Rs 2,64,000 PA (Breakup as per Annexure A) and on-target variable pay will be Rs. 60,000 PA (to be paid quarterly). The terms and conditions of your variable pay will be guided by the Variable Pay Policy of the Company.
5. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
6. Please bring along the below listed documents / details on your day of joining.
  - a) Two copies of Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C)
  - b) Copy of Academic Certificates (all from 10<sup>th</sup> to Highest- Originals for reference)
  - c) Copy of Resignation Letter with acknowledgement (Original for reference)
  - d) Copy of Relieving letter from previous employer (Original for reference)
  - e) Proof of compensation last drawn (3 Months -Original)
  - f) Four passport size photographs (Recent)
  - g) Two copies of PAN card (Mandatory)
  - h) Two copies of Address Proof
  - i) Aadhaar Card Proof

Looking forward to a long and mutually beneficial career with us

Yours truly,

For Innovative Retail Concepts Pvt. Ltd.,


  
Vaibhav Shinde  
Ast Manager - HR

*Innovative Retail Concepts Pvt. Ltd.*

Sr. no- 278/3, @ Maan Gaon, Rajiv Gandhi Infotech Park, Hinjewadi, Tal- Mulshi, Pune 411033

CIN No : U74130KA2010PTC052192



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045

Annexure – A

Name: Chandramohan Billary

Designation: Business Development Executive

Annual Salary Components		Monthly Break Up		Monthly Deductions	
Components	Per Annum	Earnings	Amount	Components	Amount
Basic + DA	113,340	Basic + DA	9,445	Employee PF	1,133
HRA	56,676	HRA	4,723	Employee ESI	349
Statutory Bonus	9,444	Statutory Bonus	787	Professional Tax	As per State Law
Travel Allowance	24,000	Travel Allowance	2,000	LWF	As per State Law
Fixed Communication Allowance	4,200	Fixed Communication Allowance	350	Income Tax	As per the Income Tax Law
Other Allowance	31,392	Other Allowance	2,616		
Gross Compensation	239,052	Gross Compensation	19,921	Total Deductions	1,482
Employer's PF	13,596	Employer's PF	1,133		
CTC (Excluding Employers ESIC)	252,648	CTC (Excluding Employers ESIC)	21,054	Net Pay (Excluding PT, IT & LWF)	18,439
Employer's ESI	11,352	Employer's ESI	946		
Total CTC	264,000	Total CTC	22,000		

Please Note: Professional Tax deduction is applicable as per state's statutory law. Labour Welfare Fund deduction is applicable as per state's statutory laws.

ESIC deduction will be applicable as per statutory law (If applicable), IT deduction is applicable at actuals (If applicable)

Innovative Retail Concepts Pvt. Ltd.

Sr. no- 278/3, @ Maan Gaon, Rajiv Gandhi Infotech Park, Hinjewadi, Tal- Mulshi, Pune 411033

CIN No : U74130KA2010PTC052192



  
 Director  
 Dnyansagar Institute of Management and  
 Research  
 Balewadi, Pune-411045

28<sup>th</sup> Jan 2019

To,  
Mr. Kuldeep Pawar

Pune

Re: Letter of Offer with Clinivantage Healthcare Technologies Pvt. Ltd.

Dear Kuldeep,

We are pleased to appoint you for the position of "Business Development Executive" with Clinivantage Healthcare Technologies Pvt. Ltd.

Following are the general terms and conditions of your employment with CHTPL.

Start of Employment

Your employment with CHTPL will commence from 11<sup>th</sup> Feb 2019

Probation/Notice Period

Your probation period will be 3 months from your date of joining. During the probation period your services can be terminated with 15 day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month notice on either side.

Job Responsibilities:

You will be assigned to CHTPL India office from 11<sup>th</sup> Feb 2019. Your job responsibility would be Business Analysis and managing CHTPL solutions & support to presales. You will be reporting to Sr. VP Deployment and Product Management, CHTPL.



  
Director  
Dnyansagar Institute of Management and  
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Balewadi, Pune-411045

Compensation:

Your consolidated salary would be INR 2.5 lakh per annum. Salary breakup will be as per company norms.

Travel:

You will be required to travel in India and abroad for managing various activities of CHTPL.

Monthly Salary: Paid every 5<sup>th</sup> of each month

Working Hours:

Upon completing joining formality you will be required to submit following papers also you need to sign NDA & Employment contract which will be furnished to you within 15 days from the day you join.

1. Release Letter of last organization
2. Graduation Certificate Copy
3. Passport Copy
4. Address Proof
5. Experience Certificates

Looking forward to long term association with Clinivantage.

Thanks & Regards,

Dinesh V. Samudra  
Founder & CEO



  
Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045



PurpleRadiance

Technology Beyond Imagination

Ref:

Date: January 09 2019

To,

Mr. Ashish Pangrekar

Address:-

Bapu Rao Setji Sadan,  
Room No 15, Near Visarjanganhat,  
Balewadi, Pune, Pin Code – 411016,  
Maharashtra.

Subject: Offer Letter.

Dear Ashish Pangrekar,

With reference to your application and interview with us, we are delighted in offering you an employment opportunity as **Marketing Executive** with PurpleRadiance Technologies Private Limited, at Pune on and as per the terms and conditions mentioned hereunder:

1. DATE OF JOINING:

Your date of joining in the Company will be January 10 2019

2. APPOINTMENT AND PROBATION:

You are been offered an appointment as a Management Trainee for a period of six months. After that you will be on company trainee for six months. After that you will be on probation for a period of six months. This period may be extended at the option of the company.

During the period of training, your performance will be closely monitored and reviewed, and if found satisfactory you will undergo as probation employee for further six months by the Company in writing.

PurpleRadiance Technologies Private Limited.

Office No.7, Chandhere Complex, Opposite InOrbit Shopping Mall, Pune-Ahmednagar Road, Vimannagar, Pune - 411014.



Director  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045





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If your services are continued with probation period for next six months after trainee period and if found satisfactory you will be confirmed as permanent employee by the company in writing. It is an express condition of employment that, unless you are confirmed in writing your employment will stand automatically terminated.

**3. COMPENSATION & BENEFITS:**

You will receive a total compensation package of Rs. 2,40,000 per annum subject to statutory applicable deductions and proportionate deduction for unauthorized leave and/or leave without pay. The breakup of the compensation and benefits applicable to you is as per annexure 1. You are expected to treat this information and any changes made therein from time to time as personal and confidential.

**4. LEAVE:**

**i. Privilege leave:**

Upon confirmation as permanent employee of the Company you will be entitled to take 6 Days of Privilege leave every financial year. Privilege leave can be accumulated up to a maximum of 6 days after the end of particular financial year, where after, and accumulation will be automatically lost.

**ii. Casual leave:**

Upon confirmation as permanent employee of the Company, you can avail 10 day's non accumulated casual leave in every financial year.

**iii. Sick Leave:**

Upon confirmation as permanent employee of the Company you can avail 8 day's non accumulative sick leave in every financial year.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in taking serious action and the same shall automatically be taken without any notice or intimation.

**PurpleRadiance Technologies Private Limited.**

Office No.7, Chandhere Complex, Opposite InOrbit Shopping Mall, Pune-Ahmednagar Road, Vimannagar, Pune - 411014.



**Director**  
Dnyansagar Institute of Management and  
Research  
Balewadi, Pune-411045