



30-March-2021

Phalguni Narendra Chanchlani
Shankar Math G -320, Poorva Nagri Society, Vaidwadi, Hadapsar I.E., Pune, Maharashtra - 411013

Dear Phalguni,

Welcome to Vodafone!

We are pleased to offer you the position of Trainee at Band J with **Vodafone India Services Private Limited**. The current role is subject to change depending upon work assignment from time to time. The terms and conditions of the offer are mentioned below.

1. Your place of posting will be based at **Pune, EON**. & Work from Home location will be based at **Pune**. Depending on the business requirement, the Company reserves the right to either instruct you to work from any of its office locations or from home which shall be at all times be based out of the above mentioned location unless otherwise instructed by the Company in writing. You are expected to maintain reasonable infrastructure at home to perform your services effectively. During employment with the Company, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad. You understand that the Company shall provide you with the necessary equipment including IT assets to perform your services efficiently. In case you decide not to join us for any reasons whatsoever and the Company's assets have been delivered to you, it shall be your responsibility to ensure that the assets are returned back to the Company as it is without any tampering. You shall be responsible for any damage to the assets provided to you by the Company before, during and post termination of your employment and you agree to the same.
2. You are expected to join as early as possible and not later than 05-July-2021 after which the offer shall automatically stand withdrawn, unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.
3. Your employment is subject to a **probation period of 12 months** from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and may confirm your appointment vide an appropriate "Confirmation Letter".
4. This is not a regular offer of appointment but a letter of intent. The "letter of appointment" will be issued at the time of joining.
5. This letter of intent is conditional and subject to clearance of the **pre-employment background verification** conducted by the Company.

Registered Address: **Vodafone India Services Private Limited**, 1201, 12th Floor, Tower- 1, Ashra India (CIN: U64201MH1999PTC294960)
Senapati Bapat Road, Elphinstone (West), Mumbai - 400051, Maharashtra India





6. Please submit self-attested copy of the following documents on the day of joining, failing which the offer stands cancelled.
 - The relieving / resignation acceptance letter from your present employer
 - 3 passport size photographs & a copy of your PAN card
7. The Compensation and Benefits Program applicable at Band J is enclosed for your reference in Annexure 1 & 2.
8. We reiterate that the compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with utmost seriousness.
9. Delay or omission in exercise of any right or remedy shall not impair such right or remedy or be constructed as a waiver.

Please return the duplicate copy of this letter duly signed indicating acceptance of terms and conditions of employment. Please note that this offer letter shall automatically stand withdrawn in case we do not receive the acknowledgement acceptance within fifteen days from the issue of this letter.

We once again would like to thank you for your interest in seeking a career with Vodafone and wish you a successful career with **Vodafone India Services Private Limited**.

Yours sincerely,

For **Vodafone India Services Private Limited**

Gopal Saha
General Manager – Resourcing

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby accept the same.

SIGNATURE:

NAME: Phalguni Narendra Chanchlani

DATE: 14th April 2021





Annexure : Compensation Details - Total Target Cash (TTC)		
Name	Phalguni Narendra Chanchlani	
Designation	Trainee	
Band	J	
	Monthly Amount (in IN R)	Annual Amount (in IN R)
Component (A)		
Basic Salary (35% of TTC)	8,750.00	105,000.00
Housing Rent Allowance (HRA - 50% of Basic)	4,375.00	52,500.00
Management Allowance	8,439.49	101,273.88
Component (B) - Retirals		
Provident Fund (Company Contribution)	1,800.00	21,600.00
Total Fixed Pay (A+B)	23,364.49	280,373.88
Component (C) - Target ³ GSTIP		
Target GSTIP is @ 7% of Fixed Pay	1,635.51	19,626.12
Total Target Cash ⁴ (Fixed Pay + GSTIP)	25,000.00	300,000.00
1. Management Allowance and Target Bonus is inclusive of the interim bonus as payable under the statute. 2. Retirals include s Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted from employee's pay roll as employee's contribution. 3. GSTIP is Global Short Term Incentive Plan - GSTIP pay-out is subject to Company & Employee performance as per applicable GSTIP Plan and continued employment. 4. Total Target Cash : In Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target GSTIP.		
Gratuity: 81% of Annual Basic Salary. Pay-out as per Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed pay.		
Taxation: All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax Rules. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any).		

Registered Address: **Vodafone India Services** Private Limited, 1201, 12th Floor, Tower-1, Senapati Bapat Road, Elphinstone (West), Mumbai - 400057, Maharashtra

diabulls Finance Centre, 1201, 12th Floor, Tower-1, Senapati Bapat Road, Elphinstone (West), Mumbai - 400057, Maharashtra India (CIN: U64201MH1999PTC294960)





Annexure 2 – Monthly/ Annual Benefits:

	Monthly/ Annual Benefits	Details
Medical Benefits	Group Personal Accident Insurance (GPA)	A policy designed to provide protection to employees against accidents leading to disablement during the course of employment. This protects employees and provides financial support in case of any injury / loss of work time due to accidents. You will be covered under Group Personal Accident Insurance Policy. In case of any accidents leading to permanent / partial/ full disability during the course of employment you will receive INR 25,00,000 as per terms & condition of the policy.
	Group Term Life Insurance (GTLI)	A comprehensive policy designed to provide life Insurance protection to employees during employment with Vodafone. You will be covered under Group Term Life Insurance for protection against natural as well as accidental death as per policy terms. In case of any unfortunate demise, the beneficiary is entitled for INR 25,00,000
	Medical - Hospitalisation expenses	You will be covered in a family floater under Group Medclaim Insurance policy for Self & Dependents (Spouse + 2 Children). Self - INR 2,00,000 Spouse -INR 1,00,000 Child 1- INR 1,00,000 Child 2 - INR 1,00,000 The premium for ensuring this cover is borne by the organization. A co-pay will be applicable for all Self, Spouse & Children claims. You may also opt for Medical Insurance for dependant Parents or Parents in law as per the company policy by paying a nominal premium amount. A co-pay of will be applicable to Parental claims.
Communication Benefits	Vodafone Smartphone Program	You will be entitled to get a 'Smart Phone Allowance' of INR 11,000 every 2 years (The amount mentioned is the gross amount and will be subject to income tax). The amount is recoverable in case of exit within 2 years from date of joining/disbursement
	Official SIM Card	A 'SIM card' will be provided with Vodafone mobile connection to be used for official purposes. The bill will be cleared by the Company upto an approved amount.
	Data connectivity allowance	There will be a monthly 'Data connectivity allowance' of INR 800 per month which will be paid as part of your payroll. This allowance is provided to enable you to connect your official laptop/ mobile phone for official purposes and ease of remote working as required.
Work-Life Support	Leave entitlement as per policy	You will be entitled to below type of leaves: Privilege leave (annual leave) of 22 days Sick leave - 7 Days Casual leave - 7 Days In addition, there will be 11 calendar holidays . Maternity & Parenting leave applicable as per Company's Policy





CONFIDENTIAL INFORMATION

"**Confidential Information**" shall mean any information owned by the Company (including its respective subcontractors, suppliers, customers, clients or other contacts), including, but not limited to any financial, trading, economic, internal operation, policy, regulation, agreement, corporate plan, strategy, organization, procedure, system, analysis, customer, employee, supplier, business or technical data, discoveries, ideas, concepts, know-how, techniques, designs, specifications, drawings, blueprints, tracings, diagrams, models, samples, flow charts, data computer programs, disks, diskettes, tapes and any other information (including personal data as defined by the 'GDPR' Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data - the "General Data Protection Regulation" or "GDPR" or any other applicable regulations), which is disclosed to You or to which You have access during Your employment relationship in written, oral, magnetic or electronic format or in/on any other tangible or intangible format or support, whether or not they are explicitly marked as "business/confidential/secret information".

- a) The Company is involved in the control, processing and transfer of highly confidential and secured data and information. In connection to this activity, You agree that in order to discover the security risks, to enforce the security requirements, to avoid the injury of, the loss of and the unauthorized access to the data, to avoid and to prevent the unauthorized access to the information systems, Company shall be entitled to continuously observe and monitor the data stored, processed and controlled in the information system and also the communication, potentially including the content of the communication.
- b) You will maintain secrecy and will not disclose to any third persons, any of the trade secrets or other confidential information of the Company or its affiliated companies, including but not limited to, proprietary technical data, specifications and methods of manufacture. You will take all appropriate measures necessary to keep such trade secrets and confidential information from being disclosed to, or received by third parties. Such trade secrets, proprietary technical data, specifications and methods of manufacture shall, at all times, remain the property of the company.
- c) You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise-any copyrighted material or document, which is property of the Company – for your own benefit or for the benefit of any third party, either during the course of your employment or after your separation.
- d) You will treat all Confidential Information as confidential and protect it from unauthorized disclosure or access. You understand and accept, that any unauthorized access to or disclosure of Business Information may result in irreparable injury to the Company.
- e) You will be privy to personal information or data available in the Company systems, platforms, portals, etc. and that making copy/copies, filming, writing down, downloading or storing of Confidential Information or personal data will be a breach of obligations of Your employment. You will ensure not to copy, write down, download, store, film, etc. the Confidential Information or personal data in any format, including but not limited to, physical or virtual mediums. You will be solely responsible for abiding by the Company's privacy guidelines and/or applicable policies.
- f) Any breach of the obligations specified hereunder, either during the employment term or following the separation thereof, shall be considered by the Company as a material breach, which would serve as a ground for the Company to terminate Your employment with extraordinary notice and/or claim for damages against You.

ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: _____

NAME: Phalguni Narendra Chanchlani

DATE: 14th April 2021





Let's be absolutely safe



Always wear a helmet while riding



Do not talk on phone while driving



Never drive under the influence of alcohol or illegal drugs



Electrical problems should only be fixed by qualified workers



Never exceed speed limits



Use suitable protective equipment and attach safety harness while working at heights



Always wear your seatbelt while driving

Non-compliance to Absolute Rules may lead to termination of employment.

The future is exciting.
Ready?



Our Ref: Sejal Agarwal /04/2023

Page 1 of 2

Date: 30.06.2023

To,

Miss. Sejal Agarwal,

Dear Sejal Agarwal,

We are pleased to offer you the position of **Technical Documentation Writer** in our organization, on terms and conditions, which have been mutually discussed and agreed upon.

Your Annual Total Employment Cost to the Company will be **INR 360,000/- (Rs. Three Lakh Sixty Thousand) (TDS will be deducted as per IT Act.)**

Your appointment will be effective on your joining on or before **10.08.2023**. You are required to contact us immediately if you need an alternative joining date. Further, any change of joining date must be sent for confirmation over E-mail to hr@icodexsolutions.com

This Offer Letter is issued based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light any of the information is incorrect or any relevant information has been withheld, then your appointment will be terminated with immediate effect.

On joining the company, you shall be on probation for three months. You will abide by the rules and regulations of the company as may be in force from time to time. The detailed Employment Agreement will be given to you at the time of joining.

Kindly sign the copy of this letter indicating your acceptance of the above-mentioned terms and conditions and return the same to us.



We expect you to join on or before **10.08.2023** in line with discussions with you, otherwise this offer will stand withdrawn automatically.

The company looks for long – term association with all its employees and expects the same from you. We look forward to your joining our organization and we are happy to welcome you to iCodex Publishing Solutions Private Limited.

Particulars	Amount /Month	Amount/Year
Basic	10000	120000
DA	5000	60000
HRA 40%	6000	72000
PF	-3600	-43200
PT	-200.00	-2400.00
Special Allowance	12800.00	153600
Total CTC per Month	30000.00	3,60,000

Yours faithfully,



Mrs. Sushmita Sontakke

Jr. HR Executive





zensar™



Ref: 0093463/2670166

02-Jan-2023

Ms. Aishwarya Jagtap

Dear Aishwarya,

We are pleased to award you an **Intern** assignment in our organization. The terms and conditions of this assignment are as follows:

1. This assignment will be for a period, beginning from **03-Jan-2023 till 02-Jul-2023**.
2. The duration of the assignment may be extended on the basis of the status of the assignment that time and upon mutual discussion at the end of the above stated duration.
3. You will be available to our company in Pune or any of its branches and associate offices around the country as per the requirement of the assignment.
4. You will report to **Vaibhav Awasthi** in the company during the tenure of this assignment.
5. It is agreed that the number of hours, which you may have to put in for completing this assignment under normal conditions, shall be around 45 hours a week.
6. Either party can terminate this assignment at any time, by giving **One Month notice** to the other in writing.
7. Your professional charges will be paid to you once a month, on your raising a demand note on Zensar Technologies Ltd. The agreed monthly professional fee for your service is **Rs. 20,000/- Per Month (Rupees Twenty Thousand Only)**. The tax on this amount will be deducted at applicable rates at source.
8. This is a purely Project Intern arrangement and should not be construed as or does not confer upon you an employee status.

Aishwarya

CIN: L72200PN1963PLCO12621

www.zensar.com

Zensar Technologies Limited, Zensar Knowledge

An **RPG** Company

+(20) 6607 4000, 2700 4000

7888
+(20) 6605

Park, Plot No. 4, MIDC Kharadi, Off Nagar Road,
Pune 411014





zensar™



9. Confidentiality: You agree at all times during the term of your internship with our Company and thereafter (without limit of time):
- + Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
 - + Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
 - + You agree to return to Company all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your Assignment.
 - + "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this Assignment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.
 - + You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this Agreement herein you agree to execute a Non Disclosure Agreement with the Company.

Any breach of this provision shall be treated as a gross violation of the terms herein and your Assignment are liable to be terminated without notice.

10. Intellectual Property

Aishwarya

CIN: L72200PN1963PLCO12621

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+(20) 6607 4000, 2700 4000

7888

+(20) 6605

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Pune 411014





+ All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your Assignment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this Assignment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your Assignment to the company .

+ You agree at the Company's expense, to provide, during and after the Assignment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company.

11. Other Terms and Conditions:

- You agree not to undertake employment, whether full-time or part-time of any other organization/ entity engaged in any forms of business activity without the consent of Company, The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
- You will read, sign and return to the Company the code of work ethics document and abide by it to all your day to day transaction in the Company during your Assignment and post termination for whatsoever reasons.

This Agreement is given to you in duplicate. Please sign and return one of the copies in acceptance of the Assignment on the above said terms.

We look forward to a meaningful and mutually satisfying professional relationship.

Sincerely yours,
For Zensar Technologies Ltd.

Sanjeeva Maithani
Vice President – Human Resources



SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS

[An Autonomous College Affiliated to the Savitribai Phule Pune University]
[ARTS, COMMERCE, SCIENCE, B.Sc.(COMPUTER SCIENCE) BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]
Ph./Fax : 26124846 E-mail: info@stmirascollegepune.edu.in
NAAC 3rd Cycle - A grade



Dr. Jaya Rajagopalan
Principal Incharge

PU/PN/AC/015/(1962)
College Code No. : 013

Ref: No.: S-6/2023-24/2


22.8.2023

To,
Ms. Karu Ummesalama Shabbir,
C8/13, Pleasant Park Society,
Bhairoba Nala, Pune Solapur Road,
Pune-411013.

Subject: Appointment to the post of CHB Teacher for the subject History
(Junior College)

Dear Madam,

I have the pleasure to inform you that you are hereby appointed as a CHB Teacher for the subject History for Junior College w.e.f. 22.8.2023 to 30.04.2024 @ Rs.500/- per lecture. You will be taking 5 lectures per week for XI Arts EM class.


Dr Jaya Rajagopalan
Principal Incharge

To:-

- 1) Ms. Karu Ummesalama Shabbir
- 2) Accounts Section.



Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018



Date: 31 January 2022

Ms. Zainab Meerahmadali Sardar
D-9, Kohinoor Estate, Mumbai Pune Road, Khadki,
Pune
411003

Dear Ms. Zainab Meerahmadali Sardar:

Subject: Offer letter

This is with reference to your application for employment with "**Focus Edumatics Private Limited**" and subsequent discussions between us.

We congratulate you for having been successfully made it through the selection process and pleased to extend the Offer of employment with "**Focus Edumatics Private Limited**" for the position of "**Online Tutor**" on agreed terms, the compensation package being the same as discussed during the interview. You are advised to submit the following mandatory documents for successful completion of joining formalities on or before joining date to the following email ID: mary.m@focusedumatics.com

1. Four passport size photographs for our records.
2. Copies of certificates of educational qualification.
3. Previous experience letters.
4. Proof of last salary drawn.
5. Relieving letter from your previous employer.
6. Self-Certified Present & Permanent address proof.
7. Self-Certified PAN Card copy.
8. Self-Certified AADHAAR card copy
9. Form 16 from previous employment.
10. Cancelled cheque leaf or photocopy of bank passbook.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

Wish you good luck.

Yours truly,
for Focus Edumatics Private Limited,

Mary
Human Resources Department

This letter is valid only on or before **01-Feb-2022**, failing which this offer letter stands cancelled.



Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018



Annexure - 1

Effective Date: 31-Jan-2022

Salary Offer & Benefits

Applicant Name: Zainab Meerahmadali Sardar

Department: Online Tutoring

Salary CTC: 17500

Expected DOJ: 31-Jan-2022

Designation: Online Tutor

Location: Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
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A. Monthly Earnings

Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
Monthly Gross Earnings (A)	15322	183864

B. Monthly Deduction

EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
Total Deductions (B)	1455	17460
Net Salary (A – B)	13867	166404

C. Statutory/Other Share of Employer

EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
Statutory Total (C)	2178	26136
Total CTC (A + C)	17500	210000

HR Signature



आईआईएसईआर-पी/ऑफ़र/011/2023

दिनांक / Date: 08.09.2023

सुश्री ईशा करंदीकर / Ms. Isha Karandikar

C-4/7 शांतिबेन को.ऑप. हाउसिंग सोसाइटी, / C-4/7, Shantiben Co.op Housing Society,
डीपी रोड, कोथरुड / DP Road, Kothrud,
पुणे / Pune - 411038

विषय : "शिक्षण सहायक (अंशकालिक)" के रूप में आईआईएसईआर पुणे में अनुबंध पर नियुक्ति का प्रस्ताव

Subject : Offer of engagement as "Teaching Assistant (Part-Time)" on contract at IISER Pune

सुश्री ईशा / Ms. Isha,

"शिक्षण सहायक (अंशकालिक)" पद (विज्ञा. संख्या 47/2023) के लिए आपके आवेदन और 04.09.2023 को हुए वॉक-इन इंटरव्यू का संदर्भ लें।

This has reference to your application for the position of "Teaching Assistant (Part-Time)" (Advt. No. 47/2023) and walk-in interview held on 04.09.2023.

आपको मानविकी एवं सामाजिक विज्ञान विभाग में "शिक्षण सहायक (अंशकालिक)" पद पे अनुबंध पर नियुक्त करने का निर्णय लिया गया है। आपकी संविदा नियुक्ति के नियम और शर्तें निम्नलिखित हैं:

It has been decided to engage you as "Teaching Assistant (Part-Time)" in department of Humanities & Social Sciences on contract. Following are the terms and conditions of your contractual appointment:

1. आपकी नियुक्ति विशुद्ध रूप से अस्थायी आधार पर आपके कार्य ग्रहण तिथि से लेकर 31.01.2024 तक प्रभावी होगी। नियुक्ति के दौरान निरंतरता संतोषजनक कार्य के अधीन है।

Engagement of your services will be purely on a temporary basis upto 31.01.2024 with effect from the date of your joining duty. Continuation during the engagement is subject to satisfactory performance.

2. आपको समेकित परिलब्धियां रु. 8,500/ प्रति माह का भुगतान किया जाएगा।

You will be paid consolidated emoluments of Rs. 8,500/ per month.



3. कार्यभार ग्रहण करने के समय, आपको सत्यापन के लिए निम्नलिखित दस्तावेज लाने होंगे (मूल और स्व-सत्यापित फोटोकॉपी का एक सेट):

क) जन्मतिथि, अर्हता, अनुभव पत्र, वर्तमान नियोक्ता (यदि कोई हो) से भारमुक्त प्रमाण पत्र

ख) आयकर विभाग द्वारा जारी पैन

ग) पासपोर्ट आकार की दो रंगीन फोटो

At the time of joining, you will have to bring following documents for verification (original & one set of self-attested photocopies):

a) Documents in support of date of birth, qualification, experience & relieving certificate from the present employer (if any)

b) PAN issued by Income Tax Department

c) Two passport size colored photographs

4. आप अपनी नियुक्ति की अवधि के दौरान प्रति वर्ष गैर नकदीकरण योग्य / गैर संचयी आनुपातिक आधार पर 30 दिनों के अवकाश के पात्र होंगे।

You will be eligible for 30 days non-encashable / non-cumulative leave per year on pro-rata basis during the period of your engagement.

5. विभागाध्यक्ष / कुलसचिव और / या संस्थान के किसी अन्य प्राधिकारी द्वारा आपको समय-समय पर सौंपे गए सभी कर्तव्यों का पालन करना होगा।

You will be required to perform all duties as assigned by the Head of the department/ Registrar and / or any other authority of the Institute from time to time.

6. आपकी नियुक्ति से, आईआईएसईआर पुणे में नियमितीकरण / अवशोषण पर आपके कोई निहित या स्पष्ट अधिकार नहीं रहेंगे।

Your engagement would not confer any right implicit or explicit for your consideration for regularization / absorption in the IISER Pune

7. आपको नियुक्ति की अवधि के दौरान किसी बाहरी कार्य को स्वीकार करने की अनुमति नहीं दी जाएगी जो आईआईएसईआर पुणे में आपके काम को प्रभावित करेगा।

You will not be permitted to accept any outside assignment during the period of your appointment which will affect your work at IISER Pune.

8. आपको आईआईएसईआर पुणे के निदेशक / कुलसचिव के पूर्वानुमोदन के बिना नियुक्ति को समाप्त करने की अनुमति नहीं दी जाएगी। यदि आप कार्यकाल पूरा होने से पहले नियुक्ति को समाप्त करना चाहते हैं, तो आपको लिखित रूप में 15 दिनों की पूर्व



सूचना देनी होगी, जिसमें नियुक्ति को समाप्त करने का कारण बताया गया हो, या पूर्व सूचना अवधि के बदले 15 दिनों की समेकित परिलब्धियां जमा की जा सकती हैं। हालांकि, इस्तीफा स्वीकार करते समय निदेशक / कुलसचिव द्वारा निर्धारित तिथि से नियुक्ति समाप्त हो जाएगी।

You will not be allowed to discontinue your engagement without seeking prior approval of the Director / Registrar IISER Pune. In case you wish to discontinue the engagement prior to completion of tenure, you must give 15 days prior notice in writing indicating specific reason for not continuing or deposit 15 days consolidated emoluments in lieu of the notice period. However, the engagement shall cease from the date stipulated by the Director / Registrar while accepting the resignation.

9. संस्थान द्वारा बिना कोई कारण बताए 15 दिन की पूर्व सूचना या उसके एवज में समेकित परिलब्धियां देकर आपकी नियुक्ति को समाप्त किया जा सकता है और किसी भी परिस्थिति में आईआईएसईआर पुणे के खिलाफ आपका कोई अधिकार नहीं होगा। Your engagement may also be discontinued by the Institute by giving 15 days prior notice OR consolidated emoluments in lieu thereof without assigning any reason and you will not have any right against IISER Pune in any circumstance.

10. आप आईआईएसईआर पुणे के कार्य से संबंधित कोई जानकारी जो आपको अपनी कार्यकाल के दौरान पता चली हो, किसी भी व्यक्ति को नहीं देंगे।

You will not divulge any information to anyone relating to the work of IISER, which you may come to know during your engagement.

11. पदभार ग्रहण करने के लिए आपको कोई यात्रा भत्ता देय नहीं होगा।

No travelling allowance will be admissible to you for joining the post.

12. निदेशक, आईआईएसईआर पुणे को इस नियुक्ति प्रस्ताव के नियमों और शर्तों के तहत शामिल नहीं किए गए किसी भी मामले / मुद्दे को तय करने और निर्धारित करने का अधिकार प्राप्त है, जिनका निर्णय अंतिम और दोनों पक्षों पर बंधनकारक होगा।

The Director, IISER Pune reserves the right to decide and determine any matter / issue not specifically covered under the terms and conditions of this offer, whose decision will be final and binding on both the parties.

यदि उपरोक्त नियम और शर्तें आपको स्वीकार्य हैं, तो कृपया प्राप्ति की तारीख से 07 दिनों के भीतर अपनी स्वीकृति के प्रतीक के रूप में विधिवत हस्ताक्षरित संलग्न अनुलग्नक भेजें।



If the above terms and conditions are acceptable to you, please send the attached *Annexure* duly signed as a token of your acceptance within 07 days from the date of receipt.

धन्यवाद / Thanking you,

भवदीय / Yours Sincerely,

21/2/22

कर्नल जी. राजा सेखर (सेवानिवृत्त)
Col. G. Raja Sekhar (Retd.)
कुलसचिव / Registrar



Offer Letter

Date: 1st June, 2023

To,
Ms. Ritwika Kanungoe,
Teachers Colony, Majher Para,
Bishnupur-Rajarhat,
Rajarhat BDO, Kolkata - 700135.

Dear Ritwika K,

We are pleased to appoint you for the position of Full-time SAT English Tutor at LessonBoard Edu. Ltd at our Offline Kolkata Centre. Please find the terms and conditions and compensation details below and kindly share with us signed copy of the offer letter.

Please note all the other terms and conditions remain same as offer letter.

1. **Date of Appointment:** Your offer was effective from 10th April 2023.
2. **Designation:** This is a Full-Time job and a Work from Office Offer. Your performance will be monitored continuously.
3. **Job Location:** Kolkata[Offline].
4. **Working Hours:** Monday to Thursday: 12:00PM - 8:30PM IST, Saturday and Sunday: 10:30AM - 6:30PM IST, Every Friday will be Week Off (6 working days).
5. **Probation:** You will be on a probation period of 6 months from the date of joining. All your leaves are unpaid during this duration.
6. **Remuneration:** You shall be paid a salary of Rs.50,000 (Rupees Fifty Thousand Only) per month that is 6,00,000 lakhs per annum. The amount is subject to Professional Tax of 200 rupees.
7. **Daily Work Log:** You shall be required to maintain a Log Book (shared by us) and update your work there on a daily basis.
8. **Roles and Responsibilities:** You shall be required to perform the undermentioned activities on a day-to-day basis:
 - a) Taking Online SAT/ACT English Classes on Zoom/LB App in a batch or One to One.
 - b) Taking doubt classes for students.
 - c) Maintain a track of Students' Homework and push them to complete the same.

Break up of your role is mentioned underneath:

- A. Tutoring: 600 hours per annum. You will be entitled to a bonus if the annual tutoring hours exceed 600 (40%).
- B. Content solving and training: 375 hours per annum (25%).
- C. Content development and research: 300 hours per annum (20%) .
- D. Student review and client meetings: 150 hours per annum (10%).
- E. Participating in team meetings and group activities: 75 hours per annum (5%).

We once again welcome you to LessonBoard and hope to add value to your skills.


Shruti Shreya Singh
HR Manager
(For LessonBoard)

I acknowledge that all provisions are fair and just and that I would be willing to join Lesson Board Edu Solutions Pvt, Ltd above mentioned post.


Ms. Ritwika Kanungoe



September 19, 2023

Offer Letter

Dear Mahima,

Further to your interview we are pleased to offer you the position of “**Content Writer**” in our organization. You are requested to join duties with effect from **September 19, 2023** at our Pune office for this offer to be valid.

Should you accept this job offer as per company policy you'll be eligible to receive the following upon your appointment into the services.

Kindly refer Annexure-A mentioned on the last page.

Probation & Training Period:

As per our Company policy, you will be on probation for a period of 3-6 months and then based on your performance and review you will be taken to the next level of employment in the organization. While on probation, you will be provided ‘on the job’ training.

Agreement:

You will have to sign a service agreement with the company for 18 months post confirmation. For any reason, if you leave the services of the company before the period of 18 months from date of confirmation, then he/she shall forthwith pay a sum of Rs.100,000/- (Rupees one Lac only) being the indemnification of the cost of training to the company. The employee undertakes not dispute the amount and shall pay the amount, before requesting for formal relieving order from the company & at the same time company has full right to initiate the appropriate legal proceeding against the employee.

Duties and Responsibilities:

- Research, write and edit content for website & related corporate sites, portals from scratch.
- Contributing articles to industry-leading websites in the form of guest posts and opinion pieces
- Write whitepapers and commentary that brings a unique perspective to the challenges and opportunities in a sector.
- Prepare internal and external communications, articles, press releases, quarterly corporate reports, presentations, technical documentation, company newsletters etc
- Proofread and edit blog posts before publication, submit work to editors for input and approval
- Assuring web content is user-friendly and key-worded for SEO benefit; Update website content as needed
- Identify customers’ needs and gaps in our content and recommend new topics
- Copyedit and proofread all web content, company’s social sites like Facebook and Twitter etc.
- Writing Report descriptions, brand support material etc.
- Proof reading, editing and writing content on a regular basis for building up the website including informative short articles.



Registered Office: Office/Unit No. 401 -A , 4th Floor, Building Name "VANTAGE 9",
Survey No 36/1/1, Baner, Pune 411045, Maharashtra, India. Phone: +91-20-61300456

Email: accounts@futuremarketinsights.com

- Check web pages finally before making them live.
- Ensure all-around consistency (style, fonts, images and tone) and standards of quality are met at all times

Reporting Structure:

Your immediate reporting will be to the Domain Manager however you will also be interacting across teams whenever required.

Copyrights and Disclosure:

- During the period of your association with the company, you are not liable to disclose any content/data/information about the company
- Works or designs originated, conceived, written, or made by you or in which you have participated with others, either on completion or in marketable form, should be presented promptly when required by the company
- All rights and copyrights of the work/material you produce either at the company's premises or elsewhere will belong to the company
- You will not, whether during or after the termination of your job, divulge any important information affecting the business and image of the company, to anybody
- You shall not during the employment, except as authorized by the management, divulge or make any information public relating to the Company or its business or any of its Customers or any other information which may come to your knowledge in the course of your employment. Even after you cease to be in employment, you shall not reveal to anyone, the information regarding the operations of the Company
- If you conceive any new or advanced method of improving designs / processes / formulae / systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company
- E-mail facility provided by the company is to be used exclusively for Company's official business. The Company will have the right to check the e-mail sent and received. Sending of any information related the Company's commercial / financial / technical data to unauthorized persons will be treated as a breach of trust and a serious offense. You will be responsible for the misuse of e-mail and all its consequences including litigation arising therefore.
- The facilities and amenities granted by the Company in excess of the statutory requirements do not form a part of the conditions of service and are subject to change at the discretion of the Company.
- Any change in the rules, regulations, policies and orders announced by the Company from time to time and applicable to you will form a part of this contract of employment
- Your appointment is full time assignment and you will not at any time engage in any paid occupation or business outside the Company without obtaining prior written consent of the head of the Company

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Survey No 36/1/1, Baner, Pune 411045, Maharashtra, India. Phone: +91-20-61300456



Email: accounts@futuremarketinsights.com

- You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the company

Changes to your Terms of Job:

The company reserves the right to make reasonable changes to any terms and conditions of the job. Candidate is responsible to fulfill all the obligations that he/she may have with previous employers before joining Future Market Insights Pvt. Ltd. Candidate also agrees that Future Market Insights Pvt. Ltd. is not liable for any obligations that candidate may have with his/her previous employers.

Hours of Work:

Normal office hours are 09 hours 30 minutes a day from Monday to Friday inclusive. However, you may need to work longer hours or on other days if requirements of your work so dictate.

Salary Revisions:

Based on your performance your target annual salary will be reviewed annually and adjusted one year post confirmation.

Miscellaneous:

- If, at any time in Company's opinion, you shall be guilty of any gross misconduct or of persistent non-punctuality or negligence of your duties or of indiscipline, then the Company may terminate your employment without any notice or payment in lieu of notice.
- You shall devote your whole time and attention, energy and abilities, during the employment with the Company, and shall not, during the course, be employed or engaged in any other work, profession or employment, either honorary or otherwise
- You shall be governed by the rules and regulations of the Company, as may be applicable to the employees of your category in the Company, from time-to-time

Cancellation:

This offer and your employment with Future Market Insights Pvt. Ltd. is contingent on your satisfactory completion of all verification and / or background reference checks, which may occur at any time prior to / after your effective joining date.

Future Market Insights Pvt. Ltd. holds the right to defer or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We express our wholehearted warm wishes towards beginning your career with us and welcome you to Future Market Insights Pvt. Ltd.

Registered Office: Office/Unit No. 401 -A , 4th Floor, Building Name "VANTAGE 9",
Survey No 36/1/1, Baner, Pune 411045, Maharashtra, India. Phone: +91-20-61300456



Email: accounts@futuremarketinsights.com

Annexure – A

Salary Structure:

You will be eligible to receive the following upon your appointment into the services.

Components	Monthly Amount	Annual Amount
Basic + Dearness Allowance	18,600	223,200
House Rent Allowance	7,440	89,280
Conveyance Allowance	1,500	18,000
Medical Reimbursement	1,500	18,000
Children Education Allowance	200	2,400
Hostel Allowance	600	7,200
Uniform allowance	1,000	12,000
Other Allowances	6,360	76,320
Gross Salary (A)	37,200	446,400
Employee Contribution To Provident Fund	1,800	21,600
Professional Tax	200	2,500
Contribution to Employee Welfare Fund	200	2,400
Total Deduction (B)	2,200	26,500
Net Earnings (C) = A-B	35,000	419,900
Health Insurance Premium - Yearly	-	5,000
Employer Contribution To Provident Fund	1,800	21,600
Gratuity	876	10,512
Total Employer Contribution (D)	2,676	37,112
Total Annual CTC (G) = E+F		483,512



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Email: accounts@futuremarketinsights.com



Regarding your Job Application at the German Consulate General; Offer Letter Jillianne Chithelen

1 message

.MUMB VW-10 Frankenberg und Ludwigsdorff, Deborah <vw-10@mumb.auswaertiges-amt.de>
To: jillchit25@gmail.com <jillchit25@gmail.com>

Fri, 5 May, 2023 at 11:37

Dear Ms Chithelen,

As discussed during our telephone conversation, I am delighted to offer you a position as **Assistant Visa Officer** at the German Consulate General starting from **1 June 2023. Please accept the job offer until 7 May 2023.**

I would like to provide you with the following additional information with regards to the position and the joining schedule:

Joining schedule

Your contract is expected to start from **1 June 2023** subject to the following **conditions** being fulfilled:

1. A pre-employment medical check up has to be completed successfully. The costs for the same will be borne by us.
2. A police clearance certificate, which you have to apply for, has been produced by the competent Indian authority. If needed, we may issue a support letter to apply for your PCC. **Please provide me with your address which is to be mentioned on the support letter for your PCC.**
3. Security clearance from the Domestic Authorities in Germany – this procedure will be initiated from our side.

For your appointments I would suggest the following:

Doctor's appointment: Please contact our doctor of cooperation Dr. Barman (drbarman221@gmail.com) for an appointment within the next week. (address mentioned in the attachment)

Meeting to initiate joining formalities: **Friday, 12 June 2023 10 am** German Consulate General, Hoechst House 10th Floor (you could schedule the doctor's appointment just before that)

Please find attached a **list of documents** that you need to bring along with you (**one copy and the original**) when coming to the Consulate to initiate the joining formalities.

During our meeting, we will go through your documents as well as the initial formalities together. You will also get a chance to look at your contract in advance.

Kindly confirm your availability for the joining date as well as for the prior appointment.

Working hours and salary

You will receive a one-year-contract with the possibility of renewal based on your performance. You will be on probation for a period of 6 months.

The Consulate's working hours are from 7.45 am to 4.30 pm from Monday to Thursday and from 7.45 am to 3.15 pm on Friday.

The **monthly salary** break up is as follows:

Basic Salary:	68,364.00 INR
Housing Allowance:	6,000.00 INR
Travel Allowance:	1,500.00 INR
<u>Total:</u>	<u>75,864.00 INR</u>

Please note that you will be responsible for paying any local taxes to the Indian tax authorities yourself.

As you'll be relocating to Mumbai please find below the contact data of some brokers that our colleagues who also recently moved here used and could recommend:

- Vora broker- 7744988811
- Chandan broker- 982020022
- Nitesh bairi- 9820449773
- Hostel MVM- 2222851971
- Hostel YWCA- 2222833768
- NITESH. 9820449773

Colleagues also found the NoBroker App useful.

If you have any further questions regarding the joining schedule or the documents please do not hesitate to contact me.

Deborah von Frankenberg

Administration



Consulate General of the Federal Republic of Germany
Hoechst House, Nariman Point, Mumbai 400 021, India

Tel: +91 22 6940 1404

@germanyinmumbai

SAVE PAPER - THINK BEFORE YOU PRINT



Johnson Controls (India) Private Limited
Registered Office Address: 401-501, 4th & 5th Floor,
B Wing, Business Square, Andheri – Kurla Road,
Andheri (East), Mumbai – 400 093, Maharashtra, India
Tel: +91 (22) 6683 7000 Fax: +91 (22) 6683 7002
Website: www.johnsoncontrols.com CIN:
U33130MH1995PTC111247



27th August 2021

Miss Sunanda Pillai
B.U.Bhandari skyline, Plot num 65/2A/3,Pune-411015

Dear Sunanda,

OFFER OF EMPLOYMENT

With reference to your application and subsequent interviews you had with us, we are pleased to offer you as **Graduate Trainee** – at IBC Pune.

You are advised to join us by **14th September 2021**. Your detailed appointment letter will be issued to you on the day of your joining. This offer is valid for acceptance for a period of 3 working days from the date of issue.

While joining you are requested to produce following documents in original along with Xerox copy of each.

1. Educational Certificates
2. Latest passport size color photograph- 08 nos
3. School leaving certificate
4. Pancard Copy, Mandatory
5. Aadhar Card, Mandatory
6. Passport Photocopy, if available
7. Cancelled Cheque of existing valid Savings Bank A/C

Please note that as a part of the hiring process, we would require you to undergo pre-employment medical check and this offer is subject to you being found medically fit.

We would also be undertaking your Background Verification Check. We will share an Application form as consent for conducting the said check and request you to return the completed form.

As a confirmation of your acceptance, please sign one copy of this offer and return it to us. We look forward to having you on board soon.

Yours sincerely,

For Johnson Controls (India) Private Limited

Diya Jha

Director – Human Resources

Johnson Controls (India) Private Limited
Registered Office Address: 401-501, 4th & 5th Floor,
B Wing, Business Square, Andheri – Kurla Road,
Andheri (East), Mumbai – 400 093, Maharashtra, India
Tel: +91 (22) 6683 7000 Fax: +91 (22) 6683 7002
Website: www.johnsoncontrols.com
CIN: U33130MH1995PTC111247



Sunanda
28-08-2021



Salary Annexure

Name of the Employee : Sunanda Pillai
Grade : 165
Department : PTP
Designation : Graduate Trainee
Location : Pune

Proposed Salary Component	Amount (INR)	
	Per Month	Per Annum
Basic Salary	15008	180100
House Rent Allowance	750	9005
Conveyance Allowance	1600	19200
Medical Reimbursement	1250	15000
Food Allowance	2200	26400
Statutory Bonus	1400	16800
Balancing Allowance	268	3220
Gross Salary	22477	269725
Provident Fund	1801	21612
Gratuity	722	8663
Cost To Company (CTC)	25000	300000
Target Total Pay (CTC)		300000

Other Benefits:

Mediclaim: You are entitled to Mediclaim for self plus 5 dependent family members as per the company policy.

Yours sincerely,
For Johnson Controls (India) Private Limited

Divya Jha

Divya Jha
Director – Human Resources



Sunanda

28-08-2021



Agarwal & Co.
Chartered Accountants

Off. No. 60, United Apartment
Co-op. Hsg. Soc., 2407,
East Street, Camp, Pune - 411 001
Tel.: 020 26334370, 40069831
Email : agarwalandcompany@gmail.com

To,

Mehak Agarwal,

10th October, 2021,

Dear Mehak,

With reference to your interview dated 10th October, 2021, we are pleased to offer you position of **GST Assistant**. We feel confident that you will contribute your skills and experience to the growth of the organization.

As per our discussions your joining date is confirmed at 12th October, 2021 and your salary in hand will be Rs 10,000/- per month.

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board.

For Agarwal and Co.

Chartered Accountants

CA Sandip Agarwal

Proprietor

Pune

10/10/2021



July 11th, 2023

Ms. Sailee Sanjay Kandharkar

Sub: Letter of Intent

Dear Sailee,

Welcome to Cogneesol Pvt. Ltd.

We are pleased to welcome you to Cogneesol family which is on the threshold of exponential growth. Every activity in Cogneesol is based on the foundation of **SPEED**. With our 5 Values – Startup mindset; Partner in growth; Excellence; Ethics; Dependability. The journey ahead is filled with challenges and requires all of us to contribute together and work as a cohesive team. It is our strong belief that companies grow and flourish by the enthusiasm and efforts of people working in them. We are sure that you will add value to our organization not only with your qualifications and experience but also with your enthusiasm and dedication.

You will be joining as a **Process Associate** and the location will be **Pune**.

Your employment will be subject to the Standard Terms and Conditions of Employment of Cogneesol Pvt. Ltd. and will be governed by various policies, rules, and guidelines of Cogneesol. It will also be guided by the core values and beliefs of Cogneesol Pvt. Ltd.

The overall compensation offered to you is **INR 3, 19,200.00 per annum**. Please find details of the compensation and benefits you are being offered in Annexure 1 of the document.

This offer of employment with Cogneesol is subject to the successful completion of your Background Verification conducted by Cogneesol Pvt. Ltd. or any other agency appointed by Cogneesol Pvt. Ltd.

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) You are not restricted, prohibited, or constrained from accepting this offer of employment from Cogneesol Pvt. Ltd. and that you have not, during your previous employment/s signed any agreement/arrangement which in any way restricts/prohibits or debars you from accepting the offer made by Cogneesol.
- (iii) That no amounts will be due and payable by you to your previous employer/s.
- (iv) 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, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

You are required to join your employment on or before **July 18th, 2023**. If you are unable to report on the above date you are required to inform us in writing.



This is a confidential document hence you are requested not to disclose the contents of the same to anyone.

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 Cognesol Pvt. Ltd sole discretion.

We are confident that you will contribute to the values of the organization and wait to welcome you to the Cognesol family.

Sincerely,

Bhagat Sharma
Recruitment Lead

Accepted by (Name): Sailee Sanjay Kandharkar



Signature:

Date:

Annexure 1

Compensation Components		Amount (INR) Per Month	Amount (INR) Per Annum
Basic	:	15100	1,81,200
HRA	:	3020	36,240
Basket Allowance	:	2980	35,760
Conveyance Allowance	:	3000	36,000
CTC (A)	:	24,100	2,89,200
Variable pay (B)	:	2,500	30,000
Variable Minimum Level (A+B)	:	26,600	3,19,200

This is a confidential document hence you are requested not to disclose the contents of the same to anyone.

Annexure 2

Documents to be furnished at the time of joining

1. Relieving letter from most recent employer-If any experience
2. Salary slips or Salary Certificate from most recent employer
3. Experience Certificate from all previous employers
4. Proof of Academic Qualification (Class 10th Equivalent and above):
 - (a) 10th Std Mark list
 - (b) 12th Std Mark list
 - (c) Graduate Degree Mark list
 - (d) Graduate Degree Certificate
 - (e) Post-Graduation Mark list (if any)
 - (f) Post-Graduation Degree certificate (if any)
 - (g) Other qualifications- mark lists and certificates (if any)
5. Passport (with ECNR stamp)
6. Proof of identity i.e., PAN card, driving license, Electoral card (for bank account opening purposes)
7. Photographs (3 copies)



You are required to submit the originals and self-attested copies of all the documents mentioned herein above on the date of joining Cogneesol. The originals will be returned on that same time.

*****Please note that this offer letter covers all the commitments made on behalf of Cogneesol towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining Cogneesol. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.***

You will be solely responsible to account for your remuneration and comply with all applicable tax laws in respect of your remuneration, except that where law requires the organization to deduct income tax and/or statutory levies, the organization will make such deduction and pay you the balance remuneration. The Company may withhold from any amounts payable under this Agreement such taxes as may be required to be withheld pursuant to any applicable law or regulation in India.

This is a confidential document hence you are requested not to disclose the contents of the same to anyone.



Date: 31-Mar-2022

Mr. / Ms. Radhika Thakur

Dear Radhika ,

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

1. **Date of joining**

Your appointment is effective from the date of joining which shall be as early as but not later than **04-Apr-2022**.

2. **Salary**

Your compensation will be **Rs. 2,44,642/- (Rupees Two Lakhs Forty Four Thousand Six Hundred and Forty Two Only)** per annum, on a cost to company (CTC) basis. The breakdown of the CTC will be as specified under various line items as set out in Schedule A. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

3. **Salary review**

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

4. **Performance Based Incentive**

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.8846**, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to **200% of your Performance Incentive**. Your incentive payout will happen monthly.

5. **Leave**

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

6. **Retirement**

The retirement age is 58 years.

7. **Probation & Confirmation:**

You will be on probation for 6 months from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15 days'** notice by either party. On completion of six months it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **'30 days'** notice by either party.

8. **Other Work**

Your position is a **whole time employment** with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as share-holder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.



Gallagher Service Center LLP

Regd. Office: 401

Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

R.Thakur

9. Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

10. Responsibilities

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

11. Travel

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

12. Confidential information

12.1 "Confidential information" shall mean and include, but not be limited to the Company's product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been:

- previously published or disclosed to the general public;
- previously available without restrictions; and
- which information the Company desires to protect against unrestricted disclosure or use.

12.2 "Confidential information" will however, not include information that:

- is or enters the public domain through no fault of yours
- is known and has been reduced into tangible form by you prior to the time of disclosure
- is independently developed by you without access to or use of the proprietary information
- is generally made available to you by the Company without restriction on disclosure or
- is disclosed by you with the Company's written consent.

12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.

12.5 By accepting the present terms of appointment, you are further acknowledging that the "Confidential information" as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid "Confidential Information" will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.

12.6 You will not, after the termination of your employment with the Company, use the "Confidential Information" as aforesaid, either personally or during the course of employment with your future employers.

12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, *inter alia*, injunctive relief.

13. Intellectual Property Rights

13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.

R.Thakur



13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.

13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being adequate consideration.

14. Protection of interest

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

15. Past records

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

16. Termination notice

On successful completion of the service agreement / Probation your employment is terminable by one months (30 days) notice on either side or either Party is not bound to give any reason thereof. Your release / relieving will be subject to you serving the one months notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company.

17. After termination

On termination of employment you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.

18. Abandonment

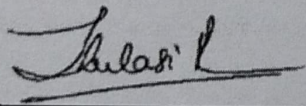
You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job."

19. Conditional offer

This is a conditional offer subject to successful completion of Background verification. You'll be intimated once these formalities are completed.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter.

Yours faithfully,
For Gallagher Service Center LLP

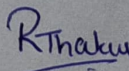


Thulasi R
Senior Service Delivery Manager- Human Resource

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: 2/4/2022



Signature: 

Annexure – I

Emoluments A	Per Annum	Per Month
Basic	168733	14061
House Rent Allowances	18000	1500
Statutory Pay	14173	1181
Employer's Contribution to Provident Fund	20248	1687
Fixed Emolument	221154	18430
Performance Based Incentive**	8846	737
Emoluments Total (A)	230000	19167
Benefits B		
Employer's contribution to ESI	6530	
Gratuity***	8112	
Benefits Total (B)	14642	
Cost To Company (CTC):	Total (A+B)	244642
Deductions		
Employer's Contribution to Provident Fund		1687
Employee's Contribution to Provident Fund		1687
Employee's Contribution to ESI		126
Professional Tax		200
Net pay		14729

In additional to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4,000/- upon clearing international domain certification.

This appointment letter is subject to clearance of Background Verification Check.

Name: Radhika Thakur

Place: **Pune**

Signature: RThakur

Date: 2/4/22



Annexure – II

Components	Description
Statutory Pay	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
House Rent Allowance	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
Employer Contribution to PF	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
Special Allowance	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
Performance Based Incentive	* Paid monthly up to 200% of the amount indicated above and is linked to your monthly performance rating.
Total Emoluments	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
Employer Gratuity	* As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
ESI Employer contribution	* As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
Mediclaim Insurance	Applicable Only if you don't fall under ESI Bracket. Premium for Insurance coverage as indicated below: Medical insurance cover of Rs. 2 Lakhs Accident Cover 1 time annual CTC, Term life coverage up to 1 time annual CTC(in case of demise)
Night Shift Allowance	* Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

***Salary components are subject to changes as per Management Discretion**

Name: Radhika Thakur

Place: Pune

Signature: RThakur

Date: 2/4/22



ANNEXURE - III
DECLARATION CUM UNDERTAKING

I, Mr./Ms. **Radhika Thakur** have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as "**Company**") for the position of **Process Associate**. As a part of my employment with, the **Company**, I'm given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- a. The laptop issued is solely for official purpose.
- b. I shall acknowledge the receipt of the laptop via email to **GSC_Recruitment_Pune@ajg.com**
- c. I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
- d. I shall not disclose the system password to anyone.
- e. I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
- f. I shall not share Company's proprietary/ confidential information with anyone.
- g. I shall not misuse the Internet access facility granted to me.
- h. I shall not to do personal work on the office computer / system.
- i. I shall take print out of mails and/or documents only when absolutely necessary.
- j. I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
- k. I shall not use personal systems / laptops unless expressly allowed in writing by IT department.

II. I understand that:

- a. The Company's IT and other assets provided to me shall always remain the property of the Company and not of any individual.
- b. The In-house developed software and data is the Company's exclusive property and shall not be used for any external purpose under any circumstances.
- c. The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking, as it deems appropriate from time to time in its sole and absolute discretion.
- d. It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company's [specific department or personnel if any] upon termination of my employment with the Company.

III. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company's system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.

IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.



R Thakur

V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.

Date: 2/4/2022

Name: Radhika Thakur

Signature: Radhika





Subject: Offer Letter

Dear Shivani Rahul Shelke,

We are pleased to confirm that you have been appointed to work for Rise N Shine Investment as "Assistant Manager in Operations".

Date of Joining: Your appointment will effective from 18 Aug 2023 or any other date mutually agreed upon in writing.

Job duties are to:

- Acquiring new business and developing relationships with the existing clients
- Work with the team to develop proposals that speak to the client's needs, concerns, and objectives.
- Client Acquisition as per targets and cross selling of 3rd party products (MF, Insurance, SIP etc.)
- Regular portfolio review of client.
- To improve and maintain the client activity ratio by activating clients across the segments
- Prepare or interpret for client's information like investment performance reports, financial document summaries, or income projections
- Contact clients periodically to define any changes in their financial status
- Manage client portfolios, keeping client plans up-to-date
- Investigate available investment opportunities to define compatibility with client financial plans
- Provide regular updates to immediate superiors as and when required

Financial Offer:

Salary: Annually Compensation package on a total fixed cost (TFC) basis Rs. 1,80,000 (Rupees One Lakh Eighty Thousand Only (6 Months provisions time will be increased as per the Performance))

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



Working Days: Monday – Saturday 09:30am to 6:00pm

Hours of Work: During such hours as the company may from time to time reasonably require him/ her to work. You will be required to work for a minimum 51 hours per week.

If you are unable to attend for work, the Employee must advise the reporting manager or any team member of the company of the reason by 9:00 AM on the day of absence

Confidentiality and Non-Solicitation:

As a condition of employment, you agree (1) during and after your employment with Rise N Shine Investment you will keep data confidential, any of the trade secrets or business information and not use for your benefit or disclose to any third party; (2) during your employment with Rise N Shine you will not permit your personal interests to conflict, or appear to conflict, with the interests of this company or any of its clients; and (3) during your employment and for a period of twelve months following termination of your Employment, you will not directly or indirectly solicit any employee or any client to do Business with another company that is in direct competition.

This Agreement represents our mutual complete understanding of your employment terms at SDS and supersedes any prior agreement (oral or written) that you may have, but does not constitute an agreement for employment for any specific period of time. You agree that any disputes relating to your employment will be filed and heard under the law as law, or as otherwise required by law.

1. A total twenty paid leaves will be available to you on an annual basis apart from thirteen mandatory national holidays. In emergency case you will have to inform the company at least a day before of a working day through phone call or email only, your leaves will be calculated on appropriate basis through the end of the calendar year (1st January- 31st December).
2. Once your service is confirmed, if you desire to resign, you are required to give a month notice to the company with the appropriate handover.
3. Upon accepting this offer, it is expected that you will not interview with another company and or accept any other offers, and will decline other offers previously accepted.
3. You are expected to abide by all the guidelines and policies of the company as shared with via Handbook. All the rules and practices of the company will be applicable to you till a change in the effect and is communicated to you.
4. If you have any questions or would like more detailed discussion on the terms above, please do not hesitate to contact the department, kindly sign this offer letter signifying your acceptance to the above-mentioned terms and conditions.



SERVICE POLICY:

1. The appointment is initially for a period of 1 year that can be extended further subject to your performance in the organization. In the event of such extension, you will be given annual increments as per the rules.
2. You will not accept and undertake another job, full time or part, from any other agency, without prior approval of the competent authority.

RESIGNATION/ TERMINATION:

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:

1. She/ He is guilty of misconduct
2. She / He is negligent in the discharge of her/ his duties; or
3. Become bankrupt or made any arrangement or composition with or for the benefit of your creditors or;
4. Been found inefficient or lower performer as compared to other employees of your category.

ACCEPTANCE OF OUR OFFER:

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

We welcome you, and look forward to receiving your acceptance and to working with you.
With best wishes and warm regards

Your Sincerely,

For Rise & Shine Investment

For Rise & Shine
Winayak
Proprietor

Accepted and Agreed

Authorized Signatory



Rise & Shine investment

Office No-206, Winners Window, Behind Vaishali Hotel, F.C Rd
Pune 411004 Maharashtra

Date: October 20, 2022

Prabalta Singh
Qtr. No.B3/1 Gref Center Dighi Camp
Pune-15

Dear Prabalta,

OFFER LETTER

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Trainee Apprentice** under the Apprentices Act 1961 as per below terms and conditions:

Duration of Training: One Year.

Stipend: INR 25000 per month (INR 300000 per annum).

Benefits:

- Mediclaime: You will be entitled to Mediclaime for self plus 5 dependent family members as per the company policy.
- During the period of your training, you shall be entitled to 21 days leave in accordance with the Leave Rules of the Company currently in force and as they may be modified from time to time.

You are advised to join us by November 1, 2022. Your detailed appointment letter will be issued to you on the day of your joining. This offer is valid for acceptance for a period of 3 working days from the date of issue.

While joining you are requested to produce following documents in original along with Xerox copy of each.

- Educational Certificates
- Latest passport size color photograph- 08 nos.
- School leaving certificate
- Pancard Copy, Mandatory
- Aadhar Card, Mandatory
- Passport Photocopy, if available
- Cancelled Cheque of existing valid Savings Bank A/C

We would also be undertaking your Background Verification Check. We will share an application form as consent for conducting the said check and request you to return the completed form.

As a confirmation of your acceptance, please sign one copy of this offer and return it to us. We look forward to having you on board soon.

Yours sincerely,
For Johnson Controls (India) Private Limited



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Director – Human Resources

For Acceptance: Name and Signature with date



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Government of India
Department of Posts, India

Office of the Senior Superintendent of Postoffices, Solapur Division Division, Solapur

ORDER OF PROVISIONAL ENGAGEMENT

A-2/GDS-BPM/Honsal BO/GNA/Schedule-I(Jan)/2023 Dated 17/04/2023

In response to the notification No. **NOTIFICATION: 17-21/2023-GDS Dated:27.01.2023**
Shri/Smt/Ms.....**GAYATRI NAGNATH AKKALKOTE**..... son / daughter of
Shri.....**REKHA**..... whose Date of Birth is: **28/06/2000**
and who belongs to.....**UR**.....category/selected against **UR**..... category is hereby
engaged as **GDS BPM,Honsal B.O**..... in account with under
Solapur Mkt. S.O/Solapur H.O..... on **PROVISIONAL BASIS** with effect from dated
...**17/04/2023**..AN/FN in the TRCA scale of.....**12000**..... He/she shall be paid such
allowances as are admissible from time to time.

2. Shri/Smt/Ms.....**GAYATRI NAGNATH AKKALKOTE**..... daughter of Shri
REKHA..... should clearly understand that his/her engagement
as **GDS BPM,Honsal B.O**..... in account with / under
Solapur Mkt. S.O/Solapur H.O..... shall be in the nature of a contract
liable to be terminated by him/her or by the undersigned by notifying the order in writing and
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This **Provisional Engagement** is subject to satisfactory verification of the prescribed
educational qualification, community certificate and other certificates, wherever prescribed. The
candidate will have to undergo satisfactory prescribed Induction Training course and Practical
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper
channels. If the verification reveals that the claim of the candidate belonging to Scheduled
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or
educational certificates are not genuine or found unfit on Police Verification, his/her



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Government of India
Department of Posts, India

Office of the Senior Superintendent of Postoffices, Solapur Division Division, Solapur

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that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This **Provisional Engagement** is subject to satisfactory verification of the prescribed
educational qualification, community certificate and other certificates, wherever prescribed. The
candidate will have to undergo satisfactory prescribed Induction Training course and Practical
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper
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Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or
educational certificates are not genuine or found unfit on Police Verification, his/her



2

Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

6. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification **NOTIFICATION: 17-21/2023-GDS Dated:27.01.2023**..... As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

6.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct& Engagement) Rules, 2020 requiring removal/dismissal.

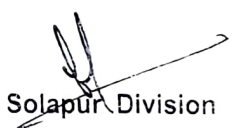


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7. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

8. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

9. If any information or documents submitted by the candidates is found false / incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement) Rules, 2020.


Solapur Division
Solapur
Solapur

A copy of this memo is issued to:

I. The candidate..... **GAYATRI NAGNATH AKKALKOTE** -BPM Honsal B.O. 413002
.....
RAVIVAR PETH, JUNA BORAMANI NAKA, HYDERABAD ROAD, SOLAPUR, 413005

II. PF of the candidate

III. Postmaster /SPM..... **Solapur Mkt. S.O/Solapur H.O**

IV. Divisional Office..... **Solapur**..... for information.

V. The
for information.

VI. O/C/Spare

