

Date : 20-Jun-2022

Name : RASHMI UMESH KATTIMANI

Address : ROOM NO - D-1/41, DEVDAS CHAWL, KOLIWADA, DHARAVI MAIN ROAD, DHARAVI, MUMBAI, MAHARASHTRA - 400017

Employee Code : AS552429

Dear Sir / Madam,

We are pleased to appoint you in our organization as **JUNIOR EXECUTIVE OPERATIONS (Grade – E1 )** in the **RL & P MAB SALES GOVERNANCE** department on the following terms and conditions:

**1. Commencement / Term:**

You are required to join our organization on or before **22-Jun-22** . Your place of work shall presently be at **SANPADA**.

You will be on orientation period of 6 (Six) months and up on satisfactory performance your confirmation will be due. However the company reserves the rights to extend your orientation for a certain period which will be notified to you.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite time line schedules of completion of various project assignments mutually agreed by our company, with our esteemed client Axis Bank. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed as may be mutually agreed and reviewed on case to case basis by your Reporting authority.

**2. Remuneration :**

Your remuneration would be set as follows :

Compensation	Monthly (Rs)	Annual (Rs)
Basic	6347	76164
HRA	3174	38088
Bonus	1750	21000
Special Allowance	2326	27912
Mobile Allowance	500	6000
Employer Provident Fund	1311	15732
Employer ESIC	459	5508
Gratuity	305	3660
<b>CTC</b>	<b>16172</b>	<b>194064</b>

Salary and grade offered to you as above is based on the representation made by you during your interactions with the Company officials and / or documents submitted by you. In case of any discrepancy, company reserves the right to alter / modify / withdraw the offer made to you.

### **3. Gratuity :**

Employee will be eligible for payment of Gratuity subject to fulfillment of the payment of Gratuity Act of 1972.

### **4. Incentive Scheme :**

You will participate in the Sales Incentive Scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. We will be happy to discuss this with you on your joining us. Kindly note that you will not have any right to claim any performance incentive from the company, if you resign or abscond or if you are separated from the company for whatsoever reason.

It is further agreed between you and company that the incentive payable if any, based on your performance and productivity is in lieu of any other bonus including bonus based on profits payable under any law.

### **5. Transfer :**

The Organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date.

### **6. Leave :**

You will be eligible for leave as per company rules subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by competent authority. No leaves can be taken during probation period. Women employees who have completed working 80 days with the organization shall be eligible for Maternity leave as per the policy.

### **7. Unauthorized Leave / Absence :**

If you are on unauthorized leave and absent for more than seven (7) days without any intimation to the company then it would be deemed that you are not interested in continuing with the organization and you would be automatically ceased to be an employee of the organization and in such a case you will be terminated from the services of the company with or without any intimation

### **8. Job Profile :**

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

### **9. Professional Ethics and Confidentiality :**

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge

to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

**10. Notice Period:**

During the probation period either party can terminate the services by giving 30 days' notice or Basic salary in lieu thereof at organization's discretion. After confirmation, either party can terminate the services by giving 30 days' notice or Basic salary in lieu thereof at organization's discretion. After successful completion of orientation period either party may terminate the employment under this Appointment letter by issuing 30 days' notice in writing or payment in lieu thereof. You will be liable to submit all the company's assets, data etc provided during your tenure in the company for carrying official duties at the time of separation from the company. Please note that you are required to complete the exit formalities within 30 days from your last working day for processing your final settlement dues, if any. Company will not be liable to pay the final settlement dues (if any) in the event of non-completion of exit formalities within 30 days.

**11. Reference Check**

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references who have supervised you in professional capacity at same stage in your academic / professional career.

**12. Termination of Employment :**

Your services with the organization are liable to be terminated in the event of :

- a) Any breach of the conditions mentioned in this letter on your part,
- b) Any incorrect information furnished by you
- c) Suppression of any material information by you ; and
- d) Your performance level is below the expected level and / or the business target, as set out for you from time to time, has not been achieved by you.
- e) Violation of Company's (client's) code of conduct.

**13. Retirement / Statutory Benefits :**

You will be eligible for Retirement Benefits of the organization namely Provident Fund and Gratuity as per the company policy which will be governed by relevant laws to this effect

**14. Change in the Personal Details :**

You shall intimate the Company about any change of your residential address (permanent and or current), qualification and other personal details within five days from the date of change of such details.

Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitutes service conditions to your employment in the organization in addition to the code of conduct and other laid down guidelines. The organization reserves the right to change the terms and conditions of your employment set out in this letter of Appointment. Any future changes in the company policies, rules, regulations and your employment terms will supersede the terms and conditions mentioned in this letter. The courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

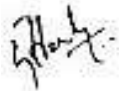
Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditioned mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship

With warm regards,

**For Quess Corp Limited**



**Tej Hans Raj Singh**

**COO – Operations | Staffing**

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

Name: RASHMI UMESH KATTIMANI

Signature:.....

Emp Id: AS552429

Place:.....

Date:.....

Date : 19-Dec-23

Name : RITIKA UMESH PRASAD PANDEY

Address : ROOM NO. 306 , BUILDING NO. D2, SHANTI CHS, MAHADA COLONY , VASHI NAKA, CHEMBUR - 400074

Employee Code : AS639461

Dear RITIKA UMESH PRASAD PANDEY,

### **APPOINTMENT LETTER**

We are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP OFFICER (Grade – E1 )** in the **CARDS & P CREDIT CARD ETB BRANCH** department subject to the following terms and conditions:

**1.** You are required to join our organization on or before **21-Dec-23** and your place of work shall presently be at **THANE**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by Qess.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

**2. Your remuneration would be set as follows:**

**Salary Annexure (Per - Month)**

<b>Particulars</b>	<b>Monthly (Rs)</b>	<b>Annual (Rs)</b>
Basic	6765	81180
House Rent Allowance	3383	40596
Special Allowance	2628	31536
Gratuity	325	3900
Employer PF Contribution	1397	16764
ESIC Employer	489	5868
Mobile Allowance	500	6000
Bonus	1750	21000
Total Amount	17237	206844
<b>Amount In Words (Rs)</b>	<b>Rupees Seventeen Thousand Two Hundred Thirty Seven Only</b>	<b>Rupees Two Lakh(s) Six Thousand Eight Hundred Forty Four Only</b>

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

**3. Retirement / Statutory Benefits:**

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

**4. Gratuity :**

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

**5. Incentive Scheme:**

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

**6. Transfer:**

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

**7. Leave :**

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

**8. Unauthorized Leave / Absence :**

If you are on unauthorized Leave and absence for more than Five (5) days without any intimation to the Company, then it would be deemed that you are not interested in continuing with the organization and you would be Automatically Ceased to be an employee of the organization, Necessary action in line with Absconding policy will be taken against to you including termination of the services of the Company.

**9. Job Profile:**

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

**10. Professional Ethics and Confidentiality:**

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

**11. Notice Period:**

During the Probation period either party can terminate the services by giving 15 days' notice or Basic salary in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing 30 days' notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to

complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

### **12. Background Verification / Reference Check**

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **13. Termination of Employment:**

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

### **14. Change in the Personal Details :**

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter. The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions mentioned herein.

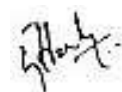


A list of documents to be submitted at the time of joining is given for your information.

1. Updated Resume
2. Resignation letter acceptance
3. Relieving letter from previous employer
4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
6. Copy of AADHAR card
7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
9. Nomination form 1 under the Payment of Wages Act.
10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,  
**For Quesse Corp Limited**



**Tej Hans Raj Singh**  
**Deputy CEO: Quesse Staffing Solutions**

#### **15. Endorsement**

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.  
Any other disclaimer as applicable.

Name: RITIKA UMESH PRASAD PANDEY  
Signature:.....

Emp Id: AS639461

Place:.....

Date:.....



## Pehlay Akshar Foundation

Administrative Office: RPG House, 463, Dr. Annie Besant Road, Worli, Mumbai 400 030

31<sup>st</sup> March, 2023

To,  
Ms. Benita Marshal  
Mumbai

Dear Ms. Benita Marshal,

### **Your engagement as Facilitator on Retainership basis**

Further to your discussion with the Pehlay Akshar Foundation, we are pleased to appoint you as a **“Star Facilitator”** on a Full Time – Retainership basis. As a Full-Time Retainer, you will work in the field as a professional, exclusively with Pehlay Akshar Foundation, as per the following terms and conditions.

1. Your engagement as a Retainer will be effective from Monday, 3<sup>rd</sup> April, 2023 to Saturday, 30<sup>th</sup> March, 2024 (both days inclusive) and shall automatically come to an end by the end of working hours on Saturday, 30<sup>th</sup> March, 2024.
2. You will independently complete your assignments to the best of your ability, assigned to you from time to time, during the aforesaid period.
3. In consideration of professional services rendered by you, under this contract, the Foundation agrees to pay you as follows:
  - i. You shall be paid a retainership fee of **Rs. 22500/- (INR Twenty-Two Thousand Five Hundred Only) per month**. Taxes as applicable will be deducted at source.
  - ii. You shall be reimbursed conveyance expenses, if required to commute on behalf of Foundation, based on the place of the location of your assignment. You shall be reimbursed conveyance expenses as per the actuals per month. The above amount does not include reimbursement of any out-station travelling expenses on Foundation's assignment. However, in case of any out-station travel on Foundation's assignment, you will obtain prior sanction for the same and will be reimbursed as per the HR policies of Pehlay Akshar Foundation.
  - iii. You shall be reimbursed mobile and internet expenses reimbursement maximum extent of Rs.550/- (Rupees Five Hundred and Fifty only) per month. However, this clause would be applicable based on management discretion considering the scope of work.

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CIN NO. U80904MH2019NPL329882

Regd. Office: 208, Bezzola Complex CHS Ltd, 2<sup>nd</sup> Floor, B Wing, Sion Trombay Road,  
Opp. Suman Nagar, Chembur, Mumbai 400 071.

Tel. No. 022 2529 2152. Email: [pehlayakshar@gmail.com](mailto:pehlayakshar@gmail.com)



## **Pehlay Akshar Foundation**

Administrative Office: RPG House, 463, Dr. Annie Besant Road, Worli, Mumbai 400 030

4. All of the above payments shall be made on due submission of detailed bill every month as applicable for payment and on satisfactory completion of your assignments as assigned to you from time to time.
5. You are entitled to a total Casual leave of 15 (Fifteen only) days & Sick leave of 10 (Ten only) on a pro-rata basis which can be availed together or separately, subject to approval by your supervisor.
6. Your working hours will be from 9:00 am till 5.00 pm from Monday to Friday, having every Saturday as a half day (i.e. From 9.00 am till 1.00 pm).
7. Being a Retainer, it is clearly agreed by you that you will not be entitled to any other monthly or annual benefits that are otherwise applicable to regular employees of the Foundation.
8. You will discharge assignments/functions as allotted to you while conforming to all rules and regulations of the Foundation and of the Government, if any, and shall not do or cause to do anything against the interest of Foundation.
9. You shall be efficient and diligent to the best of your ability and shall devote your whole time and attention to the above functions.
10. You will carry out your assignments independently as a retainer, shall comply with all relevant laws, follow all reasonable orders and directions, and use your utmost endeavor to promote the work of the Foundation.
11. You shall not, during the period of this Agreement, work directly or indirectly in any other trade or business contrary to the interest of the Foundation, either as an employer or partner or advisor or in any other capacity.
12. You shall be just and faithful to the Foundation in all matters and shall not at any time, except under legal process and with prior written permission, divulge to any person whosoever and shall use your best endeavors to prevent the publication or disclosure, of any trade secret or manufacturing process or any information concerning or in respect of the decision of the Foundation or of its dealing, transactions or affairs which may come to your knowledge.

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CIN NO. U80904MH2019NPL329882

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## Pehlay Akshar Foundation

Administrative Office: RPG House, 463, Dr. Annie Besant Road, Worli, Mumbai 400 030

13. You will abide by the rules and regulations, of the Foundation, in force from time to time. At any time during the above period of Agreement if you are found guilty of misconduct or in willful breach or continuous negligence of the terms of this Agreement or dereliction of duties and/or instructions given to you from time to time by the Foundation, the Foundation may without prejudice to any other action, as may be called for, without any notice or payment in lieu of any notice, put an end to and determine the period of this Agreement. You shall be deemed to have brought about such situation by your misconduct compelling the Foundation to put an end to this Agreement and further you shall therefore continue to be liable for all losses /damages to the Foundation that may have been caused by your action(s).
  
14. Your engagement as retainer with the Foundation can be terminated at 30 days (Thirty days) notice on either side. The Foundation reserves the right to terminate your engagement at any time without giving any notice, by paying you an amount equivalent to retainerhip fee in lieu of notice. Similarly, in case you decide to separate without serving the required notice period, the unserved notice period shall be adjusted against your retainerhip fees.

You are required to kindly sign and return the duplicate copy of this letter as a token of your acceptance of this offer.

Thanking you.  
Yours Sincerely,

**Ashmita Mishra**  
**Authorized Signatory**

I accept all the above terms and conditions.

(Signature)

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

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CIN NO. U80904MH2019NPL329882

Regd. Office: 208, Bezzola Complex CHS Ltd, 2<sup>nd</sup> Floor, B Wing, Sion Trombay Road,  
Opp. Suman Nagar, Chembur, Mumbai 400 071.

Tel. No. 022 2529 2152. Email: [pehlayakshar@gmail.com](mailto:pehlayakshar@gmail.com)

I have submitted my experience letter.



## Offer & Appointment Letter -Strictly Confidential

1 message

Cassie D'souza <cdsouza@expertsources.com>

Tue, 26 Apr 2022 at 4:43 am

To: rusdakhn19@gmail.com

### Strictly Confidential

Greetings,

Welcome Dear New Team Member! Enclosed below is the offer as discussed with you with your appointment letter. **Attached is a copy of our NDA and Data Security policy & Key Policies in a nutshell for your information and acknowledgment as well.** We at ExpertSource are happy to have you on board. For your knowledge, the salary cycle is 26<sup>th</sup> – 25<sup>th</sup> with 7<sup>th</sup> of every month as the salary credit date. The Team would assist you with the opening of your Salaried Account with our corporate banking partners IDFC. You can opt to use your own headset that is compatible ( USB) or may opt for one personal headset that you will have sole ownership of, that the company will procure for you with the amount being adjusted / deducted from your salary.

**Please acknowledge this email (stating—"Offer accepted --- I hereby voluntarily accept the terms and conditions of my offer employment opportunity and the WFH policy".)** This would indicate your acknowledgement and acceptance of the offer and the attached policy (owing to lockdown in the state using an email as your acceptance as against signed photocopy) in token of your acceptance and report for duty (WFH) not later than 20 April, 2022 which would be your first day of joining.

Looking forward to our association and wishing you a bright career with us! Life only gets bigger at ExpertSource and people shine. Welcome!

**Subject: Offer of Employment & Appointment**

Dear Rujda,

**Congratulations!** Consequent to the interviews you have had with us, we are pleased to make you an offer of employment with **ExpertSource Global Services Pvt. Ltd.** You have been appointed as "**Senior Customer Service Associate** " and you will be part of the **Operations** Department. You are expected to join us not later than **20 April, 2022**. For the training phase salary is not applicable. (Training Allowance of 4k per week has been allotted).Your salary cycle/ calculation commences from your third week/go live date. It is imperative to clear training to be eligible for training pay.

Your total compensation package would be as follows. All the tax and statutory liabilities/tax deductions associated with your compensation package would be borne by you as per applicability. ( PF would apply if you have held a PF account in the past or have opted. Calculation of take home / net salary(Rs.27,000 pm) should be done accordingly keeping in mind PT / PF deduction benefit as discussed, **If PF applicable, Calculation of Monthly CTC should be done keeping in mind the additional PF employer contribution (over and above the gross reflecting here) that will be added/credited to your PF account p.m.**

COMPENSATION DETAILS

Particulars	Per Month (Rs.)	Per Annum (Rs.)
Fixed Gross	29,000	3,48,000
<b>Total Gross Per Month</b>	<b>29,000</b>	<b>3,48,000</b>

**Over and above your salary, you are also entitled to +Rs.2500 Travel Allowance p.m.**

Other Benefits you are entitled to would include:

- a) **Statutory Benefits** as/if applicable
- b) **Employee Referral Pay** based on applicable schemes
- c) **Performance Incentives** as defined for your process
- d) **Lateral and Vertical Career Growth opportunities** as per policy
- e) **Reward and Recognition Programs** as per eligibility
- f) **Other monetary / non-monetary perks announced as special schemes**
- g) **Great Work Culture , Job Satisfaction & Happy Faces!**
- h) **On being confirmed, 2Lacs health Insurance coverage for Self**

Your offer is subject to receipt of bona-fide documents as specified and positive background checks. The terms and conditions governing this employment would be as per the detailed **service rules** mentioned in your appointment letter which you would receive post joining.

This clause is only for those teams/members assigned WFH: Given the current lockdown/ pandemic situation, operations would commence as per the Work From Home (WFM) model and all other policy rules under the Work From Home policy would apply. Once work from home would cease to exist, regular business operations would commence from the office premises located at Deekay Tech Park, Turbhe, Navi Mumbai. Your offer / appointment is subject to you meeting all the clauses required from your end to conduct this role including personal high quality independent internet bandwidth, a smart phone with 4g , good data pack & work from home space & capability. Company systems will be provided to you for your job role against an original doc from you as surety as company property would be in your custody. Please ensure equipment/s are handled with care. In case of an exit in the future, it is imperative to clear all handover of company property procedures to company officials first to be eligible for F & F if applicable.

Your employment is on the basis of meeting your daily roster US shift-- evening/night 10 work hours shift assigned to you which includes 1 hour break. During your tenure, you will strictly abide by the rules and regulations of the Company as in force and/or amended from time to time and you shall follow the conduct of conduct governing the organization.

All policies of the organization from entry to exit would apply to you. The terms and conditions governing this employment would be as per the detailed **service rules** mentioned in your appointment clauses below and the key employment rules doc attached.

#### **Probation**

- A) You will be on probation for a period of **six months from the joining date**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued.

#### **Leaves**

A) You will be entitled to leaves in accordance with the Company Policy and Business Rules. Paid leaves are applicable on completing probation.

### **Transfer**

A) You will be liable to be transferred to any department or establishment of the company in case of a requirement and will be governed by service rules as applicable.

### **Retirement**

A) Retirement age is 58 years.

### **Separation & Notice Period Rules**

A) You would not be entitled to a service letter if you work for three months or less.

B) Resignations conveyed through non-official modes (letter /apps/ post/ courier/ e-mail/ registered post/ e-mail/sms/ telephonically verbally etc.) would not be considered as a Resignation. If your resignation is not routed and completed through the official company resignation procedure policy and/or is rejected by the HR/ HOD, your resignation would not be accepted/processed as a Resignation case and you will not be eligible for a full & final settlement or an experience letter.

C) In case you resign during your probation period, a 15 day notice or pay in lieu thereof for the period falling short of notice would be required. On confirmation, notice period or pay would be 30 days. Notice Period commences the subsequent day of notification. ExpertSource reserves the right to accept notice pay/ leave adjustment in lieu of notice period as it may deem fit. Waiver of Notice Pay/ Period is at the sole discretion of the management. The company also may at its discretion relieve you prior to the expiry of your notice. Experience/ Relieving letter would be withheld if notice period has not been served.

### **Termination**

A) During the course of your employment, you will be bound by the organization's code of conduct, employment & service rules framed and enforced. Violation of any may lead to disciplinary action as per the company disciplinary action procedure norms which could lead to you being terminated from your services with immediate effect. Such cases are not eligible for a full and final settlement or experience/ relieving letter.

B) An uninformed, unapproved leave/ absence from duty for more than 2 days would indicate your abandonment of your services without notice and your name will be struck off the rolls and would be listed as terminated. Such cases would not be eligible for F & F or an experience letter.

C) The company reserves the right to keep your salary on hold if any work performance violation/ policy violation/ misconduct/ unlawful act have been reported against you.

### **Confidentiality and Non Solicitation**

A) During your tenure of service with the organization, you will keep all information related to your emoluments as strictly confidential. You will take all appropriate measures necessary to keep company trade secrets, proprietary technical data, specifications and methods of operations and confidential information from being disclosed to or received by third parties. All listed above, including your work invention, remains the property of the company at all times and you will be under a Non Disclosure agreement. You will hand over all the above at the time of your exit.

B) You agree to undertake that during the term of your employment and for a period of one year thereafter immediately following your exit and you shall not directly or indirectly solicit, induce, recruit or encourage any of the company's employees to leave their employment.

C) In order to protect the company's legitimate business interests, including (without limitation) its interests in the Proprietary Information, you agree that during your employment with the Company, and **continuing for three (03) years after your exit** (including but not limited to voluntary exit or involuntary by the company), you shall not in any capacity either directly or indirectly for your personal benefit or for the benefit of a third party induce, encourage or participate in soliciting the business of any of our clients.



## **1.8 General Rules**

- A) You will be required to carry out shift duties as per the requirement of the business/ company. Shifts cannot be chosen based on personal preferences. You will observe work timings and holidays as applicable to your campaign while on training and on the operations floor.
- B) In case you choose to commute by the company transport, it would be governed by the internal Transport Department policy rules.
- C) You will be required to submit satisfactory proof of age on joining. You will immediately inform the company in writing with supporting documentation whenever any changes take place with reference to your personal data, address etc.
- D) You are required to read your appointment letter and key policy rules. You will confirm to all service rules. Your continuation of employment is conditional on you maintaining a clear criminal and financial record.

**Please acknowledge this email as an indication of your acceptance of this offer & appointment.**

We take this opportunity to welcome you to the organization and look forward to a long and fruitful association. The best awaits you !

For **ExpertSource Global Services Pvt. Ltd.**

**Cassie D'souza**

**Human Resources**

Disclaimer: The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Experience Certificate For Account Assistant

15-03-2024

Subject :- Experience Certificate For Account Assistant

To whomsoever it may be concern.

We hereby Certify that Supriya Sanjay Jagdale has joined our company, Belief Pharma Pvt. Ltd. As an Account Assistant and has been with the company for 2 months and 10 days from 01-01-2024 to 10-03-2024.

During her tenure with us, she has proved herself and has been very hardworking and dedicated. She can be named among those who deserved excellent growth in Accounts Career. We wish her all Success in all their future efforts.

Regards,

  
For Belief Pharma Pvt. Ltd

(HR Manager )

(Bhakti Nilesh Wavikar)



SINCE - 1974

**HINA INDUSTRIES**

(AN ISO 9001:2008 CERTIFIED COMPANY)



MFG. OF : ALL KINDS OF INDUSTRIAL VALVES

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PHONE : +91 - 2717 - 241746, 241050 E-MAIL : sales@valveindia.co.in / hinaind.valve@gmail.com WEBSITE : www.valveindia.co.in

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Mittalben Panchal** has successfully completed internship training as HR Recruiter in our company **HINA INDUSTRIES** for **1<sup>st</sup> December 2023** to **29<sup>th</sup> February 2024**

During the period of her internship programme with us she was found punctual, hardworking and inquisitive.

We wish her all success in her academic endeavours and life.

Sign and Seal of Authority

Mr. Himanshu Panchal  
  
( Director )

महाराष्ट्र  
विद्युत वितरण  
MAHARASHTRA

# महाराष्ट्र शासन

कंत्राटी कामगार

महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित  
Maharashtra State Electricity Distribution Co. Ltd.



नाव  
NAME

गौरी संतोष कदम

ह्रददा  
DESIGNATION

निम्नस्तर लिपीक - बाह्यस्रोत

PLACE OF WORKING

सर्वोदय उपविभाग  
मुलुंड

गति कार्यकर्ता अमियता  
सर्वोदय उपविभाग, मुलुंड.

  
EMPLOYEE'S SIGNATURE

**Rakesh M. Jadhav**  
**B. Com. A.C.A.**  
**M:+91 9820835030**



**R. M. JADHAV & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

3/152, Trishul CHS Ltd., Sardar Nagar No.1,  
Sion-Koliwada (East), Mumbai - 400022

### INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **Ms. Vidhya Tirupati**, Student of Smt. M.M.P. Shah Women's College of Arts and Commerce, successfully completed the Internship Training for 2 months at our organization, **R M Jadhav & Associates**, Matunga, Mumbai.

Creating GST database, Preparing E-Invoicing, Implementation of Intranet, Creating ITR database, reconciliation of accounts, Client Accounting Services, and presenting findings to the management. Collaborating with various departments to streamline processes and optimize efficiency. Participating in audits and ensuring adherence to regulatory requirements.

She demonstrated exceptional proficiency in accounting principles, attention to detail, and a proactive approach to problem-solving. Their contributions significantly improved our financial operations and positively impacted on our overall efficiency.

We acknowledge her dedication, professionalism, and valuable contributions during their tenure at R M Jadhav & Associates. They were an integral part of our team and displayed commendable skills in managing accounting tasks effectively.

The purpose of this experience certificate is to recognize Ms. Vidhya Tirupati significant achievements and successes during his employment at R M Jadhav & Associates. We have faith that his abilities and commitment will sustain his success going forward.

We wish you all the best for your future endeavor.

Training start Date: 01/11/2023

Training completion date: 02/01/2024

The performance and conduct of the above student was good during the complete training period.

For R.M. Jadhav & Associates  
Chartered Accountants

*Rakesh Jadhav*  
(Rakesh Jadhav)

Place: Mumbai

Date: 18-04-2024 ,





**PODDAR INTERNATIONAL**

**1-Vishwa Mahal C-Road Churchgate Mumbai -400020.**

**Date-23-04-2024**

**Subject: Internship letter.**

This is certify that Ms. Hemalata Jayappa Goshi. Has worked with us from January 01-01-2024 to March 31-03-2024 as an internship. She has worked satisfactory in the accounts department.

Thanking You

Yours Faithfully



Padma Kumar Poddar

**Rakesh M. Jadhav**  
**B. Com. A.C.A.**  
**M:+91 9820835030**



**R. M. JADHAV & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

3/152, Trishul CHS Ltd., Sardar Nagar No.1,  
Sion-Koliwada (East), Mumbai - 400022

## INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **Ms. Muskan Thange**, Student of Smt. M.M.P. Shah Women's College of Arts and Commerce, successfully completed the Internship Training for 2 months at our organization, **R M Jadhav & Associates**, Matunga, Mumbai.

Creating GST database, Preparing E-Invoicing, Implementation of Intranet, Creating ITR database, reconciliation of accounts, Client Accounting Services, and presenting findings to the management. Collaborating with various departments to streamline processes and optimize efficiency. Participating in audits and ensuring adherence to regulatory requirements.

She demonstrated exceptional proficiency in accounting principles, attention to detail, and a proactive approach to problem-solving. Their contributions significantly improved our financial operations and positively impacted on our overall efficiency.

We acknowledge her dedication, professionalism, and valuable contributions during their tenure at R M Jadhav & Associates. They were an integral part of our team and displayed commendable skills in managing accounting tasks effectively.

The purpose of this experience certificate is to recognize Ms. Muskan Thange significant achievements and successes during his employment at R M Jadhav & Associates. We have faith that his abilities and commitment will sustain his success going forward.

We wish you all the best for your future endeavor.

Training start Date: 01/11/2023

Training completion date: 10/01/2024

The performance and conduct of the above student was good during the complete training period.

For R.M. Jadhav & Associates  
Chartered Accountants

*Rakesh Jadhav*

(Rakesh Jadhav)

Place: Mumbai

Date: 18-04-2024





## INDIA TRAILOR CORPORATION

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2375 5402  
2373 2731  
2375 2158  
2370 1671  
Mob. : 98201 51384

Zakaria Bunder Road, Opp. Vishwa Vihar Hotel, 1st Floor, Office No. 7, Near Cottongreen Rly. Station, Mumbai - 400 033.  
E-mail : itcmumbai.khan@gmail.com

DATE:01/04/2024

Subject: Internship Completion Letter

This is to certify that **Ms.Khan Muskan Iqbal** aged 22 years has completed her 3 month of internship in our company. Your dedication and hard work have been commendable. Throughout your internship you consistently demonstrated exceptional skills, professionalism and a good work ethic. We appreciate your efforts in successfully completing assigned projects and tasks. We are confident that you have a bright future ahead. This letter is issued on her request

For INDIA TRAILOR CORPORATION

Proprietor / Authorised Signatory





Ahtisham : 8080204029  
8169852266

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Office. : Kazi Abdullah Timber Mart, Ghodapdeo Cross Road No. 3, Plot No. 29, Mumbai - 400 033.

E-mail : info@samanitrading.in

Ref. No.: \_\_\_\_\_

Date 10.02.2024

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Khan Ayesha Hasibullah** aged 22 years is working with us as a Administrative staff since last 3 months. She is handling day to day administration work i.e. handling of petty cash, documentation, follow up with suppliers and customers for outstanding payables and receivables. We have found her to be dedicated, loyal and honest towards her assignment. This letter is issued on her request.

For SAMANI TRADING CO.

*Ahtisham*

Proprietor

# CERTIFICATE OF INTERNSHIP

*is Proudly Presented to:*

**SIDDIQUI SANA ABDUL SATTAR**

*for her outstanding service, tireless effort in under taking  
our SEO internship program at **Vedhex Private Limited***

*( Branch : Mumbai ) for duration of 4 months*

*( Nov 15 2023 - March 15 2024 )*

*This certificate was awarded on March 15, 2024*

*Vineetha*

CEO & MD



*Prasad Pillai*

COO



GSTIN: 27CWEPK0277M1Z6

Wakar Khan – 97699 95976



# CREATIVE ENTERPRISES

All Kind of Civil Works. Specialist in Aluminum & Steel work

"To whom so ever it may concern"

This is to state that Ms. ZAINAB SAYYED a Student of M.Com (Accounts and Auditing) of Smt. M.M.P. Shah Women's College has Successfully Completed Internship as required by the Condition of the Course from January 2024 to March 2024.

We wish her success for all her future endeavours.

Place - Mumbai

Date - 03-04-2024

For Creative Enterprises

Proprietor

B – 15, 101, Sumati Vaishali CHS LTD, Vaishali Nagar, Jogeshwari (West) Mumbai



# SHAREMARKET ADVISOR PVT LTD.

Office Address: MIDC Industrial Area,  
Millenium Business Park, Mahape Road, Mumbai,  
Maharashtra 400555

Phone No: 9702609195

Website: [www.sharemarketadvisor.in](http://www.sharemarketadvisor.in)

Date: 25/03/2024

This is to certify that Ms. Sarah Pathan, a student Of Smt.M.M.P. Shah Women's College Arts and Commerce, has successfully completed a internship in the field of Marketing from 1<sup>st</sup> December 2023 to 29<sup>th</sup> February 2024 under the guidance of Mr. Shoaib Shaikh.

During her internship, she was engaged in market research, and creating marketing strategies for various products. She demonstrated a keen understanding of market dynamics and consumer behavior.

We wish her every success in her future career and academic pursuits. For Share Market Advisor Ltd.

For S M ADVISOR

A handwritten signature in blue ink, appearing to read 'Shoaib Shaikh', is written over the printed name 'Proprietor'.

Proprietor

[Share market Advisor]





महाराष्ट्र शासन  
Government of Maharashtra



Food And Drug Administration, Maharashtra State  
नोंदणी प्रमाणपत्र / REGISTRATION CERTIFICATE  
[ नियमावली २.१.१(५) ] / [See Regulation 2.1.1 (5) ]

अन्न सुरक्षा व मानदे अधिनियम २००६  
Food Safety and Standards Act, 2006

नोंदणी क्रमांक / Registration No. **21517034000087**

Validity Annexure  
Annexure FOOD  
SAFETY GUIDELINES

1. अन्न व्यवसायाचा चालकाचे नाव व पत्ता  
Name & Address of Food Business Operator. -
2. अन्न आस्थापनेचा पत्ता (लागू असल्यास)  
Address of Food Business ( If Applicable )
3. व्यवसायाचा प्रकार / Kind of Business
4. पूर्वीचा महाराष्ट्र अन्न भेसळ प्रतिबंधक परवाना क्रमांक (असल्यास)  
Previous M.P.F.A. Licence No. ( If Applicable )
5. सदरचे नोंदणी प्रमाणपत्र हे अन्न सुरक्षा व मानदे अधिनियम २००६, नियम २०११ व नियमनच्या अधिन राहून मंजूर करण्यात येत असून त्यातील तरतुदींचे पालन करणे नोंदणीकृत अन्न व्यवसायिक यांना आहे. / The Registration certificate is granted under and is subject to the provisions of Food Safety Standards Act 2006, Rule and Regulation 2011 which must be complied with by the Registered Food Business Operator.
6. अन्न सुरक्षा व मानदे (अन्न व्यवसायाची नोंदणी व परवाने) नियमन २०११ चे परिशिष्ट - ४ चे भाग -१ मध्ये दर्शविलेल्या सर्व सूचनांचे पालन करणे बंधनकारक आहे. / Food Business operator shall follow/ practice all requirements mentioned in Part-I of Schedule -4 of Food Safety & Standards (Licensing & Registration of Food Business) Regulation 2011.

M/S. SHREE MOHAN KIRANA STORE.  
MR. SHANKARLAL M. ARMIYA.  
THAKKAR BAPPA COLONY, BASANT  
NAGAR, GALLI NO 2, S G BURVE  
MARG, OPP RAVIDAS BHAVAN,  
CHEMBUR, MUMBAI, Greater Mumbai  
Ward-M/W, Greater Mumbai  
(Maharashtra), - 400071  
THAKKAR BAPPA COLONY, BASANT  
NAGAR, GALLI NO 2, S G BURVE  
MARG, OPP RAVIDAS BHAVAN,  
CHEMBUR, MUMBAI, Greater Mumbai  
Ward-M/W, Greater Mumbai  
(Maharashtra), - 400071  
Retailer



हे फक्त नोंदणीपत्र असून परवाना नाही. नोंदणीकृत संस्थेस किंवा व्यक्तीस झालेल्या बांधकामासंबंधी किंवा जागेसंबंधी कोणताही मालकी हक्क अथवा ; कोणतेही हक्क प्राप्त होत नाही किंवा या नोंदणीद्वारे व्यक्तीस / संस्थेस कुठलीही मालकी प्राप्त होत नाही, याची नोंद घ्यावी. / This is merely a registration certificate and not a License. It does not bestow any property right or any other rights as regards ownership of structure or land etc. or confer any right of ownership.

नोंदणी धारक/ संस्था / व्यक्ती ही कायदयाने प्रस्तावित केलेले कोणतेही न्यायालय जसे कि /जिल्हा सत्र न्यायालय /उच्च न्यायालय / सर्वोच्च न्यायालय वेळीवेळी दिलेल्या आदेशाचे पालन करणे बंधनकारक आहे. / Registered firm/ Person will be governed and abide by all orders issued as and when by any court constiued by law in India Specifically Session court / High Court/ Supreme Court etc.

**मान्यकरण / Validation**

नोंदणी / नूतनीकरण कालावधी / Registration/Renewal Date : 10/08/2017  
वैधता विधीयाहयता / Period of Validity : 5 Year(s)  
पर्यंत वैधता / Valid Upto : 09/08/2022  
अदा केलेले नोंदणी शुल्क / Registration Fee Paid : Rs. 500  
स्थळ / Place :  
दिनांक / Date : 10/08/2017



(स. र. आढाव)  
अन्न सुरक्षा अधिकारी,  
अन्न व औषध प्रशासन., (म. राज्य)  
शिकका व स्वाक्षरी / Stamp and Signature of Registration Authority





# INDIA TRAILOR CORPORATION

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Mob. : 98201 51384

Zakaria Bunder Road, Opp. Vishwa Vihar Hotel, 1st Floor, Office No. 7, Near Cottongreen Rly. Station, Mumbai - 400 033.  
E-mail : itcmumbai.khan@gmail.com


DATE:01/04/2024


Subject: Internship Completion Letter







This is to certify that **Ms.Swati Tiwari** aged 22 years has completed her 3 month of internship in our company. Your dedication and hard work have been commendable. Throughout your internship you consistently demonstrated exceptional skills, professionalism and a good work ethic. We appreciate your efforts in successfully completing assigned projects and tasks. We are confident that you have a bright future ahead. This letter is issued on her request

For INDIA TRAILOR CORPORATION

*Sohal Khan*  
Proprietor / Authorised Signatory

 **Payal Satyawan Suryawanshi** ✕

 **Punched In at 09:53 AM**  
*Tap to Punch-out*

-  Attendance
-  My Team
-  Visits
-  Expenses
-  Messages
-  Forms



**ATTENDANCE**

0%


Last 6 Months

Last Week

Monthly ▼

 < March 2024 > 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30





**ATTENDANCE**

0%


Last 6 Months

Last Week

Monthly ▼

 < April 2024 > 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



**Rakesh M. Jadhav**  
B. Com. A.C.A.  
M:+91 9820835030



**R. M. JADHAV & ASSOCIATES**  
CHARTERED ACCOUNTANTS

3/152, Trishul CHS Ltd., Sardar Nagar No.1,  
Sion-Koliwada (East), Mumbai - 400022

### INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **Ms. Payal Gupta**, Student of Smt. M.M.P. Shah Women's College of Arts and Commerce, successfully completed the Internship Training for 2 months at our organization, **R M Jadhav & Associates**, Matunga, Mumbai.

Creating GST database, Preparing E-Invoicing, Implementation of Intranet, Creating ITR database, reconciliation of accounts, Client Accounting Services, and presenting findings to the management. Collaborating with various departments to streamline processes and optimize efficiency. Participating in audits and ensuring adherence to regulatory requirements.

She demonstrated exceptional proficiency in accounting principles, attention to detail, and a proactive approach to problem-solving. Their contributions significantly improved our financial operations and positively impacted on our overall efficiency.

We acknowledge her dedication, professionalism, and valuable contributions during their tenure at R M Jadhav & Associates. They were an integral part of our team and displayed commendable skills in managing accounting tasks effectively.

The purpose of this experience certificate is to recognize Ms. Payal Gupta significant achievements and successes during his employment at R M Jadhav & Associates. We have faith that his abilities and commitment will sustain his success going forward.

We wish you all the best for your future endeavor.

Training start Date: 06/11/2023

Training completion date: 06/01/2024

The performance and conduct of the above student was good during the complete training period.

For R.M. Jadhav & Associates  
Chartered Accountants

*Rakesh Jadhav*  
(Rakesh Jadhav)

Place: Mumbai

Date: 18-04-2024



Shot on realme 8

2024.04.25 11:20





50

**M/s. Rohit Verma & Co**  
Chartered Accountants

Office 111, Shradha Sagar Complex, Opp. Badlapur Station, Near to Bank of Maharashtra, Thane, MH - 421 503.

Ref No. 147

Date: 05-12-2023

## Offer Letter

**Ms. Sarita Bakelal Saroj,**  
C/o Bakelal Saroj  
Durga Chawl Committee,  
Indira Nagar, Antop Hill,  
Mumbai MH 400 037.

This is to inform you that with reference to your application & Interview Dated **04-12-2023** conducted in the office, you are pleased to inform you that you are appointed as an Account Assistant in our office from **06<sup>th</sup> December, 2023**.

We are looking forward to a mutually rewarding professional relationship with you

Thanking You,  
Yours Sincerely,FOR ROHIT VERMA & CO.  
CHARTERED ACCOUNTANTS  
FRN: 153737WCA ROHITKUMAR AMITKUMAR VERMA  
PROPRIETOR  
MRN: 194653  
PLACE: THANE.

Contact Number - +91 9619448479 Email ID: carohitverma95@gmail.com



Edit

Annotate

Fill &amp; Sign

Convert

All





Kamlabai Educational & Charitable Trust

ISO 9001 : 2008 Certified

## St. Agrasen High School & Jr. College

Plot No. 123, Sector-34, Kamothe, Tal. Panvel, Dist.-Raigad, Navi Mumbai-410209.

Index No.: School :- S-17-01-075  
College :- J-17-01-026

Founder And President **Dr. Pawan G. Agrawal**  
M.Com., B.ed., LL.B, A.C.S., PhD

### INTERNSHIP CERTIFICATE FOR COMPUTER TEACHER

28-03-2024

Subject: Internship Certificate for Computer Teacher.

To whomsoever it may be concern.

We hereby certify that Rosani Sanjay Pratap Singh has joined our school, ST. Agrasen High School as a Computer teacher and it has completed its internship period of 01-12-2023 to 10-02-2024 successfully.

During her tenure with us. She has proved herself and has been very hardworking and dedicated. She can be named among those who deserved excellent growth in teaching career. We wish her all success in all their future life.

Regards, *Kalpana*  
**Principal**  
St. Agrasen High School & Jr. College  
Sector-34, Plot No. 123,  
Kamothe, Tal.-Panvel, Dist.-Raigad

For ST. Agrasen High School

(Principal)

(Kalpana Sham Jire)

# AF GARMENTS PVT. LTD.

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TEL : +91 22 24041826 / TELE FAX : +91 22 24031826. MOBILE : +91 9619639657

Email - [firozshaikh26@yahoo.com](mailto:firozshaikh26@yahoo.com)

Miss, Mansi Pnadey

Date: 1.03.2024

Sud: offer letter of employment

Dear mansi,

This is in reference to interview you had with us. We are pleased to offer you a position of account executive. Your gross annual salary on the basis of cost to the company will be 240000/- (TWO LAKHS FORTY THOUSAND ONLY) per annum.

Your date of joining will be from 15 January 2024 .please note that offer is valld subject to you signing and returning the duplicate copy of this letter within seven working days.

We welcome you and delighted that you have chosen to be part of our team .we hope your association with as will be mutually beneficial, pleasant and fulfilling.

For, AF GARMENT PVT LTD



MOHD ABULIAS SHAIKH

Date : 19-Dec-23

Name : SANJU HARISHCHANDRA CHAUHAN

Address : ROOM NO.24/A, BHADDAR SINGH CHAWL, T.J ROAD, NEAR DATTA MANDIR SEWRI ( W ),  
MUMBAI -400015

Employee Code : AS639460

Dear SANJU HARISHCHANDRA CHAUHAN,

### **APPOINTMENT LETTER**

We are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP OFFICER (Grade – E1 )** in the **CARDS & P CREDIT CARD ETB BRANCH** department subject to the following terms and conditions:

**1.** You are required to join our organization on or before **21-Dec-23** and your place of work shall presently be at **THANE**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by Qess.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

**2. Your remuneration would be set as follows:**

**Salary Annexure (Per - Month)**

<b>Particulars</b>	<b>Monthly (Rs)</b>	<b>Annual (Rs)</b>
Basic	6765	81180
House Rent Allowance	3383	40596
Special Allowance	2628	31536
Gratuity	325	3900
Employer PF Contribution	1397	16764
ESIC Employer	489	5868
Mobile Allowance	500	6000
Bonus	1750	21000
Total Amount	17237	206844
<b>Amount In Words (Rs)</b>	<b>Rupees Seventeen Thousand Two Hundred Thirty Seven Only</b>	<b>Rupees Two Lakh(s) Six Thousand Eight Hundred Forty Four Only</b>

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

**3. Retirement / Statutory Benefits:**

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

**4. Gratuity :**

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

**5. Incentive Scheme:**

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

**6. Transfer:**

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

**7. Leave :**

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

**8. Unauthorized Leave / Absence :**

If you are on unauthorized Leave and absence for more than Five (5) days without any intimation to the Company, then it would be deemed that you are not interested in continuing with the organization and you would be Automatically Ceased to be an employee of the organization, Necessary action in line with Absconding policy will be taken against to you including termination of the services of the Company.

**9. Job Profile:**

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

**10. Professional Ethics and Confidentiality:**

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

**11. Notice Period:**

During the Probation period either party can terminate the services by giving 15 days' notice or Basic salary in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing 30 days' notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to

complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

### **12. Background Verification / Reference Check**

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **13. Termination of Employment:**

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

### **14. Change in the Personal Details :**

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter. The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions mentioned herein.

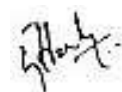


A list of documents to be submitted at the time of joining is given for your information.

1. Updated Resume
2. Resignation letter acceptance
3. Relieving letter from previous employer
4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
6. Copy of AADHAR card
7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
9. Nomination form 1 under the Payment of Wages Act.
10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,  
**For Quesse Corp Limited**



**Tej Hans Raj Singh**  
**Deputy CEO: Quesse Staffing Solutions**

#### **15. Endorsement**

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.  
Any other disclaimer as applicable.

Name: SANJU HARISHCHANDRA CHAUHAN  
Signature:.....

Emp Id: AS639460

Place:.....

Date:.....



# K. C. DESAI & CO.

CHARTERED ACCOUNTANTS

Meghji Bhavan, 1<sup>st</sup> Floor, Barrack Road, Behind Metro Cinema, Mumbai -400 020  
☎ Off. 2235904054. Email: kcedesaico@gmail.com

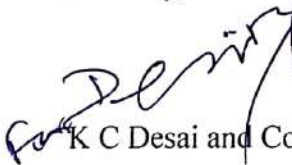
MUKESH. K. DESAI  
B.Com.,F. C. A. DISA

## To Whom It May Concern

This letter is to confirm that Ms. Sindhuja Rangarajan has been employed with us K. C. Desai & Co. as an Accounts Executive from December 1, 2018, up to the present date.

Should you require any further information, please feel free to contact us.

Sincerely,

  
For K C Desai and Co.



Ref. No. NICT/CSP/BOB/MUM/23/847

Date: -20/07/2023

To,

Miss. Zikra Javed Isab

Dear Sir / Madam,

**Sub: Appointment of Service Delivery Partner (SDP) / Customer Service Point (CSP)**

We, NICT TECHNOLOGIES PVT. LTD., (NICT) is pleased to inform to Miss. Zikra Javed Isab have been appointed as a Service Delivery Partner (SDP) to provide Kiosk banking services of Bank of Baroda from his office located at Shop no 5, First floor star heights, New Mill Road Kurla west, Bharat Cinema compound, Mumbai 400070. Your Kiosk Operator (KO ID) is 17046951 and your KO ID is linked to the Bank of Baroda Kurla (9966).

You will be working as per the SERVICE DELIVERY POINT (SDP) agreement signed with NICT Technologies Pvt. Ltd.

We, NICT Technologies Pvt. Ltd. has been appointed as a Business Correspondent of Bank of Baroda (Agreement on Dated 19-JULY-2016)

We wish you all the best for your future endeavor and trust to find your successful association with NICT Technologies Pvt. Ltd.

Thank you & regards!!

  
For NICT Technologies Pvt. Ltd.

**REGIONAL OFFICE:** NICT Technologies Pvt. Ltd., Office No. 803, 8th Floor, Goldcrest Business Park, LBS Marg, Opp. Shreyas Cinema, Ghatkopar West, Mumbai (MH) 400086, **M:** 77188-82833

**HEAD OFFICE:** NICT Technologies Pvt. Ltd., Plot No. EB-1 09, Scheme No.94, Opp. Bombay Hospital (Service Road), Indore (M.P.) 452010 **I T:** +91 731 2448800, **E:** [info@nicttpl.com](mailto:info@nicttpl.com), **W:** [www.nicttpl.com](http://www.nicttpl.com)