

ARMY INSTITUTE OF TECHNOLOGY, DIGHI, PUNE

SUMMARY OF APPOINTMENT ORDERS OF OUTGOING STUDENTS YEARWISE

DEPARTMENT NAME : Mechanical

YEAR : 2016-17

Sr No	Name of the Student	Placed Company Name	Appt Order Page no.
1	Mr Abhay Joshi	TATA Technologies	01-08
2	Mr Abhishek Shukla	HYUNDAI Construction	09-09
3	Mr Akash Saha	SoftWave Solution	10-15
4	Mr Alok Kumar	Mahindra	16-26
5	Mr Ankur Jadon	KAY BOUVET	27-27
6	Mr Ashish Kumar	L&T Technologies	28-31
7	Mr Atul Mishra	TATA Consultancy	32-34
8	Mr Deepak Patel	TATA Consultancy	35-37
9	Mr Harsh Verma	JOHN DEERE	38-46
10	Mr Manjeet Singh	TATA Consultancy	47-50
11	Mr Hemant Sharma	Propalms	51-54
12	Mr Hemant Sharma	Epic research	55-56
13	Mr Mayank	Tech Mahindra	57-59
14	Mr Mukesh Sharma	FMC Technologies	60-66
15	Mr Naveen Beniwal	LENNY APPARELS	67-76
16	Mr Nawal Singh	Mu Sigma	77-82
17	Mr Nilesh Kumar Singh	INTEVA	83-84
18	Miss Laxmi Anjani	JOHN DEERE	85-93
19	Mr Rajat Kumar	TATA Technologies	94-102
20	Mr Ramakant Yadav	INTEVA	103-104
21	Mr Ravi Joshi	LENNY APPARELS	105-114
22	Mr Ravi Joshi	INA Bearing	115-116
23	Mr Rohit Kumar	Principal Global Service	117-121
24	Mr Rohit Singh	FMC Technologies	122-128
25	Mr Rohit	Tech Mahindra	129-131
26	Mr Shivam Singh	FMC Technologies	132-138
27	Mr Shivendra	Godrej & Boyce	139-143
28	Mr Sovinder Yadav	Fashion Apparels LLC	144-154
29	Mr Sudhir Kumar	3dplm	155-162
30	Mr Vikram Mishra	HYUNDAI Construction	163-163
31	Mr Vineet Kumar	3dplm	164-168
32	Mr Vishal Dhaka	TATA Consultancy	169-171
33	Mr Vishal Singh	INTEVA	172-173
34	Mr Vivek Garg	TATA Consultancy	174-185



Private & Confidential

17-240

17-220

June 3, 2017

Mr. Abhay Joshi
Village- Mulagarh, PO- Jajardewal
Dist-Pitrogarh
Uttarakhand, Pin -263148

Re: Letter of Appointment

Dear Abhay,

Congratulations! Further to your Campus interview, we are delighted to offer you employment with TATA Technologies as a '**Graduate Engineer Trainee**' at an annual gross remuneration of **Rs. 400000 (Four Lakhs Only)**. Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on October 4, 2017 @ 0800 hours and report to:

Kamlesh Jagdale (Mobile – 09552503609) or Snehal Kinekar (Mobile - 7722046323)
Tata Technologies Ltd.
25, Rajiv Gandhi IT Park
Hinjewadi Phase - 1
Pune - 411057

Please go through the following enclosed documents comprehensively.

1. Terms of the employment offer - Annexure A
2. Compensation break-up - Annexure B
3. Pre-joining documents checklist - Annexure C
4. Summary of Benefits - Annexure D

At the time of joining, please provide us with a signed copy of the "Terms & Conditions of Employment" (Annexure – A) confirming your acceptance of the same.

In case you require any clarifications, please contact any of the following persons:

- **Mr. Kamlesh Jagdale**
- **Ms. Snehal Kinekar**

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With warm regards

Shalini Jain
Head - Human Resources India

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25, Rajiv Gandhi Infotech Park, Hinjewadi, Pune - 411 057, India

Tel: 91 20 6632 9020 Fax: 91 20 6632 9035

CIN No: U72200RN1994PLC013312



Annexure "A"

Terms and Conditions of Employment

FOR:
Mr. Abhay Joshi
Village- Mulagarh, PO- Jajardewal
Dist-Pitrogarh
Uttarakhand, Pin -263148

In pursuance to our discussions had with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

1. Verification & submission of copies of certificates

Your appointment is subject to your clearing the B.E. / B. TECH. **Course with minimum 60% in aggregate of all semesters by June 2017.** Please bring originals and copies of your final degree certificate and mark-sheet for mandatory verification & our record. In case these final certificates & mark sheets are yet to be released by your college, they will need to be verified immediately as available. If it transpires after you join us, that you have secured less than 60% marks (CQPI up to your final college semester) we will be compelled to terminate your services.

2. Training & Confirmation

Your training period shall be of 1 year and shall comprise of both "Class Room" and "On the Job" training content. Your performance on the training program will be assessed both during and at the end of the program. Successful completion of the Training program is mandatory for your confirmation and continuation of employment.

Our training location for the Classroom Training (Six weeks approximately) is centralized at Pune, irrespective of the final work location to which you are assigned.

3. Designation & Work location

You will be designated as **Graduate Engineer Trainee.** Your location of posting will be communicated before completion of your Class Room Training Program at Pune. In case your work location is other than Pune, you need to travel to that location immediately after the Class Room training at your own cost. The company also reserves the right to transfer its employees any time during their tenure of service to any location or department of the company, or its Affiliates or to a Customer's "Work Location".

4. Work Timings

The days & timings of work may vary depending on your location of work and the Customer account to which you are assigned. This may also involve working in shifts or beyond normal working hours depending on exigencies of work. Unless otherwise specified, such additional hours of work shall be deemed to be covered in your remuneration detailed in section 6 below. You shall abide by the office duties, stand-by duties, time schedules and other directions as may be prescribed by the Company from time to time. The Company at its sole discretion shall regulate the time schedule of the duties.

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, Hinjewadi, Pune-411 057, India

Tel: 91 20 6652 9090 Fax: 91 20 6612 9015

CIN No. U72200PN1994PLC013313



5. Unauthorized Absence & Alternate Engagement:

Absence for a continuous period of three days without intimation is construed as "Unauthorised Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

6. Remuneration

In the first year of your employment, your Annual **Total Cost to Company** shall be **Rs.400,000** (Rupees Four Lakhs Only). Thereafter, the company norms and practices will apply. The break-up of your remuneration is attached as **Annexure "B"**. You are also eligible for the following:

- **Loyalty Bonus:**
You will be eligible for a One-Time Loyalty Bonus of **Rs. 75000** (Seventy Five Thousand Only) on your successful completion of three years continuous service with the company.
- The above bonuses shall not be paid in advance of completion of the stipulated period of service or be paid pro-rata, proportionate to a completed period.

7. Income Tax

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie on you.

8. Benefits

In addition to the above remuneration, you will be entitled for benefits of Gratuity, Provident Fund and Group Medical Insurance, Group Personal Accident, Group Term Life Insurance coverage, location specific transport, canteen services & other available facilities. You will be eligible for leave commensurate with the norms followed at individual locations for specific customer accounts.

9. Superannuation

You shall retire from the services of the company on attainment of sixty years of age.

10. PTO / Holidays

You shall be governed by the provisions of Paid Time Off (PTO) policy.

11. Code of Conduct

With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 23, Rajiv Gandhi Infotech Park, Hinjawadi, Pune 411 057, India
Tel: 91 20 6652 9090 Fax: 91 20 6652 9035
CIN No: U73200PN1994PLC01313



12. Background Check

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If the information furnished by you while seeking employment, is found to be incorrect, misleading or suppressed or upon being found with past conviction for criminal acts, the Company shall be within its rights terminate your services.

13. Data Protection and Privacy

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the 'Individual Confidential Nondisclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Nondisclosure Agreement.

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies group of companies globally in connection with the conduct of business. You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job.

It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in [Employee Self Service Portal](#).

14. Conflict of Interest

In the event of your decision to sever the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the company, customers with whom you were engaged during the employment with company.

15. Medical Fitness

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the company. We presume that the validity of answers you gave in our application & Medical form at Campus interview still prevail. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any medical serious medical conditions arise whilst in service.

Any concealment of correct & up to date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, Hinjawadi, Pune-411 027, India

Tel: 91 20 6632 9090 Fax: 91 20 6632 9015

CIN No: U72200PN1998PLC01331A



16. Separation

Your appointment is subject to termination with **three months' notice** by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or a part thereof.

Notwithstanding what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

17. General

The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments from time to time. You will also abide by all these and other rules and regulations of the company as shall be in force, from time to time.

For TATA Technologies Ltd

Prasanna Kumar Reddy C
Global Head – Compensation & Benefits

I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective October 4, 2017

I further agree that I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.

Name: Abhay Joshi

Signature of the Candidate:

Date:

Place:

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, Hinjawadi, Pune-411-057, India
Tel: 91 20 6652 9090 Fax: 91 20 6652 9035
CIN No: U72200PN1998PLC013313

**ANNEXURE B****COMPENSATION STRUCTURE**

Name	Mr. Abhay Joshi	
Grade	L1.1 - GET	
COMPONENTS	Monthly	Annual
Consolidated Salary (Basic Salary)	10,100	121,200
House Rent Allowance (HRA)	4,040	48,480
Conveyance Allowance	1,600	19,200
Bonus	2,000	24,000
Flexible Benefits Plan*	11,333	135,995
Retirals		
Provident Fund (Employer)	1,212	14,544
Gratuity	486	5,830
Superannuation Allowance / Pension Scheme**	1,515	18,180
Total Fixed Compensation	32,286	387,429
Cost to Company (CTC)	32,286	387,429
Insurance Premium paid by Company (Notional) :		
Group Medical Insurance	-	12,050
Group Personal Accident & Group Term Life Insurance	-	521
Total Cost to Company (TCTC)		400,000

Note:***Flexible Benefit Plan**

Please refer FBP Policy guidelines on India HR Policy Portal for details on limits under each component.

- Leave Travel Assistance
- Medical Reimbursement
- Children Education Allowance
- Children Hostel Allowance
- Telephone Bills Reimbursement
- Mobile Handset Reimbursement
- National Pension Scheme
- Group Term Life Insurance (Top-up)

(Unallocated FBP amount will be shown under Special Allowance)

**Superannuation Allowance / Pension Scheme – Employee will have two options to choose (1) To join Superannuation Pension Scheme. Once you have chosen the option, you will not be allowed to change or (2) To get Superannuation Allowance on monthly payout basis which is subject to tax.

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, Hinjawadi, Pune 411 057, India
Tel: 91 20 6652 9090 Fax: 91 20 6652 9035

CIN: No. U72200PN1994PLC013313



Annexure "C"

CHECKLIST

At the time of reporting, you are requested to submit the following documents *

S. No.	Particulars	Checklist Yes / No
A.	Course Completion Certificate from the college Principal.	Yes / No
B.	Please bring the following certificates in original supporting your educational qualifications along with mark sheets for verification only and two attested copies of each document for joining formalities	Yes / No
	1. Xth Certificate & mark sheets	
	2. XIIth Certificate & mark sheets	
	3. Degree Certificate & Semester/year-wise mark sheets	
	4. Master's Certificate & Semester/year-wise mark sheets	
	5. Diploma/PG Diploma Certificates & Transcripts	
	6. Any other Certificates with supporting documents, if any	
C.	Duly Signed copy of our offer Acceptance letter	
D.	Passport size photographs with a <u>grey background</u>	
E.	PAN Card and Proof of PAN Number You must carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number	Yes / No
F.	Valid Passport Please submit copy of the valid Passport (inclusive of all blank pages). In case if you did not apply please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to VDS Joining Formalities Team	Yes / No
G.	Medical Certificate of Fitness along with medical practitioner's details	Yes/ No

Note:

- *Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer of appointment.
- **Please ensure to carry all the Original documents for our verification at the time of your joining.**

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, Hinjewadi, Pune 411 057 India.
Tel: 91 20 6652 9090 Fax: 91 20 6652 9033
CIN No: U72200PN1994PLC033313



SUMMARY OF BENEFITS

We are committed to the health and overall well-being of our employees. We constantly strive to improve and bring better benefits for our employees. Here are some of the domain wise benefits that you can avail of to achieve a better work-life environment.

(A) Wellness:

1. Group Medical Insurance Policy

Employees and their dependents are covered with a Medical Insurance policy for Hospitalization. A basic cover is provided at company's cost. However there is a provision to take additional cover at your cost. To meet domiciliary medical expenses, your compensation includes an allowance paid monthly. There are several other benefits under our medical policy. Please visit our intranet site for complete details.

2. Group Personal Accident Insurance Policy

All our employees are covered under a 24X7 Accident insurance coverage (Premium paid by company)

3. Group Term Life Insurance Policy

All our employees are covered under a Term Life Insurance Policy (Premium paid by company) with basic cover. However, there is a provision to opt for top up coverage (Premium to be borne by employee).

4. Annual health Check Up

The Company does not take the appropriateness of your health for granted. It considers the risks of serious undetected health issues that can impact your life. Facilities for Company paid annual medical check have been set up. We appreciate the pressures you need to address on the work and home fronts. However, do take the time off for a medical check just once a year to de-risk potential health issues. You owe this to yourself and your family.

(B) Asset Creation

1. Interest Subsidy on Housing Loan

We know that for many of you buying a home is an important lifetime event for you and your families. To help you, Company provides interest subsidy on housing loans. It gives you the flexibility to borrow from any financial institution and yet save interest costs. For details please refer the Policy on "Interest Subsidy on Housing Loan".

2. Car Policy

Employees with T/S & L1 grade will be eligible for subsidy on Car loan [Rs. 12000 & Rs15000 per annum].

(C) Personal Development:

1. Training

We have an elaborate program to cover employees with class based training as well as on job training on technical and cognitive needs.

2. Education Enhancement

We are committed to supporting our employees achieve higher education and learning as a part of their self-development. We provide study leave under special circumstances for pursuing higher education subject to policy guidelines in the Education Enhancement Policy. Fifty percent costs of tuition & examination fees are reimbursed on successful achievement of higher educational qualification.

3. Skill Enhancement

Our Company also supports, facilitates and encourages employees to enhance their technical qualification by pursuing contemporary certification courses in specialize skill areas. Here too fifty percent of tuition & examination fees are reimbursed on successful acquisition of certification.

Note: The Management has the right to modify / change / delete any or all of the above benefits without prior notice.

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, Hinjawadi, Pune 411 057, India
Tel: 91 20 6652 9090 Fax: 91 20 6652 9035

CIN No. U72200PN1998PLC013313

98



CIN : U45400PN2007FTC130553
Plot No. A - 2, MIDC
Chakan, Phase - II,
Village - Khalumbre,
Pune 410 501, India
Tel+91 2135 301700
Fax+91 2135 301712
www.hyundaiindia.net

Abhishek Shukla
Army Institute of Technology, Pune

February 7, 2017

OFFER OF EMPLOYMENT

Dear Abhishek,

With reference to your application and the subsequent interviews / discussions you had with us, we are pleased to offer you a career opportunity in our organization as **Graduate Trainee Engineer** in the cadre of **GTE (Grade T2)**, to be based at **Pune**.

Your gross emoluments including all direct benefits would be **Rs. 3.50 Lacs per annum**.

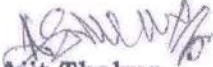
The other terms and conditions of your employment would be communicated to you on joining. Please submit the following documents to the HR department on or before joining:

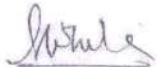
✓ Copies of certificates relating to your academic qualifications including final year Graduation mark-sheet	✓ Proof of date of birth ✓ PAN card copy ✓ Copy of cheque leaflet of bank account.
✓ Relieving letter and proof of salary from your immediate previous employer (If Applicable)	✓ Four passport size latest photographs with red background.
✓ Experience certificates of the previous employments (If Applicable)	✓ Medical fitness certificate from an approved Doctor / Hospital

Kindly note that your employment would be subject to submission of the above documents in order. We would expect you to join us on or before **June 15, 2017**, failing which this offer stands invalid.

With best wishes,

For Hyundai Construction Equipment India Pvt. Ltd,


Ajit Thakur
Head - HR, Admin & EHS



4th April 2017

Dear Akash,

Subject: Offer of Appointment as Junior Software Engineer

We are pleased to offer you an appointment as **Junior Software Engineer** with Good Methods Software Solutions Pvt. Ltd. (the "Company"), in Trivandrum. Please accept our Congratulations.

Your Annual gross salary along with breakup of salary is attached herewith as in **Annexure-A**.

Your employment with us will be governed by terms and conditions referred in **Annexure-B**.

This offer of appointment is valid up to **10th April 2017** and you are requested to kindly sign and return the duplicate copy, and confirm your acceptance before the said date.

If this is acceptable to you, please plan to report our office for joining formalities on or before **26th June 2017**.

At the time of joining, you are requested to submit **attested copies** of the following:

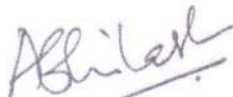
- (a) Certificates supporting your educational qualification along with marks sheet*
- (b) Schooling certificate (SSLC/ICSE) in support of your age
- (c) Your latest salary slip or salary certificate*
- (d) Your relieving letter from your previous/present organization
- (e) 3 color passport size photographs
- (f) Latest passport
- (g) Attested Copy of PAN Card.
- (h) Copy of HDFC Bank account passbook (if any)

* Our offer to you has been made based on information furnished by you at the time of the interview. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of above or if any contradiction with regard to the information already furnished to us comes to our notice, the Company reserves the right to cancel the Offer of Appointment without showing reasons therefore.

As a new member of Good Methods Global, we look forward to a long and mutually fruitful association with you.

Yours Sincerely,

For Good Methods Software Solutions Pvt. Ltd.



Abilash Krishna
Managing Partner

ANNEXURE – A

Name : **Mr. Akash Saha**
Designation : **Junior Software Engineer**
Location : **Trivandrum**

TERMS OF REMUNERATION

Particulars	Monthly	Annual
Basic Salary	13333	160000
Allowances		
HRA	5333	64000
Conveyance	1600	19200
Special Allowance	7517	90200
LTA	2500	30000
Reimbursements		
Medical Reimbursement	1250	15000
Gross Salary	31533	378400
Employer's Contribution to PF	1800	21600
Total Cost to Company	33333	400000

Other Benefits:

Medical Insurance policy for self and immediate family as per company policy.

Notes:

1. Payment of the above-referred remuneration will be made subject to the applicable tax laws of the Country and deduction of Tax at Sources made wherever applicable, in accordance with law.
2. Statutory deductions such as EPF, ESI, any Group Insurance and other deductions will be made as per Company rules/Statute requirements.
3. Necessary declarations/supporting evidence, as the case may be, will have to be furnished to the Company where the need arises, before such allowances can be claimed.

ANNEXURE – B

1. Employment Agreement:

a. Secrecy

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regard to affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

b. Conflict of Interest

The post offered to you calls for whole time employment and you will devote yourselves exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during your employment with the company, without written permission from the company. You will be required to sign this Employment Agreement to this effect.

2. Transfer

Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, department, establishment, or branch of the Company. In such case, you will be governed by the terms and conditions of service applicable to new assignment, without any financial loss.

3. Termination of Employment

- a. The termination of your employment from your side with the Company requires two months' notice.
- b. The termination of your employment with the Company, from the side of the Company, will require one-month notice from the side of the company.
- c. Unauthorized absence or absence without permission from duty for a continuous period of 7 days, would make you loose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- d. If the Company terminates the contract and wants you to leave before the notice period, then one-month salary for the balance period will be paid to you by the Company.
- e. If at your request, the Company agrees to relieve you earlier, you will be liable to pay the Company the salary for the balance of the notice period. However please note that it is entirely at the discretion of the Management to relieve you earlier.

4. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In

case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

5. Work Hours

Your official hours of work will be from 9:00 a.m. to 6:00 p.m., Mondays to Fridays. However, you may be required to work different or additional hours or sometimes outside normal working hours if necessary for proper performance of your duties or if business requires it. You will not receive any additional payment for hours worked in excess of your normal hours of work.

6. Leave

You will be eligible for leave as per the Company policy.

7. Restraints:

a. Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these is authorized through access privileges approved by Management.

b. Non-disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that you may have pursued as an employee of the Company.

c. Smoking

We owe and assure a smoke free environment for our employees. The entire office premises including conference rooms, lobbies, cafeteria is declared as "No-Smoking Zone".

d. Passwords

Access to our network, development environment and e-mail is through an individual's password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking personnel have to be contacted immediately to reset the password.

e. Security

Security is an important aspect of our communication and office infrastructure. The company will provide Security for the Company's own office. The employee shall comply with the security guidelines and policies issued by the Company from time, as the Company may make modifications depending on local conditions or new security requirements. If there is need to take some of the equipments/infrastructure out of the office premises for any reason, the employee shall obtain prior permission from Management.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation disk drives, and a company wide awareness about the need for protection of intellectual property and sensitive customer information.

You are required to use a card pass to enter both the TechnoPark Campus as well as the Company office. If you are issued any special computer equipment (e.g. laptop computer, CD drive, etc.) you are responsible for the safekeeping of these

Company assets, both in the office and off-site. Please ensure they are locked when unattended.

1. Destroying papers & material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

2. Use of Company resources

You shall use company's resources only for official purposes.

f. Overseas Service Agreement

In the event of company deputing you on an assignment abroad, you will be required to sign a deputation agreement with the Company and also execute a security bond on such terms as the company may deem appropriate. This agreement will consist of mainly two issues namely (i) your commitment to complete the project and (ii) you returning to India after completion of project and serving the Company for a stipulated period.

g. Intellectual property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Methodologies and Designs shall be assignable to the Company and shall be deemed to be "work made for hire". You shall execute/sign such documents for this purpose, as and when required by the Company.

h. Jurisdiction

Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Trivandrum only.

i. General

The above terms and conditions are based on Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct etc, you will be governed by the rules of the Company as shall be in force from time to time.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure – B** and I hereby accept and agree to abide by them:

Name in full : _____

Signature : _____

Address : _____

Date : _____

Place : _____

SAE BAJA 2017 selection results - Mahindra & Mahindra Ltd.

DESHPANDE AMOL - HR <DESHPANDE.AMOL@mahindra.com>

Mon 06-Mar-17 2:04 PM

To: Training Placement Officer TPO <tpo@aitpune.edu.in>;

Cc: aloksharma763@gmail.com <aloksharma763@gmail.com>; SHINGANE MRUNALI <SHINGANE.MRUNALI@mahindra.com>;

1 attachments (21 KB)

F17 - Selected Candidate details.xls;

Dear Team,

We intend to offer employment to **Mr. Alok Kumar** from your college. Alok has appeared for selection process during **SAE BAJA 2017** & successfully cleared the same. He will be appointed as **Graduate Engineer Trainee** in Mahindra & Mahindra Ltd., Automotive & Farm Equipment Sectors subject to clearance of medical examination and eligibility criteria.


- Our heartiest congratulations to the selected candidate, his tentative date of joining will be in **August 2017**. All the information respect to his joining & medical test will be communicated to him on his personal mail ID before May 2017.

We need the following assistance from your end: -

- Confirmations on the acceptance of the offer latest by 9th March 2017**
- Details of the selected candidate as per the attached sheet which will help us to maintain correct database for future communication, latest by 9th March 2017.**

For any further clarifications please feel free to contact the undersigned.

Regards,

Amol Deshpande - HR
Mahindra & Mahindra Ltd. - Follow Us

---DISCLAIMER----- The contents of this E-mail (including the contents of the enclosure/(s) or attachment/(s) if any) are privileged and confidential material of Mahindra and Mahindra Limited (M&M) and should not be disclosed to, used by or copied in any manner by anyone other than the intended

S.no	Overall Rank	Vehicle No	Team Name	College Name	Overall Score
1	1	85	Team Kratos Racing	Pimpri Chinchwad College of Engineering	867
2	2	129	THE INTERCEPTORS 2.0	Dr. D Y Patil Institute of Engineering and Tech	736
3	3	48	Amrita Racing	Amrita School of Engineering	662
4	4	110	VEGADOOTH RACING	B V BHOMARADDI COLLEGE OF ENGINEERING & TECH	584
5	5	70	OJASWAT	Chandubhai S. Patel Institute of Technology	557
6	6	134	GT MOTORSPORTS	GUJARAT TECHNOLOGICAL UNIVERSITY	551
7	7	86	FORCE IKSHVAKU	THE NATIONAL INSTITUTE OF ENGINEERING	541
8	7	114	TEAM SPCE RACING	SARDAR PATEL COLLEGE OF ENGINEERING	541
9	8	101	GENSONIC	Guru Nanak Dev Engineering College	528
10	9	84	TEAM TERASVIN	SONA COLLEGE OF TECHNOLOGY	387
11	10	171	Bullethawk Racing	NETAJI SUBHAS INSTITUTE OF TECHNOLOGY	359
12	11	45	TEAM VAMOS AUTOCROSS	SINHGAD ACADEMY OF ENGINEERING	346
13	12	87	INVINCIBLES	Krishna Institute of Engineering and Technology	292
14	13	50	PHOENIX RACING	SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT	288
15	14	144	PERIANTH RACING	Dr B.R Ambedkar National Institute of Technology	272
16	15	123	ACCELERACERS	Maharashtra Institute of Technology - Pune	266
17	16	33	TEAM VELOCE 5.0	VISHWAKARMA INSTITUTE OF TECHNOLOGY	261
18	17	99	STALLION MOTORSPORTS S 2.0	Smt. Kashibai Navale College of Engineering	258
19	18	133	TEAM HAYA RACING	P E S University	254
20	19	81	The Metal Falcons	D.Y. Patil College of Engineering - Akurdi	252
21	20	62	GEPARD RACING	Sri Krishna College Of Engineering and Technology	246
22	21	52	TEAM NEQUIT 2.0	RAJARAMBAPU INSTITUTE OF TECHNOLOGY	244
23	22	172	IITK Motorsports	INDIAN INSTITUTE OF TECHNOLOGY, KANPUR	243

S.no	Overall Rank	Vehicle No	Team Name	College Name	Overall Score
24	23	60	Team Octane Racing	College of Engineering, Pune	241
25	24	155	ADRENO RACING	MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY	240
26	25	135	TEAM VAAJU 4.0	Jawaharlal Nehru engineering college	236
27	26	76	WINGS	Maharashtra Institute of Technology - Aurangabad	233
28	27	145	TEAM PRAHAAR RACING	SARASWATI COLLEGE OF ENGINEERING	232
29	28	143	FALCON RACING 2.0	MCKV INSTITUTE OF ENGINEERING	230
30	29	15	PEC RACING	PEC University of Technology	229
31	30	121	STEALTH RACING	SASTRA UNIVERSITY	226
32	31	173	Accelerons	NIT, Kurukshetra	222
33	32	19	AEROX MOTORSPORTS	SRM UNIVERSITY, DELHI NCR	217
34	33	127	Team Traxion	Sri Venkateswara College of Engineering	215
35	33	31	SAHYADRI ATHURIANS	SAHYADRI COLLEGE OF ENGINEERING AND MANAGEMENT	215
36	34	91	REDLINE RACING	Rajarshi Shahu College of Engineering, Tathawade	214
37	34	116	PRAVEG	Shri Guru Gobind Singhji Institute of Engineering & Technology	214
38	35	140	ASTHRA 2.0	KCG COLLEGE OF TECHNOLOGY	213
39	36	16	TEAM MAVERICK	PVG College of Engineering & Technology	212
40	36	111	FUMERS	VEL TECH UNIVERSITY	212
41	37	153	Team ARION	Nitte Meenakshi Institute Of Technology	211
42	38	150	TEAM PVPIT	Padmabhooshan Vasantadada Patil Institute Of Tech	210
43	38	47	TEAM THUNDERBOLT	Birla Institute of Technology - Patna Campus	210
44	39	23	HAWKZ RACING	SRM, RAMAPURAM	209
45	39	74	TEAM ALCHEMIST	INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT	209
46	40	161	TEAM PANTHER RACING	KAKATIYA INSTITUTE OF TECHNOLOGY AND SCIENCE	208

S.no	Overall Rank	Vehicle No	Team Name	College Name	Overall Score
47	40	152	Team Agraganya Yuva	Amrita Vishwa Vidyapeetham	208
48	41	132	ZENITH	G B PANT GOVT ENGG COLLEGE	205
49	42	25	AEROLITH	AMITY SCHOOL OF ENGINEERING AND TECHNOLOGY	204
50	42	141	Team VR-25	Vishwakarma Institute of Information Technology	204
51	43	42	Toracel 2.0	N.D.M.V.P. K. B.T College of Engineering	203
52	43	122	GRIFFIN RIDERZ	KARPAGAM COLLEGE OF ENGINEERING	203
53	44	13	VEERRACERSS	VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY	202
54	45	32	AAVEGA	NIT PATNA	201
55	45	108	Wrench Welders Racing	Symbiosis Institute of Technology	201
56	45	8	TURBOCHARGERS	Punjabi University	201
57	45	137	TEAM REVOLUTION	Dr. D.Y. Patil School of Engineering Academy	201
58	45	7	TEAM ADRENALINE RACING	SIDDAGANGA INSTITUTE OF TECHNOLOGY	201
59	46	36	LAKSHYA RACING GIT	KLS GOGTE INSTITUTE OF TECHNOLOGY	200
60	46	65	BUCCANEERS	RUSTAMJI INSTITUTE OF TECHNOLOGY	200
61	47	82	Team Blitzkrieg Racing	KJEI's Trinity College of Engineering and Research ,Pune	199
62	48	54	THE VAYUPUTRAS	INDUS UNIVERSITY	198
63	48	142	Smokin' Rubbers	G.H.Raisoni College Of Engineering And Management	198
64	49	97	MEAN MACHINE 2.1	Ajay Kumar Garg Engineering College	197
65	50	120	TEAM SYGNITORS	SNS COLLEGE OF TECH	196
66	50	148	TEAM SCREWDRIVERS	Dhole Patil College Of Engineering	196
67	51	169	TEAM SUPRA MJCET	MUFFAKHAM JAH COLLEGE OF ENGG & TECH	195
68	51	79	GALAXY RACING	ARMY INSTITUTE OF TECHNOLOGY	195
69	52	67	THRUSTERS	National Institute of Foundry & Forge Technology	194

S.no	Overall Rank	Vehicle No	Team Name	College Name	Overall Score
70	52	75	CRESONITE RACING	B.S.Abdur Rahman University	194
71	52	138	NITROSIT	SRI SAIRAM INSTITUTE OF TECHNOLOGY	194
72	53	90	Team SUPRA IIT Patna	Indian Institute of Technology Patna	193
73	54	88	TEAM SVAYUKTI 2.0	MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING	191
74	54	128	Team Impulsifiers	Shri Ramdeobaba College of Engineering & Mangement	191
75	55	5	PARADOXX RACING	KARUNYA UNIVERSITY	190
76	56	39	TEAM INDEAGLES	PANDIT DEENDAYAL PETROLEUM UNIVERSITY	189
77	57	78	ILLUMINATI RACERS	Lovely Professional University	186
78	58	57	Ampere Motorsport India	MVSR Engineering College	185
79	59	35	Hermes Racing	KIIT UNIVERSITY	183
80	59	22	REVANTA	National Institute of Technology - Hamirpur	183
81	60	130	XTREME RIDERS	MLR INSTITUTE OF TECHNOLOGY	182
82	60	21	ALACRITY	ITM UNIVERSITY, Gurgaon	182
83	60	14	MGM ACCELLORS	MGM'S COLLEGE OF ENGINEERING AND TECHNOLOGY	182
84	60	156	RAPIDO	BANNARI AMMAN INSTITUTE OF TECHNOLOGY	182
85	61	118	STEADFASTERS	MEPCO SCHLENK ENGINEERING COLLEGE	181
86	61	102	TEAM SHIVAJI	Chhatrapati Shivaji Institute Of Technology	181
87	62	34	TEAM RGIT RACING	Rajiv Gandhi Institute of Technology - Mumbai	179
88	62	46	V1 RACING TEAM	VIDYA JYOTHI INSTITUTE OF TECHNOLOGY	179
89	62	89	HELIOS V2.0	SRI SHAKTHI INSTITUTE OF ENGINEERING & TECHNOLOGY	179
90	63	147	AUTOPHILIC	Arya college of Engg., & Information Technology	178
91	64	26	THE ELITE RACERS	S.B.JAIN INSTITUTE OF TECHNOLOGY MANAGEMENT AND RESEARCH	177
92	65	164	VASAVI WARRIORS	Vasavi College of Engineering	176

S.no	Overall Rank	Vehicle No	Team Name	College Name	Overall Score
93	65	115	SPITFIRE	BIRSA INSTITUTE OF TECHNOLOGY,SINDRI	176
94	66	149	IIITDMJ-Racing	PDPM IIITDM	173
95	66	146	V-LOCITY	Visvesvaraya National Institute of Technology	173
96	66	29	UDAAAN	St. John College of Engineering and Technology	173
97	66	154	TEAM OCELOTS	MARATHWADA INSTITUTE OF TECHNOLOGY	173
98	67	80	SAKTHI RACING	KUMARAGURU COLLEGE OF TECHNOLOGY	171
99	68	119	EQUESTER	SAVEETHA ENGINEERING COLLEGE	170
100	69	92	TEAM INVINCIBULLS	K L UNIVERSITY	169
101	69	72	PHOENIX RACERS	ADHIPARASAKTHI ENGINEERING COLLEGE	169
102	70	71	YODHA RACING	HINDUSTAN UNIVERSITY	166
103	70	117	ZEPHYR RACING 2.0	SRI KRISHNA COLLEGE OF TECHNOLOGY	166
104	71	2	TEAM PEGASUS	PES MODERN COLLEGE OF ENGINEERING,PUNE	163
105	72	41	Team ThunderBOLT	Northern India Engineering College	161
106	73	103	AGIRA RACING	GLOBAL ACADEMY OF TECHNOLOGY	160
107	74	44	TEAM SUSSAAT 2.0	SINHGAD INSTITUTE OF TEC AND SCIENCE	159
108	75	159	KAPIDHWAJ	CMR INSTITUTE OF TECHNOLOGY	156
109	76	166	MORIOR INVICTUS	Sikkim Manipal Institute of Technology	155
110	76	18	AIOUS FORMULA STUDENT	INDIRA GANDHI DELHI TECHNICAL UNIVERSITY	153
111	77	93	EKAKSH	Lakshmi Narain College Of Technology, Indore	151
112	78	107	AVIATORS	THEEM COLLEGE OF ENGINEERING	145
113	79	96	TEAM YUWAAN	DEOGIRI INSTITUTE OF ENGINEERING AND MANAGEMENT	144
114	80	98	ASWADHATI	INSTITUTE OF AERONAUTICAL ENGINEERING	141
115	81	126	TECHNOAMBALIKANS	AMBALIKA INSTITUTE OF MANAGEMENT AND TECHNOLOGY	140

**SUPRA SAEINDIA 2016
 OVERALL RANKINGS**

S.no	Overall Rank	Vehicle No	Team Name	College Name	Overall Score
116	82	170	Optimum Racing	PILLAI'S HOC COLLEGE OF ENGINEERING AND TECHNOLOGY	130
117	83	83	TEAM WHIPLASH	Vignan Insitute of Technology and Science	129
118	84	168	TEAM DRUTHA	COLLEGE OF ENGINEERING	122
119	85	104	FORMULA JEPPIAAR	Jeppiaar Engineering College	96
120	86	66	RAPTOR RACING	Indian Institute of Technology - Mandi	50
121	87	63	TEAM GREASE MONKEYS	Birla Institute of Tech & Science - Goa Campus	50
122	88	4	VICTIANS	Venus International College Of Technology	41
123	89	64	MACHMAHAN	Annamalai University	34

SUPRA SAEINDIA Technical Committee

Date: 19/5/2017
Ref: HR/GET/2017048

Alok Kumar
New Azad Nagar,
Daheli Sujapur, Kanpur,
Uttar Pradesh - 208011

Dear Alok,

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd. as a Graduate Engineer Trainee (GET).

This offer of Training is subject to your satisfying the following:

- a. Your written undertaking to join, not later than **21-Aug-2017**.
- b. Self- Medical Declaration Form, and
- c. Submission of all your necessary certificates and documents in respect of educational and professional qualifications, proof of age and project experience, as per the requirements of the Company.
- d. Subject to you passing your graduation without any backlogs before the date of joining.

This appointment will commence from the date on which you join the Company. A joining note to that effect will be issued to you.

The terms and conditions of employment shall be as under:

- 1 During the one year training you will receive emoluments/allowances as per the attached Annexure.
- 2 Performance pay will be paid as per company policy only after completion of one year of service as a confirmed employee.
- 3 The age of superannuation will be sixty years (On the strength of the bio-data submitted by you, we have recorded your date of birth as **1-Mar-1995**).
- 4 With effect from the date of commencement of your training, you are required to become a member of the Mahindra & Mahindra Limited Staff Provident Fund.
- 5 You are liable to be placed for service at our discretion at any of the Company's establishments/departments/divisions anywhere in India as also the Associate Companies, JV's and subsidiary Companies of Mahindra & Mahindra Ltd.
- 6 You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretion of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.
- 7 Trainees will be entitled to 20 days Exigency Leave on pro-rata basis (inclusive of plant shutdown days which is applicable for Trainees at plant location.) Accumulated leave cannot be encashed or carried forward at the end of the training period.
- 8 Gratuity/Provident Fund/ Superannuation will be applicable as per the rules of the Company.
- 9 a) The Company will be at liberty to terminate your services with 1 month notice or by paying you 1 month salary, including allowances, in lieu of notice. In the event the Company decides to pay you 1 month salary in lieu of notice, the Company will be at liberty to call upon you not to take up any alternate employment for the period of 1 month. The Company will also be at liberty to call upon you not to report for work, though you would be on the rolls of the Company for the said period and you would be paid your salary as per your contract, as if you were on duty.

- b) In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of three months. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you three months' notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof.
- 10 You shall not be entitled to adjust your notice period against any leaves, if any, standing to your credit.
- 11 Further, on confirmation :
- a) You will be entitled to Privilege Leave, as per the rules thereof;
 - b) Medical Benefits, for self and family will be applicable as per the rules of the Company.
 - c) The Company will be at liberty to terminate your services with three months' notice or by paying you three months salary, including allowances, in lieu of notice. In the event the Company decides to pay you three months' salary in lieu of notice, the Company will be at liberty to call upon you not to take up any alternate employment for the period of three months. The Company will also be at liberty to call upon you not to report for work, though you would be on the rolls of the Company for the said period and you would be paid your salary as per your contract, as if you were on duty.
 - d) In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of three months. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you three months' notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof.
 - e) You shall not be entitled to adjust your notice period against privilege leave, if any, standing to your credit.
- 12 So long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorised person within or outside the Company, nor will you unauthorisedly use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
- 13 You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorisedly through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorised person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
- 14 You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.
- 15 In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, also during your employment with the Company, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/body corporate, etc., whether for any consideration or not.
- 16 You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in service of this Company you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.

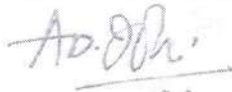
- 17 You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your employment with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.
- 18 The Company shall at all times have the right to access and monitor all e-mails created, sent / received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times.
- 19 You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.
- 20 You shall, on ceasing to be the employee of the Company, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your employment with the Company.
- 21 Any joining expenses reimbursed or any payment made to you while joining by the Company will be recovered in the event you leave the organization within two years of joining.
- 22 You will be subject to all rules, regulations and policies of the Company, which may be in force from time to time.
- 23 On successful completion of training you will be paid a onetime **Special Pay** amount of **48,000 /-** (Rupees **Forty Eight Thousand Only**).

Please return the duplicate of this letter, duly signed in token of your acceptance by **21-Aug-2017** of the above mentioned terms and conditions of this employment.

We wish you a long and fruitful career with us.

With Regards,

Yours Sincerely,
For MAHINDRA & MAHINDRA LIMITED



Atul Joshi
Head - HR
AD, IO & MVML

If the above conditions are not satisfied/fulfilled on or before **21-Aug-2017**, this letter of appointment will become null and void and will stand cancelled.

Accepted:
(Name & Signature of Candidate)

CC : Accounts
CC: CIS / ER & D/ER
CC: Human Resources / MIBS
CC: PF Section

CTC ANNEXURE

NAME	Alok Kumar	
CTC	600000	
CE	Automotive Division	
BAND	GET	
	ANNUAL	MONTHLY
Basic	15,600	1,300
Ad-hoc Pay	239,592	19,966
PF Base	255,192	
PF	30,623	
Gratuity*	14,189	
Retirals	44,812	
HRA	153,115	12,760
Conveyance	19,200	1,600
Child Education Allowance	2,400	200
Supplementary Allowance	41,281	3,440
Total of Allowances**	215,996	
Bonus / Exgratra #	36,000	3,000
Special Pay	48,000	
CTC	600,000	
GROSS PAY P.M.		42,266

The above amount (CTC) does not include reimbursements towards lunch subsidy, medical-domiciliary/hospitalisation and telephone (if any). These reimbursements will be as per Company's policy.

* Gratuity is considered @ 5.56% of PF base. However, actual amount payable will be as per Company's policy/Payment of Gratuity Act.

** Total Allowances are not in nature of wages and hence not reckoned for PF, Gratuity etc.

The Bonus shall be paid in 12 monthly instalments in advance along with the monthly salary. In case you are covered by the Payment of Bonus Act, 1965 these instalments will be treated as advance towards bonus payable under the Act. If bonus declared under the Act is higher than the aggregate of the monthly instalments paid to you during that accounting year, then the difference will be paid to you as per law.

ANY COMMITMENT MADE OTHER THAN THE ABOVE WILL BE VALID ONLY IF GIVEN IN WRITING BY THE UNDERSIGNED.

Atul Joshi

Atul Joshi
Head - HR
AD, IO & MVML

Alok Kumar
I Accept

15
Kay Bouvet Engineering Limited (Unit - I)

N-3, Addl. MIDC Area,
Satara - 415 004. (Maharashtra) India.
Tel.: 91-2162-240653, 54 & 55. Fax : 91-2162-240554
www.kaybouvet.com E-mail : info@kaybouvet.com

KAY BOUVET



KBEL/AJ/16-17/

Date: 15/12/2016

Offer Letter

To,
Mr. Ankur Jadon
B-20 New Adarsh Nagar,
Kakka Vihar Colony,
Pinto Park Jaderua Kalan,
Murar, Gird,
G Walior - 474006

Further to your application and subsequent interview you had with us, we are pleased to offer you the position of "Jr Engineer" in our organization.

You will be paid CTC salary of **Rs. 4.5 Lakh Per annum** on terms and conditions mutually agreed and accepted.

You will be entitled to bachelor accommodation amenity as per Company Policy

A detailed appointment letter, with the terms and conditions of your appointment will be issued to you on your reporting for duty.

Please confirm your acceptance of the above, by signing the duplicate copy in writing, and the date of reporting for duty will be on or before **10th July 2017**.

On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) 2 self-photograph (passport sized, color photos with a white background), (iii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained.
- Proof of identity. Bring one of the following documents: passport, driving license, voter's identification card, PAN card.

FOR KAY BOUVET ENGG. LTD.

Aditi Chandra
Authorized signatory

Regd. Office : N-3, Addl. MIDC Area, Satara - 415 004. (Maharashtra) India.
& Works Tel.: 91-2162-240653, 54 & 55. Fax : 91-2162-240554.
www.kaybouvet.com E-mail : info@kaybouvet.com

CIN : U57909PN1993PLC074309

An AS 9100 : 2009 & ISO 9001 : 2008. Registered

Ref: LTTS/HR/ET/2017/461

03rd May, 2017

Mr. Singh Ashish Kumar
Krishna colony
IIM road off sitapur soad,
lucknow 226020

Ph: 8407970092

Offer of Intent

Dear Ashish,

Greeting from L&T Technology Services Ltd.!

We are pleased to make you this offer of intent for the position **Associate Engineer**. We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Offer of intent and subject to you meeting all the applicable requirements under this Offer of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms and conditions. Please note this Offer of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Offer of Intent are strictly between you and the Company. Please treat this Offer of Intent and the contents here as personal and confidential.

This Offer of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10th and 12th).
- Having secured 60% aggregate in Engineering Graduation
- Passing the final year examination of Graduation in the first attempt.
- Found medically fit by the Company authorized doctors.
- Submitting a Service Agreement, agreeing to serve the company for a period of 2 years from the date of commencement of training.
- Submitting all necessary documents at the time of joining
- No drop in any semester/ year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Offer of Intent without any notice.

This Offer of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The training is for a period of one year comprising of class-room / on the job training. The date of commencement of training and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training. If you do not complete the class room / on the job training to our satisfaction, your appointment automatically stand cancelled.

During the period of training, your stipend will be as per the Annexure attached

12



Ref: LTTS/HR/ET/2017/461

03rd May, 2017

On successful completion of training, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Offer of Intent within thirty (30) days from the date of issue. If we do not receive your acceptance within thirty (30) days, this Offer of Intent will be deemed to have been rejected by you.

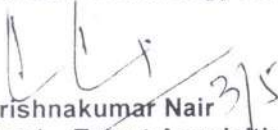
All communications / notices should be addressed to:

Human Resource Dept – Talent Acquisition (Campus Hiring)
L&T - Technology Services, SEZ Unit II,
Hazel-Block L3, Ground Floor, Manyata Embassy Business Park,
Nagawara, Bangalore 560045

Congratulations on your selection to be part of L&T Technology Services Ltd.!!!

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,
For L&T Technology Services Limited


Krishnakumar Nair
Head – Talent Acquisition

Acceptance by applicant below

.....
I have read this Offer of Intent and accept the same

Name:

College:

Signature

Date:



ANNEXURE

Name	:	Singh Ashish Kumar
Grade	:	LTTS-2

Salary Components	MONTHLY	ANNUAL
	(INR)	(INR)
Basic Salary	10,940	1,31,280
Flexible Benefit Plan (FBP)	15,250	1,83,000
Allowances & Reimbursements under FBP House Rent Allowance (HRA) Conveyance Allowance Meal Card Children Education Allowance Mobile Expenses Reimbursement Domiciliary Medical Expenses Reimbursement Leave Travel Assistance (LTA) FBP Balance	Eligibility under each of these components is mentioned in the attached FBP	
GROSS MONTHLY==>	26,190	3,14,280
Provident Fund (@ 12% of basic salary)		15,756
TOTAL FIXED COMPENSATION==>		3,30,036
Variable Pay (Performance Linked)		30,000
TOTAL COMPENSATION==>		3,60,036

ll

Perks and Benefits - LTTS-2

Under the Company's Flexible Benefit Plan (FBP), you are eligible for the following allowances and reimbursements:

Components	Explanation	Eligibility
Flexible Benefit Plan (FBP)	FBP is a menu of allowances and reimbursements available to an employee within her / his Total Compensation. Employees may choose the components as per their requirements and manage their taxes within the ambit of prevailing Income tax rules.	
House Rent Allowance (HRA)	Employee can claim HRA as a %age of the Basic Salary. Subject to the production of original rent receipts and fulfilment of other terms & conditions as per the prevailing Income Tax rules, employees can claim tax exemption in case they stay on a rental accommodation.	Min HRA - 10% of Basic Max HRA - 40% or 50% of Basic as per the city of residence
Conveyance Allowance	Conveyance expenses for travel to and from office premises up to INR 1,600 is tax-exempt as per prevailing Income Tax rules and employees can allocate their FBP accordingly.	Max - INR 1,600 p.m.
Meal Card	Employees can opt for a Meal Card. An Amount of INR 2,200 per month will be allocated from your FBP eligibility and credited to your Meal Card. Employees have a choice not to opt for Meal Card. In that case, no allocation from your FBP eligibility will be made to the Meal Card.	Meal Card Amount INR 2,200 p.m. Employee to choose either 'Yes' or 'No'
Children Education Allowance	Employees can opt for Children Education Allowance up to a maximum of 2 children from their FBP eligibility and the same will be tax-exempt as per prevailing Income Tax rules.	INR 100 per child p.m. Self-Allocated by employee
Mobile Expenses Reimbursement	Employees can opt for Mobile Phone Expenses reimbursement from their FBP eligibility, subject to the maximum amount eligible for their grade. Actual expenses incurred on official calls will be tax-exempt as per prevailing Income Tax rules subject to production of bills.	Max INR 2,000 p.m. Employee to choose any amount upto INR 2,000
Leave Travel Assistance (LTA)	LTA is tax-exempt twice in a block of 4 years subject to the prevailing Income Tax rules. The current block being 2014 - 2017. Employees can opt for LTA from their FBP eligibility subject to a maximum amount eligible as per their grade. Actual tax exemption will be provided based on actual expenses incurred on production of bills/tickets and within the overall purview of Income Tax rules.	Max - INR 4,000 p.m. Employee to choose any amount from '0' to INR 4,000
Domiciliary Medical Expenses Reimbursement	Employees can opt for Domiciliary Medical Expenses Reimbursement from their FBP eligibility subject to the maximum amount eligible for their grade. Actual expenses incurred will be tax exempt subject to production of bills as per the prevailing Income Tax rules.	Max INR 1,250 p.m. Employee to choose any amount upto INR 1,250
FBP Balance	The unallocated FBP portion will be disbursed on a monthly basis as 'FBP Balance' and will be fully taxable. Any allocated component as above, but unclaimed at the year-end will be paid as 'Unclaimed FBP' component and will be fully taxable.	Automatically Paid

**Variable Pay (Performance Linked): This is the maximum Variable Pay amount that you are eligible for and will be based on your individual performance on confirmation.





17.226

Offer: Computer Consultancy
Ref: TCSL/CT20151794496/Pune
Date: 20/09/2016

Mr. Atul Mishra
002g , Nbh-1 , Army Institute Of Technology Alandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# 91-9456813944

Dear Atul Mishra,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Assurance** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20151794496

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nimal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,670/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,600/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹300/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

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



17.228

Offer: Computer Consultancy
Ref: TCSL/CT20151792653/Pune
Date: 20/09/2016

Mr. Deepak Patel
Room No-105g,Nbh-1,Army Institute Of TechnologyAlandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -

Dear Deepak Patel,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Assurance** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20151792653

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,670/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,600/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹300/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

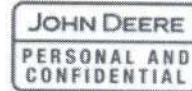
You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable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



11
17.229

John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Pune Works
Off Pune-Nagar Road, Sanaswadi
Pune 412208, India

Tel: +91 (2137) 667111
Fax: +91 (2137) 666837/ 666838



Date: May 16, 2017

Mr. Harsh Verma

Dear Harsh,

It gives us great pleasure to welcome you to John Deere India Pvt. Ltd (John Deere or Company). With making this leap to John Deere, you have become a part of a global company that takes pride in providing a value based workplace and exciting growth opportunities to its employees. Beginning here, starts your journey of delivering challenging projects in an innovation driven and enriching workplace.

John Deere takes pride in its more than 175 year old heritage and experience in developing technology and equipment that helps billions of people achieve a better quality of life. Being affiliated with John Deere brings a sense of purpose and satisfaction that comes from working with talented employees in a reputed organization that provides quality products and services to its customers. It's an exciting time to work here!

We are confident that you would take the right decision of joining us. Enclosed herewith is your detailed Appointment Letter. Please get in touch with us in case you have any queries regarding the components of this letter.

We wish you a successful career with John Deere India Private Limited!

Yours Faithfully,
For John Deere India Private Limited

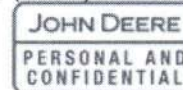
Ranjan Srivastav
Vice President - HR Operations

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013. India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in



John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Pune Works
Off Pune-Nagar Road, Sanaswadi
Pune 412208, India

Tel: +91 (2137) 667111
Fax: +91 (2137) 666837/ 666838



Date: May 16, 2017

Mr. Harsh Verma
V.P.O.- Bharog, Teh.- Naraingarh,
Dist.- Ambala, Pin Code- 134201

Subject: Appointment Letter

Please refer to the application for the post of **Graduate Engineer Trainee** and subsequent discussions you had with us. We are pleased to appoint you on the following terms and conditions:

A) Appointment

1. JOB TITLE & POSITION:

You will be appointed and designated as **Graduate Engineer Trainee**.

2. DATE OF JOINING:

Your date of appointment is effective from the date of joining which shall be not later than **3rd July, 2017**. If you do not join by this date this appointment stands withdrawn – unless the date of joining is extended and communicated to you in writing.

3. JOINING LOCATION:

On your date of joining, you will report for duty at the following address:
John Deere Technology Center, Tower # 14, Cybercity,
Magarpatta City, Hadapsar, Pune – 411 028

4. REPORTING:

You will report to such manager / supervisor who will be assigned by the Company as your supervisor from time to time

5. PROBATION & CONFIRMATION:

You will be on probation for a period of 12 months from the date of joining and will continue to be on probation until your services are confirmed, in writing, by the Company. Confirmation will be dependent upon your satisfactory performance, no integrity or performance related issues being highlighted as part of reference / background check that the Company may conduct and you being declared and remaining medically fit by a medical officer or by a doctor specified by the Company.

6. PLACE & NATURE OF WORK:

Your services may be transferred or rotated to any of our establishments, other place of business of the Company, it's subsidiaries, departments or associates of the company whether in or outside India or, any other job of whatsoever nature as the management may deem fit from time to time as per business exigencies, anywhere in or outside India.

7. HOURS OF WORK AND PAID HOLIDAYS:

Your working hours will be governed by applicable law and Company may revise the same from time to time. You will observe the working hours and holidays normally observed by the Department you are assigned to. Because of frequent contact with overseas offices and compliance with various deadlines, it will be necessary from time to time to report for work earlier and / or to work later, all as required. There will be no compensation for additional time worked beyond the normal office hours. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time by the Company.

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013. India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in



JOHN DEERE

8. RETIREMENT AGE:

The retirement age is 60 years. The actual date of retirement shall be the last working day of the calendar month on which your 60th birthday falls.

B) Compensation

1. REMUNERATION PACKAGE:

Total Cost to Company: **Rs. 501,336/-** only.

2. COMPENSATION ADMINISTRATION & DELIVERY:

Increments will not be automatic. Your compensation will be reviewed, in accordance with the review cycle determined by the Company and shall be based on your performance during training / probation and thereafter, business performance and market pay trends.

3. The Salary structure is enclosed herewith as **Annexure "A"**.

C) Other Benefits

Please refer to Annexure "A".

D) Terms and Conditions of Employment

Please refer to Annexure "B".

Please note that the Annexure(s) form integral part of this Appointment letter and should be read in conjunction with the above terms and conditions.

**Yours Faithfully,
For John Deere India Private Limited**

**Ranjan Srivastav
Vice President - HR Operations**

**Pankaj Mohite
(Prepared By)**

DECLARATION

I, (Indicate name in full) have read and understood the aforesaid terms and conditions and Annexure(s) of the Appointment Letter. I understand them fully and do hereby accept the employment.

Name :

Signature :

Date :

Enclosures:

- Salary Structure
- Term and Conditions



JOHN DEERE

JOHN DEERE
PERSONAL AND
CONFIDENTIAL

Annexure - I

NAME	Harsh Verma	
UNIT	JDPW	
GRADE / BAND	00	
DESIGNATION	Graduate Engineer Trainee	
DEPARTMENT	Operations	
LOCATION	Pune	
COMPENSATION (FIXED CTC) INR	5,01,336	
COMPENSATION STRUCTURE		
	Monthly	Annual
MONTHLY COMPONENTS		
Basic	14622	175468
House Rent Allowance	5849	70187
Uniform Maintenance Allowance	300	3600
Education Allowance	200	2400
Medical Reimbursement	1250	15000
Conveyance Allowance	1600	19200
Professional Development Allowance	2000	24000
Superann. Equalization Allowance	2193	26320
National Pension Scheme Equalization	1462	17547
Leave Travel Assistance Allowance	0	0
Other Allowance	6692	80300
Total Gross Salary	36168	434022
ANNUAL COMPONENTS		
Leave Travel Assistance	1219	14622
Bonus / Ex Gratia	833	10000
Total Annual	2052	24622
RETIRALS		
Provident Fund	1755	21056
Gratuity	703	8436
Superannuation (Optional)	0	0
National Pension Scheme (Optional)	0	0
Total Retirals	2458	29492
BENEFITS		
Meal Benefit	1100	13200
Total Benefits	1100	13200
TOTAL FIXED CTC	41778	501336

Compensation is subject to all applicable Income Tax laws currently in force.

Please keep your compensation details strictly '**CONFIDENTIAL**'. Contact HR for any clarifications.

You agree that the Company has the right to withhold a partial or full Compensation including Variable Pay at any point of time.



JOHN DEERE

EXPLANATORY NOTES:

Uniform Maint. Allowance: You will be required to submit details of expenditure incurred by you to determine taxability of the same. Tax benefit applicable only to those employees who are required to wear a uniform, provided by Company.

House Rent Allowance: Income Tax benefit available to the extent of actual rent paid. Employee needs to submit proof of rent paid by submitting a copy of the Rent Agreement and proper stamped rent receipts.

Education Allowance: Please submit details of actual expenditure incurred by you to determine the taxability.

Medical Reimbursement: The same would be payable on monthly basis. Tax benefit will be given on actual expenses incurred. You will need to submit the details of medical expenditure along with all supporting before March 1st, every year to determine the taxability of the same.

Conveyance Allowance: Taxable as per Income Tax Act.

Professional Development Allowance: Employee can get a tax benefit on purchase of relevant books or attending programs aimed at professional development. It does NOT cover purchase of newspapers or club memberships. Payable monthly but employees will need to submit relevant vouchers in the month of March to claim tax benefit. Check with HR for details.

Provident Fund & Gratuity: You are eligible for provident fund and gratuity upon your employment commencement. Both you and the Company shall make contributions in accordance with the provisions of the Employees Provident Funds and Miscellaneous Provisions Act 1952, if applicable. If eligible, you would be entitled to gratuity in accordance with the Payment of Gratuity Act 1972.

Superannuation / Superannuation Equalization Allowance: Employees in all Grades can opt for superannuation. It is purely voluntary. Superannuation is governed by the rules and regulations framed under Superannuation Trust and their changes from time to time. If an employee does not want to participate in the Superannuation scheme, then the Superannuation Equalization Allowance will be paid in lieu thereof. Superannuation Equalization allowance will be paid as monthly allowance and will be taxable as per the Income Tax rules.

National Pension Scheme / National Pension Scheme Equalization: Employees in all Grades can opt for National Pension Scheme. It is purely voluntary. National Pension Scheme is governed by the rules and regulations framed under Pension Fund Regulatory and Development Authority and subject to changes from time to time. If an employee does not want to participate in the National Pension scheme, then the National Pension Scheme Equalization will be paid in lieu thereof. National Pension Scheme Equalization will be paid as monthly allowance and will be taxable as per the Income Tax rules.

Leave Travel Assistance (LTA)\Leave Travel Assistance Allowance: Employee can opt for Leave Travel Assistance Allowance. It is purely voluntary. If an employee opts for Leave Travel Assistance Allowance then allowance will be paid monthly. If employee does not opt for LTA Allowance then it would accumulated until employee claims for LTA. LTA and LTA Allowance will be taxable as per the Income Tax Rules.



JOHN DEERE

Bonus / Ex Gratia: Payable annually during the Diwali festival. Will be pro-rated for period of service.

Mediclaim Coverage: Company policy covers the employee and three dependents. A married employee has to cover spouse and dependent children. An unmarried employee can cover dependent parents till such time the person's marital status does not change. Currently, coverage amount is 2 lacs upto grade 7 and Rs 4 Lacs for grade 8 and above. A married employee can cover dependent parents by paying the extra premium. Please check with HR for details.

Group Personal Accident Policy (GPA): You will be covered by the Group Personal Accident insurance policy as per Company rules. Currently all the employees are covered for a GPA policy of Rs. 15,00,000/- each for 24 hours, 365 days.

Group Term Life (GTL) – GTL is a benefit extended by company that provides life cover of three times of Total Annual Fixed Pay to all the employees. The premium cost is borne by the company. In addition, employee has the choice of increasing the cover two more times the Total Annual Fixed Pay by paying premium for additional sum assured.

Transport: Company provides Transport facility at subsidized rate. For employees availing the facility, appropriate deductions will be made. This is subject to change at Company's discretion.

Other Benefits:

Company Leased Car Plan (CLCP): It is a voluntary program. On confirmation, eligible employees who opt for CLCP, the car lease amount will be reduced from Other Allowance and paid to the leasing company. Check with HR for details.

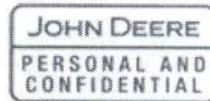
Meal Card: All employees will be given a Meal Card for availing the Canteen facility. Fringe Benefit Tax as per Income Tax rules is applicable and will be deducted annually in February payroll.



JOHN DEERE

Annexure B

Terms and Conditions of Employment



1. BACKGROUND/ EMPLOYMENT VERIFICATION:

By accepting the appointment, you are formally authorizing the Company to conduct a reference check and / or a background check on you and agree to undergo medical examination by a doctor authorized by the Company at the time of joining or, any time during the employment with the Company.

Discrepancy, if any, in this regard, the Company at its discretion will initiate required action without reference to you.

On separation, you also authorize the Company to provide feedback to your next employer on employment details required.

2. DUTIES:

- a) You are to devote your whole time, attention and ability to the interest of the Company.
- b) You are to treat as strictly confidential the affairs of the Company and its customers of which you may be cognizant particularly the drawings, quotations, specifications and other manufacturing information.
- c) You are not to interest yourself in any business or do any trading on your account
- d) You will not take up any other professional assignment, either part time or full time, honorary or for remuneration, including public offices, without the prior written approval of the Company.

3. CODE OF CONDUCT:

John Deere prides itself as a company with the highest order of ethical conduct in its dealings with associates, customers, suppliers, agents and governments. As part of your employment agreement with the Company, you will be expected to sign and be bound by CBC and Patent & Confidential Agreement. You will also be expected to adhere to the Company's policies and procedures, framed from time to time.

4. TERMINATION OF EMPLOYMENT:

During the probationary period, either party will be entitled to terminate the contract of employment by giving 14 days' notice in writing to the other or payment in lieu thereof. After confirmation, the Company may terminate your services without assigning any reason, by giving a notice period of ninety calendar days' or Basic salary in lieu thereof. In case you wish to resign or leave the service of the Company you will be required to give three month's prior notice in writing. The Company at its sole discretion may accept three month's Basic salary, or part thereof, in lieu of the notice.

If in the reasonable opinion of the Company you are guilty of misconducts, violated the provisions of the Code of Business Conduct (earlier known as "Business Conduct Guidelines") (CBC), policies, workplace harassment etc. Company may terminate your employment without notice and any payment thereof. Misconduct includes but is not limited to dishonesty, theft, misrepresentation, charged with any criminal offence, adjudged insolvent or become bankrupt, breach of CBC, policies and/or refusal to obey reasonable command of Company, supervisor, applicable laws and rules.

5. ON SEPARATION:

On termination of your employment by the Company and/ or resignation during the period of your probation or thereafter, you will immediately return to the Company all tools, accessories, formulae, documents, specifications, books etc. of whatsoever nature in your custody, care of charge and obtain clearance certificate from the relevant person / office/ department, on production of which alone your dues, if any, will be settled by the Company.



JOHN DEERE

6. DISPUTES:

In the event of any dispute, difference, interpretation relating to or arising out of this contract shall be referred to the sole arbitrator. The sole arbitrator shall be appointed by the Company. The arbitration proceedings shall be as per the provisions of Arbitration and Conciliation Act 1996. The place of arbitration shall be in Pune. The award of the sole arbitrator shall be final and binding on the parties.

Save as above, the competent law courts of Pune shall have exclusive jurisdiction to try the matters arising out of this contract.

7. GENERAL:

This appointment is contingent upon the following conditions:

- a) All information you would have provided/will provide in future must be true and accurate.
 - b) That you are not a party to any non-competition or other similar agreement, nor are you subject to any restriction which could interfere with the performance of your duties as an employee of John Deere.
 - c) You shall at all times, indemnify and keep indemnified Company against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by Company in or in connection with any action, claim, proceeding or demand instituted or made against Company caused or occasioned by your breach, failure, default or neglect, in the opinion of Company to observe and comply fully with the terms and conditions your employment with Company herein contained.
 - d) You represent that by accepting the terms of the agreement, that you will not be in violation of the terms of any agreement(s) with your previous employers or third parties.
 - e) You may be selected and sponsored by the Company for training and / or assignments in India and /or abroad. You will diligently and beneficially take part in the training and / or such assignments. The cost of such training and / or assignment including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by you and the Company specifying the minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company or forfeiture/payment of bond funds and/or certain compensation in the event you voluntarily terminate the contract of service, prior to the expiry of the agreed period of service referred to herein above.
 - f) You are expected to dress in business attire, smart casuals and / or uniform based on the existing policy of the Company which may be revised from time to time.
 - g) You will be solely responsible for your income tax. Where required by the local laws and tax authorities, the Company will deduct income taxes you owe from your monthly income and remit such monies to the tax authorities on your behalf.
 - h) You will inform the Company of any change in your personal data within 3 working days.
8. On the date of your reporting for duty, please carry photocopies of the following documents and also the originals, for completing the joining formalities:
- Proof of Age - either SSC Certificate or School Leaving Certificate
 - Relieving Certificate or service certificate from your present employer
 - Educational certificates including mark sheets
 - Your last salary / pay slip and Appointment Letter of your previous organization
 - Identity proof - PAN card, passport or voter identity card, passport size photographs



JOHN DEERE

9. Notwithstanding anything contrary stated herein, breach of any of the above terms and conditions will render you liable for termination of your employment without notice or compensation thereof.

10. In accordance with the standard practice of the Company, we request you to treat the terms of your employment as private & confidential.

11. All the terms and conditions of employment with the Company will be governed by the rules and regulations, policies, procedures and guidelines of the Company, which are subject to change from time to time, at the sole discretion of the management, without giving any notice or assigning any reason thereof.



2017 Batch

17.232

Offer: Computer Consultancy
Ref: TCSSL/CT20151795248/Pune
Date: 20/09/2016

Mr. Manjeet Singh
R. No. 322h, Nbh1,
Ait,
Pune-411015,
Maharashtra.
Tel# -

Dear Manjeet Singh,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Assurance** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSSL/CT20151795248

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,670/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,600/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹300/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

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



OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

TCS Confidential
TCSL/CT20151795248

4

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Date: May 9, 2017

PP/OL/2017/11
Offer for Software Engineer

Dear Mr. Hemant Sharma,

1. We congratulate you on your selection for the position of **Software Trainee** in **Engineering** department/team of our company.
2. You will be on probation for a period of 6 months. During the probation period, your performance will be assessed continually.
3. In case you chose to resign from the company, notice period shall be 15 days while on probation and 60 days after confirmation.
4. Your gross compensation will be INR 3, 00,000/- p.a (INR Three Lakhs Only), inclusive of variable salary. During Training INR 20000 for first 6 Months and after training INR 25000 per Month. In Addition to this Variable Pay of INR 30,000 at the end of Year based on performance. The details of compensation are placed at Annexure I.
5. You are requested to forward photocopies of the following:
 - a. Certificates of academic qualifications – 10th, 12th & Graduation/PG passing certificate
 - b. PAN Card
 - c. Aadhar card
 - d. Proof of age
 - e. Relieving/Experience letter from previous company
 - f. 02 color passport photographs and,
 - g. Duplicate copy of this letter, duly signed by you, as acceptance of the offer.
6. Your employment will be governed by the employment agreement as well as the applicable rules, regulations and policies of the company.
7. Request you to report to our **Pune Office** on or before 1st June 2017.
8. For any clarification you may contact Mr. Om Kumar. His email ID is omkumar.singh@accops.com.

(Vijender Yadav)
Director

Propalms Technologies Private Limited

Registered Office: C-1104, 11th Floor, Pride Platinum, S. No. 16 Part, Near Pancard Club, Baner, Pune -411045, **INDIA**,

Tel: +91 9595 277 001 Email: info@accops.com

I, Mr. Hemant Sharma, accept the above offer as **Software Trainee** in **Propalms Technologies Pvt. Ltd.**

Signature:

Date:

Place:

Propalms Technologies Private Limited

Registered Office: C-1104, 11th Floor, Pride Platinum, S. No. 16 Part, Near Pancard Club, Baner, Pune -411045, INDIA,

Tel: +91 9595 277 001 Email: info@accops.com

Annexure I

a) For first 6 Month.

Component	Monthly CTC	Annual CTC	Remark
Basic	8,000	96,000	40% of CTC (% can be changed as per requirement)
HRA	3,200	38,400	40% of Basic
Transport Allowance	1,600	19,200	
Special Allowance	3,355	40,262	
Reimbursement			
Medical Allowance	1,250	15,000	Tax-free on submission of Proofs
LTA	1,250	15,000	Tax-free on submission of Proofs
Medical Insurance*			Max 2400/- reimbursed for Medical Insurance bought by the employee
Monthly Gross Salary	18,655	223,862	
Deductions			
PF Employee Contribution	960	11,520	Employee's contribution (12% of Basic component)
Professional Tax	200	2,500	
Monthly Take Away	17,495	209,842	
Retiral Benefits			
Gratuity	385	4,618	4.81% of Basic (Non Pay slip Component)
PF Employer Contribution	960	11,520	Employer's contribution (12% of Basic component)
Gross Pay	20,000	240,000	
Variable Pay - Personal Performance		30,000	30000/- to be dispersed by end of the Year.
		0	
Incentive		0	
Total Annual CTC		270,000	

In addition, you are entitled for the following:

* Medical Insurance of 2400/- will be reimbursed on purchase of medical insurance by the employee

**Group accidental insurance coverage of maximum Rs. 20 Lakhs

Propalms Technologies Private Limited

Registered Office: C-1104, 11th Floor, Pride Platinum, S. No. 16 Part, Near Pancard Club, Baner, Pune -411045, INDIA,

Tel: +91 9595 277 001 Email: info@accops.com

b) After 6 Month.

Component	Monthly CTC	Annual CTC	Remark
Basic	10,000	120,000	40% of CTC (% can be changed as per requirement)
HRA	4,000	48,000	40% of Basic
Transport Allowance	1,600	19,200	
Special Allowance	5,219	62,628	
Reimbursement			
Medical Allowance	1,250	15,000	Tax-free on submission of Proofs
LTA	1,250	15,000	Tax-free on submission of Proofs
Medical Insurance*			Max 2400/- reimbursed for Medical Insurance bought by the employee
Monthly Gross Salary	23,319	279,828	
Deductions			
PF Employee Contribution	1,200	14,400	Employee's contribution (12% of Basic component)
Professional Tax	200	2,500	
Monthly Take Away	21,919	262,928	
Retiral Benefits			
Gratuity	481	5,772	4.81% of Basic (Non Pay slip Component)
PF Employer Contribution	1,200	14,400	Employer's contribution (12% of Basic component)
Gross Pay	25,000	300,000	

Propalms Technologies Private Limited

Registered Office: C-1104, 11th Floor, Pride Platinum, S. No. 16 Part, Near Pancard Club, Baner, Pune -411045, **INDIA**,

Tel: +91 9595 277 001 Email: info@accops.com

411 Malinda Manor
2 RNT Marg
Indore 452001 M.P. India

Phone: 731-6642300
Web: www.epicresearch.co
E-mail: info@epicresearch.co
CIN-U74200MP2012PTC028897



Letter of Intent

Dear Mr./Ms. Hemant Sharma,

We are delighted to offer you the position of **Associate Financial Consultant** with our **Consulting Division**, the place of posting shall be at **Indore (M.P.)**. You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent:

Joining date: July 20 17

Gross yearly package: 2,53,616/- (INR), Annexure 'A' attached,

Probation: On joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will be deemed to be confirmed, unless you are informed in writing otherwise. EPIC Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

During your Probation Period a sum of Rs.3,000/- will be deducted from your salary as retention amount which will be effective from first month. You shall be entitled to receive the retention amount in 13th month of your service only i.e. after completion of 1 year in the Company. In case of resignation or termination before 1 year the said amount is liable to be forfeited.

Separation: You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. Your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. EPIC Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with EPIC Research (P) Ltd.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (1copy)
2. ID Proof (AADHAR Card, PAN card, Driving License, Voter ID)- Three copies each
3. Copy of Bank pass book
4. Passport size photographs – Six Nos. (Colored)

For Epic Research (P) Ltd.

People Development Group



With the signature below, I accept this offer for employment

Name

Date

Salary Details for Associate Financial Consultant (AFC)

Annexure 'A'

Candidates name:	
Position offered:	
Joining date:	

Fixed Components	Monthly	Annual
Basic	7,800	93,600
Conveyance	356	4,272
Attendance allowance	1,000	12,000
Variance Components		
Key Performance Indicators	4,000	48,000
Annual Bonus	-	11,000
Monthly performance incentives (Special Inducements)	-	72,000
Retirement benefits		
Provident fund (Employer's Contribution)	1,062	12,744
Total CTC	14,218/-	2,53,616/-

Important terms:

- KPI and monthly* performance incentives will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- As per the Corporate policy, for 03 months: 11,218/- will be paid as stipend, later from the 4th month KPI will be the variable component and EPF contribution will be followed.
- Retention amount of Rs. 9000/- will be paid out in 13th month of your service.
- Annual Bonus/ loyalty bonus will vary between 9000-25000 based on your annual performance scores and as per the company policies it will be paid out in the 13th month of your service
- Your salary structure is subject to revision based on notifications received from Labor Department.
- Employee Contribution to PF of Rs 936/- will be deducted from your Gross salary.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at hr@epicresearch.co
- This appointment will be subject to you being found medically fit. (Medical certificate to be provided at the time of joining)
- You are not planning for any higher studies which would force you to quit the job during the Service Agreement of 1 year.
- For any further queries you can reach us at 7869961117.

Accepted By

(Name and signature of candidate)

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

Tech Mahindra

1479321 / ELTP / 2017

19-Jan-2017

Subject: Letter of Intent

Dear Mayank,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform that you have been shortlisted for appointment as **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization.

On joining you will be under **probation for a period of 6 (six) months** from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Indian Rupees 260,000 (Indian Rupees Two Hundred Sixty Thousand Only)**. Please refer to **Annexure - A**. Subsequent to your successful completion of probation, you will be eligible for an Annual Salary package of **Indian Rupees 325,000 (Indian Rupees Three Hundred and Twenty-five thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

In addition to your salary, you will also be entitled for a one-time Settlement Allowance not exceeding **Indian Rupees 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per the Company Policy. The detailed Terms and Conditions of your appointment shall be issued to you subsequently along with the offer letter.

At the time of joining, you are required to sign a service bond with our Organization. As per this bond, you will be required to serve the Company for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** towards damages to the Company.

You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

This Letter of Intent is valid subject to you being medically fit, completing your academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% in HSC or equivalent course and minimum of First Class/60% in all other courses completed by you prior to your qualifying academic course, successfully completing any Company organized training imparted prior to your date of joining and also completing all necessary legal documentations pertaining to your employment.

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus joining Team on (mail id: Campusjoining@techmahindra.com) which in any case should not be later than **26-Jan-2017** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



PK Sharma
Head - Resource Management Group

Annexure – A

Total Cost to Company (TCC) (Per Annum)	260,000
Components of Total Cost to Company	Rs. (Per Annum)
Basic (@30% of Total Fixed Pay)	67,935
HRA (@50% of Basic Pay)	33,968
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	8,152
Flexible Components of TFP ^	73,194
Total Fixed Pay (Per Annum)	2,26,449
Total Variable Pay (TVP) (Per Annum) (*)	25,161
Total(A)	2,51,610
Additional Benefits(B)	8,390
Gratuity	3,268
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,122
Total Cost to Company (Per Annum) -----(A) + (B)	260,000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Medical	15,000
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage : You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP) : You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage : You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

Annexure – B

Total Cost to Company (TCC) (Per Annum)	3,25,000
Components of Total Cost to Company	Rs. (Per Annum)
Basic (@30% of Total Fixed Pay)	85,260
HRA (@50% of Basic Pay)	42,630
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10,231
Flexible Components of TFP ^	1,02,878
Total Fixed Pay (Per Annum)	2,84,199
Total Variable Pay (TVP) (Per Annum) (*)	31,578
Total(A)	3,15,777
Additional Benefits(B)	9,223
Gratuity	4,101
Insurance Premiums (towards GTLI, GMIP and GPAL)	5,122
Total Cost to Company (Per Annum) -----(A) + (B)	3,25,000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Medical	15,000
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs .	
c) Group Personal Accident Insurance (GPAL) coverage: You would be enrolled under the Company's GPAL scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

82

17.234

FMC Technologies

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

19th Oct, 2016

Mr. Mukesh Kumar Rai,
S/O Uma Shankar Rai,
Ganga Nagar Near FCI Road,
Chaka, Naini, Allahabad, U.P., 211008

Dear Mukesh,

Sub: Offer of Appointment as "Associate Engineer"

This has reference to your application and discussion you had with us. We are pleased to offer you a position as "**Associate Engineer**" in the **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up sheet, mentioning your cash and other allowances/perks, is attached (Annexure I) for your reference.

This offer is subject to you and your Surety executing the Service Agreement.

The terms and conditions of your appointment are as follows:

1. You shall join us on or before **3rd July 2017**.
2. You will be on probation for a period of 06 (Six) months. Your performance will be reviewed during and after completion of the probation for confirmation. In case your performance is not up to the required level, the Company may either terminate your service or extend the probation period further.
3. Dependent parents will be covered under Group Medclaim Insurance Policy along with you for a maximum total amount of Rs. 5, 00,000/- p.a. You will be covered

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

exclusively under Group Personal Accident Insurance for a maximum total amount of Rs. 5, 00,000/- p.a. You will be also covered exclusively under Group Term Life Insurance for a maximum total amount of Rs. 10, 00,000/- p.a. The premium for the above policies will be a part of your cost to the Company.

4. Periodically, the Company may modify any remuneration, benefit, facility or perquisite that has been extended to you. You will follow the Company's policies, rules and regulations currently in force and any future changes.
5. All information regarding your remuneration and terms of employment are confidential and you shall not divulge the content(s) to any company employee except to your appropriate superior authorities.
6. You will contribute 12% of your basic salary towards Provident Fund as per the Govt. rules. The Company shall make a matching contribution on the employee's basic salary.
7. The Company may send you on deputation or transfer your services to any of its departments or any of its branches in or outside of India. However, such transfers will be will be governed by the terms and conditions of service as applicable.
8. During the employment in our Company, we expect you not to carry on any business of your own or engage yourself in any other employment, business or service. You shall not at any time during the service period or thereafter disclose to anyone any information, know-how, knowledge, secrets, methods, plans, etc. of the Company. Breach of this condition shall be liable to immediate termination of the employment and the Company may take any other action suitable for breach of the contract.
9. You will be eligible for leave as per the Company's policy.
10. Your next Annual Appraisal and Compensation Review will be notified.

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

Minimum Service Obligation - After Overseas Assignments

11. The Company will be incurring very substantial expenditure for sending interested employees on the foreign assignment and to offset such costs and expenses, the Company requires the employee sent on overseas assignment to serve and work with the Company for the minimum prescribed period from date of re-commencing work with the Company in India. If you agree and you are sent on an overseas assignment for a duration of more than 90 days, then you are bound to continue to serve the company for a minimum duration of 1 (one) year from the date of re-commencing work with the Company in India after the last overseas assignment. Such minimum service period obligation of the Employee shall continue after the last overseas assignment irrespective of the number of earlier overseas assignments already completed by the Employee.
12. If you fail to serve the Company for the minimum prescribed period of one year after completing last overseas assignment you shall be liable to pay damages of Rs.1,50,000/- to the Company.

Termination:

13. If you wish to leave the Company prior to completing the minimum service period of one year from the date of re-commencing work with the Company in India after last overseas assignment you will be required to compensate the Company a sum of Rs.1,50,000/- and give the notice for separation.
14. The notice period for separation on your side will be 2 (two) months or payment of amount equal to two months' net salary in lieu of notice. Notice period for separation on the Company's side at any time will be two months or payment of two months' net salary in lieu of notice. When either side offers the net salary, net salary means gross monthly salary less Provident Fund contribution by employer for the last working month of the employee.

5th Floor, Building No.9
MindSpace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

15. However, the Company can terminate you without any notice period and shall not have any Financial or legal liability, if the termination is on the grounds of misconduct/indiscipline and any acts detrimental to the interest of the Company.
16. Confidentiality and Non-disclosure:
 - a. *Non-disclosure:* You agree not to use or cause to be used for your own benefit or for the benefit of any third party to disclose to any third party in any manner, directly or indirectly, any proprietary information, customer's confidential information, trade secrets or any other knowledge or information relating to the business of Company or its customers at any time during or after your term of employment.
 - b. *Return of Employer Materials:* You shall return to Company before the termination of your employment, any and all written information documents, materials, Laptops, floppy disc, CDs, data files or other media containing computer programs or data and all other property and equipments which constitutes, contains or relates in any way to Company, its customer's confidential information or trade secrets of Company or its customers, and any other written information, documents, materials, disks or other media containing computer programs or data and all other property and equipment of any kind relating in any way to the business of Company or its customers, which are or may be in your possession, custody or control and which are or may be the property of Company or its customer, whether confidential or not, including any and all copies thereof.
 - c. *Business Information:* You shall not during the term of employment with Company and thereafter and except as may be required in the performance of your duties with Company, utilize for your own benefit or that of any third party and will not use or disclose to any third party your knowledge of or any information concerning to the internal organization or business structure of Company or its customers, or the work assignments or capabilities of any office or other employee without the express prior written consent of the Company.

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

17. Code of Business Conduct (or 'The Code')

As a representative of the Company, you are expected to behave professionally while in the employment of our esteemed organization. You are expected to read the FMC Technologies' Code of Business Conduct and comply with the requirements outlined therein. Please also note very carefully that FMC Technologies requires you to ensure that you do not have any ongoing non-compete obligations with your past or present employers and that, under no circumstances, should you remove or copy, in any form or medium, proprietary material or content belonging to your current or past employers. By signing this Offer of Employment, you have effectively acknowledged compliance with the requirements of this clause. It shall be your responsibility to ensure you stay updated on the aforesaid clause by accessing the relevant company intranet pages.

18. *Background Assessment:* In accordance with FMC Technologies Inc's corporate policy on employee background assessments, we wish to let you know that this Offer of Appointment is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, FMC Technologies reserves the right to withdraw this Offer of Appointment during the hiring stage or discontinue your employment if the assessment report (containing adverse findings) is available only after you have joined the Company.
19. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
- I. 08 (Eight) Passport-size color photographs of self with white color background.
 - II. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
 - III. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

- IV. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
- V. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
- VI. Photocopies of relieving letters, payslips of current financial year, Form 16, Full & Final settlement, Form 26AS etc from your previous employer(s)

We welcome you into our organization and wish that our association will be beneficial to both of us.

Yours truly,
For FMC Technologies India Private Limited

Niranjan Desai

(Niranjan Desai)
Manager – Human Resources

(Mukesh Kumar Rai)

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
MindSpace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

CTC Structure (ANNEXURE-I)

Name	Mukesh Kumar Rai	
Designation	Associate Engineer	
Date of Joining	3 rd July 2017	
Salary Structure		
Components of Salary	Rs. / Month	Rs./ Annum
A. Monthly Salary		
Basic Salary	12,138	145,656
House Rent Allowance	6,069	72,828
Travelling Allowance	1,600	19,200
FBP	10,384	124,608
Special Allowance	10,269	123,228
Gross Salary	40,460	485,520
B. Performance Bonus*	2,917	35,000
C. Standard Benefits		
Provident Fund(employer contr)	1,457	17,479
Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000

**Performance Bonus is a variable component and will be paid as per the bonus policy of the company*

Yours truly,
For FMC Technologies India Private Limited

Niranjan

(Niranjan Desai)
Manager – Human Resources

I Accept the above offer

(Mukesh Kumar Rai)

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

January 18, 2017

Mr. Naveen Beniwal

Pune
India

Dear Mr. Naveen Beniwal

Re: Letter of Employment

This is to confirm your employment with our company under the following terms and conditions.

1. Position : **Management Trainee – Mechanical Engineer**

2. Office hours are as follows :

Saturday to Thursday 7:30 0AM to 6:30PM

From time to time in order to fulfill the duties of your position and the company's commitments, you may work outside these normal working hours. There will be no Overtime pay for such extra hours.

3. Basic salary : **USD 750/-** per month inclusive of all allowances.

Employees are entitled to one month salary as bonus (usually paid along with the salary of October or November, depending on the month in which the Indian festival of Diwali is celebrated) subject to the following conditions:

- The Employee has completed one year of service with the organization
- The Employee is still under employment with the organization at the time of payment

Discretionary performance bonus, if any, will be at the sole discretion of the management

Housing :

The company will provide you with **Shared Accommodation** as per the rules of the company. All basic furnishing, gas, electricity and water bills will be fully paid by the Company subject to the bills being reasonable. Any damage caused by mishandling shall be repaired at your cost.

Other Allowances :

You will be provided **Pick and Drop Facility** as per rules of the company.

4. **Commencing Date** : The commencement date will be on or before 17th July 2017.



LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

5. **Terms of the Contract :**

This is a Two (2) year contract starting from the commencement date as mentioned above. Unless otherwise agreed, the Contract will be automatically renewed for another two (2) years in accordance with current terms & condition.

6. **Income Tax Liability :**

Tax Liability in Bangladesh, if any will be taken care by the Company.

7. **Annual Leave**

You will be entitled to **15 working days annual leave**. There are two Eid festivals during the year and each occasion we give 3 to 4 days leave on top of the public holidays. Should you have not completed one year with the company you will earn pro rata leave based on 1.25 days for every month served. Annual leave must be applied two months in advance.

It is a common practice for persons to claim immediate leave due to emergencies. The Company reserves the right to grant such leave after verification of the circumstances and only if applicable to immediate family consisting of father, mother, brothers, sisters, spouse and children. Unauthorized leave without proper notice may constitute breach of contract.

8. **Sick Leave**

You will be entitled to 7 days sick leave credited to you on a calendar year basis. Sick leave for more than a day in succession will be allowable only if accompanied by a doctor's certificate.

9. **Medical Scheme**

The Company shall bear hospitalization expense of the employee ONLY if admitted to a hospital in Bangladesh. Outpatient expenses shall not be borne by the Company.

10. **Travelling**

You may be required to travel abroad in order to perform your normal course of work. While you are on business trips, you are required to travel on economy class and stay in 3-star hotel.

11. **Air Ticket**

As normal practice, the company will provide your cost of Air travel and Visa expenses when you commence the job in Bangladesh. However if you resign from employment before one year of service then the joining ticket and visa expenses will be deducted from your dues. The company will provide you air passage upon completion of a 2-year employment contract to your home country, the onwards journey to your home town shall be borne by the employee. However, if you resign before the expiry of the contract, the company will not be responsible for your travel cost to return to your country.

12. **Visa and Immigration**

You will be allowed to bring and maintain your family at your own risk and expense. The visa fee, renewal cost and other related cost will be on account of Employee. We will gladly provide all assistance in regard to the same.

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

13. Prohibition of other employment

You will not, without the written consent of the Company, take up employment on a part-time basis, or act as an agent, consultant, advisor, or in any capacity with other firms. All matters pertaining to the affairs of the Company and its clients are strictly confidential and no discussion is permitted with any third parties or persons outside the Company.

14. Restriction to receive gifts

You will not accept from suppliers or customers, gifts of any nature without the written consent of the Company.

15. Additional Duties

You may be required to undertake such other reasonable duties as from time to time appear necessary to assist in the successful operation of the company.

Your services may be transferred or reassigned at the discretion of the Company to any of our associate companies in the Group.

16. Probation

You are required to serve on probation for a period of 6 (six) months.

17. Termination Notice

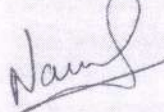
- a) During the probation, the contract of employment may be terminated by either party by giving 03 days' notice or salary in lieu of notice. After 6 months probation, one month's notice or salary in lieu of notice is required. However, such notice will not be served by the Company if the contract of employment is terminated due to reasons of embezzlement, fraud, misbehavior or any such other acts against the interests of the Company. Upon termination of employment, you are requested to vacate premises within three working days of such notice of termination and dues, if any, subject to *clause c below*, will only be paid to you after you have left the country where stationed and the same will only be paid into the bank account to which your salary is normally remitted to.
- b) In case, if the Company terminates your employment then the Company would bear the cost of your travel back to your home country.
- c) If any declaration or information furnished by you proves to be false, your services may be terminated by the management without any notice or compensation

If you are in agreement with the foregoing offer, would you please signify your acceptance by signing and returning the attached copy of this letter.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nitesh Jain
CFO - Overseas Operations

Agreed and accepted by


Naveen Beniwal
Passport No.: P5478754
Date: 24 Jan 2017

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

ADDENDUM

APPENDIX A

ACCEPTING GIFTS AND OTHER BENEFITS IN KINDS

You should not accept gifts, rewards, returns, commission, rebates and other benefits in kinds from our suppliers and customers. The above shall cover any invitation for lunch and dinner and any arrangement of leisure, funded enjoyment.

This is to notify you that under no circumstance should the above practice be allowed nor continued, the existence and continuation of which will not only damage our relationship with our suppliers and customers and adversely affect our mutual interest but also constitute a offence under the Bangladesh Law.

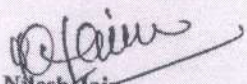
If you are found guilty of the above offence, you will be liable to a fine and/or imprisonment as per the laws of Bangladesh.

You are to put on record that we will have no hesitation in taking all necessary action to combat the above practice including but without limiting to taking disciplinary actions for any non-compliance with this notice and warning, and for any case of serious misconduct, reporting to the relevant authority for investigation and prosecution.

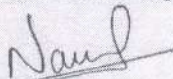
Moreover, as our employee, you are expected to devote your full time and effort to serve us and you are not allowed to take or assume at outsidess works without our consent or approval. Any breach of this restriction will subject you to disciplinary action.

If you have any doubt, you shall immediately consult the undersigned.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nitesh Jain
CFO - Overseas Operations

Agreed and accepted by


Naveen Beniwal
Passport No.: P5478754
Date: 24 Jan 2017

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

APPENDIX B SECRECY AGREEMENT

Further to the letter of employment dated 18th January 2017 in respect of your employment as **Management Trainee – Mechanical Engineer** of our Company starting from 17th July 2017, we set out below terms and conditions governing Secrecy during/after your employment with our Company.

SECURITY AND CONFIDENTIALITY

- 1) You will not without the written consent of the Company during the continuance of your employment by the Company be engaged or interested, either directly or indirectly in any capacity, in any trade, business or occupation whatsoever other than the business of the Company.
- 2) You shall not, except as authorized or required by your duties, reveal to any person or Company any of the trade secret or secrets or operations, processes or dealings or any information concerning the Company and its personnel that is of a confidential nature including (without limitation) the organisation, business, operations, dealings, transactions, customers, marketing plans and business methods, gross margins, pricing and costing, finances, or other affairs of the Company or those of the Company's customers which may come to your knowledge during your employment by the Company at all times during and after your employment with the Company.
- 3) You shall not use or attempt to use any information mentioned in paragraph (2) above in any manner (either during your employment or after its termination) which may injure or cause loss either directly or indirectly to the Company or the Group.

NON-SOLICITATION

- 1) You acknowledge that in the course of your employment by the Company you have and will have dealings with suppliers and customers of the Company and, in order to safeguard the Company's goodwill and protect the Company's proprietary interests, you hereby agree to enter into the covenants appearing below
- 2) You covenant with the Company that you will not directly or indirectly, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation,
 - ask, encourage or solicit any employees of the Company or the Group, to leave their employment, solicit or make offer(s) of employment to any employee of the Company or the Group; and
 - solicit or attempt to solicit any customer of the Company or the Group to transfer or withdraw its business from the Company or the Group to any other person or entity; and
 - cause, induce or encourage (or attempt to cause or induce) any supplier of the Company or the Group to withdraw its supply of goods or services to the Company or the Group.



LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

NON-COMPETITION

You covenant with the Company that you will not, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation, to be employed, directly or indirectly on a full-time or part-time basis, or act as an agent, consultant, advisor, or in any capacity, for the following companies or persons:

- 1) Any customers/accounts handled by you during your employment with the Company ; and
- 2) Any business that is in direct competition with the Company in relation to the customers /accounts managed by you during your employment; and
- 3) Any other company or business in the Epic Group including but not limited to the following companies:
 - Epic Designers Ltd, Hong Kong;
 - Alpha Start Ltd, Hong Kong;
 - Classic Textile Ltd, China;
 - Epic Designers (VN) Ltd;
 - Epic Designers Ltd, Bangladesh;
 - Epic Garments Manufacturing Ltd, Bangladesh;
 - Cosmopolitan Industries Pvt. Ltd, Bangladesh;
 - Epic America Inc., USA;
 - Epic Studio, USA;
 - Epic Studio, UK.; and
 - All companies owned or operated wholly or partially or having affiliation with all or one of Mr. Ranjan Mahtani, Sunil Daryanani, Dinesh Virwani, Kuttubudin Ahmed, Scott Felder, Jeff Burges, Ashok Melwani and their families.

INTELLECTUAL PROPERTY

You acknowledge that any designs, artworks, prints, patterns, etc. created by you during the course of your work with the Company or the Group shall be the property of the Company or the Group and that you shall have effectively assigned all rights on such designs, artworks, prints, patterns, etc. to the Company or the Group.

RESTRICTIONS

- 5) While the restrictions aforesaid are considered by the Company and you to be reasonable in all circumstances it is agreed that if such restrictions shall be adjudged to go beyond what is reasonable in all the circumstances for the protection of the business and goodwill of the Company, and the legitimate interests of the Company, but would be adjudged reasonable if part or parts of the wording thereof were deleted or modified, the said restrictions shall apply with such words deleted or modified, as the case may require.
- 6) You agree that, having regard to the facts and matters aforesaid, such restrictions are fair and reasonable and necessary for the protection of the business and goodwill of the Company, and legitimate interests of the Company, and you hereby agree that, having regard to those circumstances, those covenants do not work harshly or unfairly on you, and that they are just and equitable.



LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

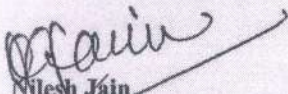
MISCELLANEOUS

1) For the purpose of the paragraphs above:-

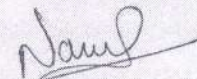
- (a) "EMPLOYEE" means any person who is at such date an employee of the Company or whose services terminated within twelve (12) months prior to such date.
 - (b) "CUSTOMER" means any person, firm or corporation who or which was at the time of your ceasing to be employed by the Company or had been at any time during the last twelve months of your employment by the Company a customer or a prospective customer of the Company with whom you had dealings or negotiations in the course of your employment by the Company.
 - (c) "GROUP" means the Company together with its affiliates including, without limitation, Lenny Fashions Limited, Kwun Tong Apparels Limited, MRS Fashions W.L.L., Pacha Fabrique SAE, Macton Investment Limited, Fashion Apparels LLC, Hoi Bun Fashions Ltd Zhongshan Time Apparel Company Limited, Must USA Inc. and Must Europe Limited.
- 2) The paragraph headings in this letter are inserted for convenience only and should be ignored in construing the terms of this letter.
- 3) If any legal terms of this letter are held to be invalid, illegal or unenforceable the validity, legality and enforceability of any term shall not be affected thereby.
- 4) The terms set out in this letter shall be governed by the laws of Hong Kong and the laws of the country where stationed.

To confirm your acceptance of these revised conditions of employment by the Company, please sign, date and return to the Company the duplicate copy of this letter that is attached.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO - Overseas Operations

Agreed and accepted by


Naveen Beniwal
Passport No.: P5478754
Date: 24 Jan 2017

LENNY APPARELS LTD

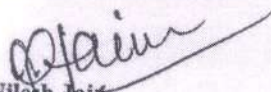
54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

APPENDIX C

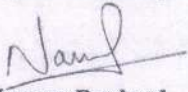
Corporate Policy on Use of Software

1. The Company has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher. List of authorised software on the computer is listed in List A.
2. Our Company will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the organization, and such use is strictly prohibited.
3. In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the written approval of and authorised signatory of the Company's Information Technologies Department.
4. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for the Company employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to immediate discipline, up to and including immediate termination of employment.
5. Employees are prohibited from Installing/Copying/Downloading any copyrighted software/programs or documentation onto their computers or laptops. Employees who do so will be subject to immediate discipline, up to and including immediate termination of employment.
6. The Company Employees shall not download or upload unauthorized software over the internet.
7. The Company reserves right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software.
8. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, and the removal of any software found on the Company's property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nitesh Jain
CFO - Overseas Operations

Agreed and accepted by


Naveen Beniwal
Passport No.: P5478754
Date: 24 Jan 2017

LENNY APPARELS LTD


54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

List A - (List of Authorised Software)

- 1) Operating Systems
 - a) Windows 98
 - b) Windows 95
 - c) Windows ME
 - d) Windows NT 4.0
 - e) Windows 2000 Server
 - f) Windows 2000 Professional

 - 2) Microsoft Office 97
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)
 - c) Access Runtime Installation for InfoSolutions.

 - 3) Microsoft Office 2000
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)

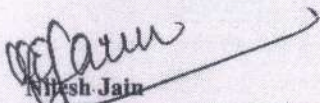
 - 4) Third Party Software
 - a) InfoGL
 - b) InfoGarment
 - c) Trims
 - d) Fabric
 - e) Hexagon
 - f) OPTIM
 - g) DacEasy
- 

LENNY APPARELS LTD

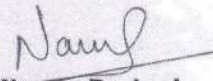
54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

- 5) Miscellaneous Software
- a) Norton Antivirus
 - b) Winzip
 - c) MSN Messenger
 - d) Adobe Acrobat Reader
 - e) AOL
 - f) AOL Instant Messenger
 - g) FaxPress
 - h) Alladin Expander

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO - Overseas Operations

Agreed and accepted by


Naveen Beniwal
Passport No.: P5478754
Date: 24 Jan 2017

**Mu Sigma**

August 9, 2016

To,

Nawal Singh,
AIT, Pune

Dear Nawal,

Congratulations! Mu Sigma Business Solutions is pleased to offer you the role of a **Trainee Decision Scientist**. Your initial place of work will be at our office premises in Bangalore. **Your actual date of joining will be communicated via electronic mail by last week of April 2017**

With Mu Sigma, you will be part of a special category of people who are not only building a path-breaking company, but also laying the foundation for a new industry. Notwithstanding Mu Sigma's early success, our road to greatness is long, challenging and less travelled. You have a rare opportunity to be part of a team that is not only defining the space of decision sciences, but also challenging widely-held business practices and beliefs along the way.

We pride ourselves on providing an environment where everyone, regardless of role or experience, is challenged to learn. The ability to learn and adapt quickly will not only benefit the company, but also help you succeed in a world that is changing rapidly. As a Trainee Decision Scientist, you will participate in the Mu Sigma Decision Scientist Certification Program which is offered by Mu Sigma University, our training arm. This certification program is one of a kind and aims to help you become a well-rounded Decision Scientist through a combination of training and on-the-job experience. This program provides you opportunities to obtain three levels of certifications by developing a multi-disciplinary skill set encompassing Math, Business, Technology, and Behavioral Science. More details of this mandatory program can be found in **Annexure 1**.

An estimate of your total compensation is provided in the Cost to Company form in **Annexure 2**. Your annual compensation will include base salary, variable performance bonus, provident fund contributions and other components listed in **Annexure 2**. You will also be paid a Salary Advance of Rs.5 lakhs, upon successful completion of your training program and being certified by the Mu Sigma University (MSU). The variable performance bonus will be determined based on your performance as well as the company's performance. Please note that your compensation at any time will be governed by the prevailing company policies and will be subject to deductions in accordance with applicable laws and regulations.

As a Mu Sigma employee, you will also be eligible for a bouquet of benefits as listed below:

1. **Leave benefits:** A flexible paid time-off plan which includes earned leave, casual/sick leave. This plan and leave accrual will be in accordance with the prevailing company policy.
2. **Medical insurance benefits for its employees and their families:** The company's medical insurance plan covers you and up to three of your dependents for hospitalization expenses up to INR 3,00,000.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

3. **Critical Illness benefit cover:** This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the life time of the employee. This is applicable only for the employee.
4. **Kwench:** This is a free online library service that Mu Sigma provides its employees. You can access the library at a click and enjoy the goodness of great books & good authors. Kwench is that platform which enables you to borrow books online and the ordered book is delivered to office.
5. **MuShop:** Mu Sigma has partnered with MyPerks, DealsPoint & HiFives in an endeavor to bring fantastic deals with regard to electronic items, household goods, books, grocery items etc. under an employee discount program.

Note: These benefits are subject to change at the discretion of the management.

Background & Drug checks:

The Company shall be entitled, at its discretion, to conduct reference and / or background checks and/or Drug checks as per Company policy. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time.

As part of the joining process it is important that you provide us with the documents listed in **Annexure 3**.

Termination of Employment:

This offer stands withdrawn with due communication and employment will be terminated without notice if the offered candidate or employee has not completed the entire academic course i.e. has been unable to clear / pass every subject of the course successfully , to be eligible for the award of a valid degree.

Termination of employment and consequences of termination shall be governed by the applicable clauses as contained in the employment agreement that you will be required to sign on the Date of Joining.

General:

This letter shall be construed to be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered to be a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time prior to the Date of Joining. This Offer Letter is subject to a successful completion of the hiring process, which includes execution of the standard non-disclosure and inventions assignment agreements and execution of the appointment letter/contract of employment between you and the Company and any other documents as requested by Company as and when required.

You are bound to abide and adhere to the policies, rules and regulations enforced by the company from time to time including those related to conduct, discipline, benefits, salary review, retirement and any other matters as though these rules, regulations and orders were a part of the agreement. Such policies rules and regulations may be subjected to alteration and amendment at the discretion of the management.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Governing law:

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

Acceptance of our offer:

This offer letter supersedes any prior offer letters or employment agreements you might have received from Mu Sigma. Please acknowledge your acceptance by signing below. We look forward to welcoming you to Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

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

Deepinder Singh Dhingra
Director

On behalf of Mu Sigma Business Solutions Pvt. Ltd.

Declaration

I have carefully read and understood the terms of this agreement /offer letter including all the annexures and accept the same unconditionally. I agree to be bound by rules and regulations of the company as may be amended from time to time.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

Mu Sigma Decision Scientist Certification Program

As a Mu Sigma employee, you are eligible and required to participate in the Mu Sigma Decision Scientist Certification Program, which is offered through Mu Sigma University (MSU), Mu Sigma's training arm. The certification program aims to create well-rounded Decision Scientists by imparting the requisite training in Business, Applied Math, Technology and Behavioral Sciences. At the time of joining you will be uncertified and designated as a Trainee Decision Scientist. It is mandatory for you to acquire the requisite certifications to move to the next designation in a time frame as shown below:

Designation	Certification Period Window	Certification
Certified Decision Scientist	Between 18-24 months from DOJ	Decision Scientist – Beginner
Senior Decision Scientist	Between 33-42 months from DOJ	Decision Scientist –Practitioner
Apprentice Leader	Beyond 42 months	Decision Scientist – Manager

Please note that your compensation is not linked with the certification and promotion while you are on the fixed career track.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 2

TOTAL COMPENSATION BREAKUP (in INR)					
Sl No	Particulars	Per Annum	Per Annum	Per Annum	CTC over 3 jumps
1	Basic Pay	148,500			
2	HRA	59,400			
3	Conveyance	19,200			
4	Special Allowance	85,080			
5	Employer's Contribution to PF*	17,820			
	Total compensation	330,000			
	1st Compensation Revision				
1	Basic pay		222,750		
2	HRA		89,100		
3	Conveyance		19,200		
4	Special Allowance		142,350		
5	Employer's Contribution to PF*		21,600		
6	Variable pay		55,000		
	Total Compensation		550,000		
	2nd Compensation revision				
1	Basic pay			293,625	
2	HRA			117,450	
3	Conveyance			19,200	
4	Special Allowance			200,625	
5	Employer's Contribution to PF*			21,600	
6	Variable pay			72,500	
	Total Compensation			725,000	
	Advance Salary**				500,000
	Total Compensation (over three jumps)				21,00,000 ***

- You can claim income tax exemption on medical reimbursement subject to submitting bills before due dates specified from time to time by the Talent Management team.
- Leave Travel Allowance claims will be treated as per existing tax laws and the remainder will be paid as Special Allowance and taxed accordingly.
- You should be on the rolls of the company at the time of the payout to be eligible for performance based variable Pay. You would not be eligible for this payout if you have resigned/exited or serving notice.
- Compensation revision is applicable as per the defined organization timelines

* PF amount mentioned may differ based on nationality as per governing laws.

** You shall execute and comply with the conditions mentioned in the Salary Advance Agreement

*** Over three jumps, the total CTC will be at least Rs.21 lakhs

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 3

Documents required at the time of joining

We request you to submit two copies of the following documents:

- a. All educational certificates including mark sheets in full
- b. ID proof / Address proof : Passport & / Driver's license / Election ID Card/Pan Card/UID
- c. Particulars of blood group and any medical allergies
- d. Recent passport sized photographs (four nos)
- e. Copy of PAN Card.

The Company reserves the right to request for any additional documents to be submitted along with the above on the Date of Joining or at any time during the term of employment

Please report on your date of joining at **8.30 a.m.** at the below mentioned address:

Mu Sigma Business Solutions Pvt. Ltd.

13th Floor, Aviator Building Ascendas – ITPB SEZ,

Whitefield road, Bangalore - 560066.

In case of any queries or questions you can reach out to:

- Contact Person : **Alisha Afroz**
- Email id : Alisha.Afroz@mu-sigma.com
- Contact No. : **+91 - 9036198273**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

HRD/INTEVA/C&B/2017
Dated: 27th February 2017

Mr. Nilesh Kumar Singh
Bangalore

Dear Nilesh,

Congratulations! We are pleased to offer you the position "Graduate Engineer Trainee" at Inteva Products India Automotive Private Limited, Bangalore location.

We are confident that the professional challenge and work environment will be of great attraction and you will get every opportunity to advance in your career. The details of your offer are as shown in the annexure.

Please communicate your acceptance by 28th February 2017. As agreed during our discussion you are requested to join us on or before 12th June 2017 otherwise this offer stands withdrawn automatically, until unless mutually agreed upon. The compensation statement has to be strictly confidential.

A detailed appointment letter will be issued, after you join the services of the company.

You are requested to produce the copies of the following for our records at the time of joining:

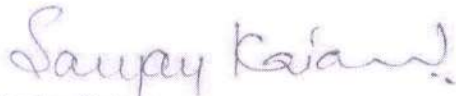
1. Education certificates
2. Three copies of passport size photograph
3. Passport (if you do not possess a valid Indian Passport, please apply for the same immediately).
4. PAN Card
5. Aadhar Card.

This Offer is valid only on successful completion of pre-employment health check-up and on receipt of physical fitness certificate issued by the recommended hospital.

If you need any further clarifications regarding your proposed employment with us, please get in touch with the undersigned.

With Best Wishes,

For Inteva Products India Automotive Pvt Ltd



Sanjay Kataria
Managing Director - India

Annexure		
Compensation Details : Nilesh Kumar Singh		Location : Bangalore
Position Offered: Graduate Engineer Trainee		Date : 27th February, 2017
	Salary Components	Amount per Annum (₹)
1	Basic (50% on Gross)	126,600
2	HRA (40% on Basic)	50,640
3	Conveyance Allowance	36,000
4	Children Education Allowance	2,400
5	Flexible benefit plan	37,560
Gross Salary		253,200
	Perquisites	
6	Food Coupons	26,400
7	Medical Reimbursement	15,000
8	Personal Development Pay	27,612
Total Fixed Pay		322,212
	Retirals	
9	Provident Fund (12% on basic)	21,600
10	Gratuity*	6,087
Retirals Total		27,687
11	Variable Pay**	12,660
Target Cost to the Company		362,559
<p>* Gratuity shall be payable to an employee on the termination of his/her employment after he/she has rendered continuous service for not less than five years as per the Gratuity Deed.</p>		
<p>** Variable pay has been estimated @ 5% of Individual Gross and will be decided on annual basis as applicable. The percentage of variable pay will be based on the criterion set forth by the company that will include both Individual & company performance.</p>		
<p>The details of your compensation plan are "Confidential" and you may discuss any queries with your immediate supervisor or the undersigned only.</p>		
<p>I have understood & agreed for the above offer</p>		
<p>Name</p>		
<p>Date</p>		

For Inteva Products India Automotive Pvt. Ltd.,



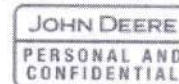
Sanjay Kataria
Managing Director - India



17.239

John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Pune Works
Off Pune-Nagar Road, Sanaswadi
Pune 412208, India

Tel: +91 (2137) 667111
Fax: +91 (2137) 666837/ 666838



Date: May 16, 2017

Ms. Lakshmi Anjani Nurukurthi

Dear Lakshmi Anjani,

It gives us great pleasure to welcome you to John Deere India Pvt. Ltd (John Deere or Company). With making this leap to John Deere, you have become a part of a global company that takes pride in providing a value based workplace and exciting growth opportunities to its employees. Beginning here, starts your journey of delivering challenging projects in an innovation driven and enriching workplace.

John Deere takes pride in its more than 175 year old heritage and experience in developing technology and equipment that helps billions of people achieve a better quality of life. Being affiliated with John Deere brings a sense of purpose and satisfaction that comes from working with talented employees in a reputed organization that provides quality products and services to its customers. It's an exciting time to work here!

We are confident that you would take the right decision of joining us. Enclosed herewith is your detailed Appointment Letter. Please get in touch with us in case you have any queries regarding the components of this letter.

We wish you a successful career with John Deere India Private Limited!

**Yours Faithfully,
For John Deere India Private Limited**

**Ranjan Srivastav
Vice President - HR Operations**

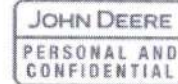
Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013. India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in



JOHN DEERE

John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Pune Works
Off Pune-Nagar Road, Sanaswadi
Pune 412208, India

Tel: +91 (2137) 667111
Fax: +91 (2137) 666837/ 666838



Date: May 16, 2017

**Ms. Lakshmi Anjani Nurukurthi
Nurukurthi Surya Chandra Rao ,
H-No 3-310, Spinning Mill Colony-2, Lalacheruvu, Rajahmundry,
East Godavari District, 533106**

Subject: Appointment Letter

Please refer to the application for the post of **Graduate Engineer Trainee** and subsequent discussions you had with us. We are pleased to appoint you on the following terms and conditions:

A) Appointment

1. JOB TITLE & POSITION:

You will be appointed and designated as **Graduate Engineer Trainee**.

2. DATE OF JOINING:

Your date of appointment is effective from the date of joining which shall be not later than **3rd July, 2017**. If you do not join by this date this appointment stands withdrawn – unless the date of joining is extended and communicated to you in writing.

3. JOINING LOCATION:

On your date of joining, you will report for duty at the following address:
John Deere Technology Center, Tower # 14, Cybercity,
Magarpatta City, Hadapsar, Pune – 411 028

4. REPORTING:

You will report to such manager / supervisor who will be assigned by the Company as your supervisor from time to time

5. PROBATION & CONFIRMATION:

You will be on probation for a period of 12 months from the date of joining and will continue to be on probation until your services are confirmed, in writing, by the Company. Confirmation will be dependent upon your satisfactory performance, no integrity or performance related issues being highlighted as part of reference / background check that the Company may conduct and you being declared and remaining medically fit by a medical officer or by a doctor specified by the Company.

6. PLACE & NATURE OF WORK:

Your services may be transferred or rotated to any of our establishments, other place of business of the Company, it's subsidiaries, departments or associates of the company whether in or outside India or, any other job of whatsoever nature as the management may deem fit from time to time as per business exigencies, anywhere in or outside India.

7. HOURS OF WORK AND PAID HOLIDAYS:

Your working hours will be governed by applicable law and Company may revise the same from time to time. You will observe the working hours and holidays normally observed by the Department you are assigned to. Because of frequent contact with overseas offices and compliance with various deadlines, it will be necessary from time to time to report for work earlier and / or to work later, all as required. There will be no compensation for additional time worked beyond the normal office hours. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time by the Company.

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013. India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in



JOHN DEERE

8. RETIREMENT AGE:

The retirement age is 60 years. The actual date of retirement shall be the last working day of the calendar month on which your 60th birthday falls.

B) Compensation

1. REMUNERATION PACKAGE:

Total Cost to Company: **Rs. 501,336/-** only.

2. COMPENSATION ADMINISTRATION & DELIVERY:

Increments will not be automatic. Your compensation will be reviewed, in accordance with the review cycle determined by the Company and shall be based on your performance during training / probation and thereafter, business performance and market pay trends.

3. The Salary structure is enclosed herewith as **Annexure "A"**.

C) Other Benefits

Please refer to Annexure "A".

D) Terms and Conditions of Employment

Please refer to Annexure "B".

Please note that the Annexure(s) form integral part of this Appointment letter and should be read in conjunction with the above terms and conditions.

**Yours Faithfully,
For John Deere India Private Limited**

**Ranjan Srivastav
Vice President - HR Operations**

**Pankaj Mohite
(Prepared By)**

DECLARATION

I, (Indicate name in full) have read and understood the aforesaid terms and conditions and Annexure(s) of the Appointment Letter. I understand them fully and do hereby accept the employment.

Name :

Signature :

Date :

Enclosures:

- Salary Structure
- Term and Conditions

**JOHN DEERE**

JOHN DEERE
PERSONAL AND CONFIDENTIAL

Annexure - I

NAME	Lakshmi Anjani Nurukurthi	
UNIT	JDPW	
GRADE / BAND	00	
DESIGNATION	Graduate Engineer Trainee	
DEPARTMENT	Operations	
LOCATION	Pune	
COMPENSATION (FIXED CTC) INR	5,01,336	
COMPENSATION STRUCTURE		
	Monthly	Annual
MONTHLY COMPONENTS		
Basic	14622	175468
House Rent Allowance	5849	70187
Uniform Maintenance Allowance	300	3600
Education Allowance	200	2400
Medical Reimbursement	1250	15000
Conveyance Allowance	1600	19200
Professional Development Allowance	2000	24000
Superann. Equalization Allowance	2193	26320
National Pension Scheme Equalization	1462	17547
Leave Travel Assistance Allowance	0	0
Other Allowance	6692	80300
Total Gross Salary	36168	434022
ANNUAL COMPONENTS		
Leave Travel Assistance	1219	14622
Bonus / Ex Gratia	833	10000
Total Annual	2052	24622
RETIRALS		
Provident Fund	1755	21056
Gratuity	703	8436
Superannuation (Optional)	0	0
National Pension Scheme (Optional)	0	0
Total Retirals	2458	29492
BENEFITS		
Meal Benefit	1100	13200
Total Benefits	1100	13200
TOTAL FIXED CTC	41778	501336

Compensation is subject to all applicable Income Tax laws currently in force.

Please keep your compensation details strictly '**CONFIDENTIAL**'. Contact HR for any clarifications.

You agree that the Company has the right to withhold a partial or full Compensation including Variable Pay at any point of time.



JOHN DEERE

EXPLANATORY NOTES:

Uniform Maint. Allowance: You will be required to submit details of expenditure incurred by you to determine taxability of the same. Tax benefit applicable only to those employees who are required to wear a uniform, provided by Company.

House Rent Allowance: Income Tax benefit available to the extent of actual rent paid. Employee needs to submit proof of rent paid by submitting a copy of the Rent Agreement and proper stamped rent receipts.

Education Allowance: Please submit details of actual expenditure incurred by you to determine the taxability.

Medical Reimbursement: The same would be payable on monthly basis. Tax benefit will be given on actual expenses incurred. You will need to submit the details of medical expenditure along with all supporting before March 1st, every year to determine the taxability of the same.

Conveyance Allowance: Taxable as per Income Tax Act.

Professional Development Allowance: Employee can get a tax benefit on purchase of relevant books or attending programs aimed at professional development. It does NOT cover purchase of newspapers or club memberships. Payable monthly but employees will need to submit relevant vouchers in the month of March to claim tax benefit. Check with HR for details.

Provident Fund & Gratuity: You are eligible for provident fund and gratuity upon your employment commencement. Both you and the Company shall make contributions in accordance with the provisions of the Employees Provident Funds and Miscellaneous Provisions Act 1952, if applicable. If eligible, you would be entitled to gratuity in accordance with the Payment of Gratuity Act 1972.

Superannuation / Superannuation Equalization Allowance: Employees in all Grades can opt for superannuation. It is purely voluntary. Superannuation is governed by the rules and regulations framed under Superannuation Trust and their changes from time to time. If an employee does not want to participate in the Superannuation scheme, then the Superannuation Equalization Allowance will be paid in lieu thereof. Superannuation Equalization allowance will be paid as monthly allowance and will be taxable as per the Income Tax rules.

National Pension Scheme / National Pension Scheme Equalization: Employees in all Grades can opt for National Pension Scheme. It is purely voluntary. National Pension Scheme is governed by the rules and regulations framed under Pension Fund Regulatory and Development Authority and subject to changes from time to time. If an employee does not want to participate in the National Pension scheme, then the National Pension Scheme Equalization will be paid in lieu thereof. National Pension Scheme Equalization will be paid as monthly allowance and will be taxable as per the Income Tax rules.

Leave Travel Assistance (LTA)\Leave Travel Assistance Allowance: Employee can opt for Leave Travel Assistance Allowance. It is purely voluntary. If an employee opts for Leave Travel Assistance Allowance then allowance will be paid monthly. If employee does not opt for LTA Allowance then it would accumulated until employee claims for LTA. LTA and LTA Allowance will be taxable as per the Income Tax Rules.



JOHN DEERE

Bonus / Ex Gratia: Payable annually during the Diwali festival. Will be pro-rated for period of service.

Mediclaim Coverage: Company policy covers the employee and three dependents. A married employee has to cover spouse and dependent children. An unmarried employee can cover dependent parents till such time the person's marital status does not change. Currently, coverage amount is 2 lacs upto grade 7 and Rs 4 Lacs for grade 8 and above. A married employee can cover dependent parents by paying the extra premium. Please check with HR for details.

Group Personal Accident Policy (GPA): You will be covered by the Group Personal Accident insurance policy as per Company rules. Currently all the employees are covered for a GPA policy of Rs. 15,00,000/- each for 24 hours, 365 days.

Group Term Life (GTL) – GTL is a benefit extended by company that provides life cover of three times of Total Annual Fixed Pay to all the employees. The premium cost is borne by the company. In addition, employee has the choice of increasing the cover two more times the Total Annual Fixed Pay by paying premium for additional sum assured.

Transport: Company provides Transport facility at subsidized rate. For employees availing the facility, appropriate deductions will be made. This is subject to change at Company's discretion.

Other Benefits:

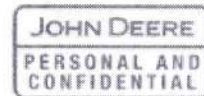
Company Leased Car Plan (CLCP): It is a voluntary program. On confirmation, eligible employees who opt for CLCP, the car lease amount will be reduced from Other Allowance and paid to the leasing company. Check with HR for details.

Meal Card: All employees will be given a Meal Card for availing the Canteen facility. Fringe Benefit Tax as per Income Tax rules is applicable and will be deducted annually in February payroll.



Annexure B

Terms and Conditions of Employment



1. BACKGROUND/ EMPLOYMENT VERIFICATION:

By accepting the appointment, you are formally authorizing the Company to conduct a reference check and / or a background check on you and agree to undergo medical examination by a doctor authorized by the Company at the time of joining or, any time during the employment with the Company.

Discrepancy, if any, in this regard, the Company at its discretion will initiate required action without reference to you.

On separation, you also authorize the Company to provide feedback to your next employer on employment details required.

2. DUTIES:

- a) You are to devote your whole time, attention and ability to the interest of the Company.
- b) You are to treat as strictly confidential the affairs of the Company and its customers of which you may be cognizant particularly the drawings, quotations, specifications and other manufacturing information.
- c) You are not to interest yourself in any business or do any trading on your account
- d) You will not take up any other professional assignment, either part time or full time, honorary or for remuneration, including public offices, without the prior written approval of the Company.

3. CODE OF CONDUCT:

John Deere prides itself as a company with the highest order of ethical conduct in its dealings with associates, customers, suppliers, agents and governments. As part of your employment agreement with the Company, you will be expected to sign and be bound by CBC and Patent & Confidential Agreement. You will also be expected to adhere to the Company's policies and procedures, framed from time to time.

4. TERMINATION OF EMPLOYMENT:

During the probationary period, either party will be entitled to terminate the contract of employment by giving 14 days' notice in writing to the other or payment in lieu thereof. After confirmation, the Company may terminate your services without assigning any reason, by giving a notice period of ninety calendar days' or Basic salary in lieu thereof. In case you wish to resign or leave the service of the Company you will be required to give three month's prior notice in writing. The Company at its sole discretion may accept three month's Basic salary, or part thereof, in lieu of the notice.

If in the reasonable opinion of the Company you are guilty of misconducts, violated the provisions of the Code of Business Conduct (earlier known as "Business Conduct Guidelines") (CBC), policies, workplace harassment etc. Company may terminate your employment without notice and any payment thereof. Misconduct includes but is not limited to dishonesty, theft, misrepresentation, charged with any criminal offence, adjudged insolvent or become bankrupt, breach of CBC, policies and/or refusal to obey reasonable command of Company, supervisor, applicable laws and rules.

5. ON SEPARATION:

On termination of your employment by the Company and/ or resignation during the period of your probation or thereafter, you will immediately return to the Company all tools, accessories, formulae, documents, specifications, books etc. of whatsoever nature in your custody, care of charge and obtain clearance certificate from the relevant person / office/ department, on production of which alone your dues, if any, will be settled by the Company.



JOHN DEERE

6. DISPUTES:

In the event of any dispute, difference, interpretation relating to or arising out of this contract shall be referred to the sole arbitrator. The sole arbitrator shall be appointed by the Company. The arbitration proceedings shall be as per the provisions of Arbitration and Conciliation Act 1996. The place of arbitration shall be in Pune. The award of the sole arbitrator shall be final and binding on the parties.

Save as above, the competent law courts of Pune shall have exclusive jurisdiction to try the matters arising out of this contract.

7. GENERAL:

This appointment is contingent upon the following conditions:

- a) All information you would have provided/will provide in future must be true and accurate.
 - b) That you are not a party to any non-competition or other similar agreement, nor are you subject to any restriction which could interfere with the performance of your duties as an employee of John Deere.
 - c) You shall at all times, indemnify and keep indemnified Company against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by Company in or in connection with any action, claim, proceeding or demand instituted or made against Company caused or occasioned by your breach, failure, default or neglect, in the opinion of Company to observe and comply fully with the terms and conditions your employment with Company herein contained.
 - d) You represent that by accepting the terms of the agreement, that you will not be in violation of the terms of any agreement(s) with your previous employers or third parties.
 - e) You may be selected and sponsored by the Company for training and / or assignments in India and /or abroad. You will diligently and beneficially take part in the training and / or such assignments. The cost of such training and / or assignment including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by you and the Company specifying the minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company or forfeiture/payment of bond funds and/or certain compensation in the event you voluntarily terminate the contract of service, prior to the expiry of the agreed period of service referred to herein above.
 - f) You are expected to dress in business attire, smart casuals and / or uniform based on the existing policy of the Company which may be revised from time to time.
 - g) You will be solely responsible for your income tax. Where required by the local laws and tax authorities, the Company will deduct income taxes you owe from your monthly income and remit such monies to the tax authorities on your behalf.
 - h) You will inform the Company of any change in your personal data within 3 working days.
- 8.** On the date of your reporting for duty, please carry photocopies of the following documents and also the originals, for completing the joining formalities:
- Proof of Age - either SSC Certificate or School Leaving Certificate
 - Relieving Certificate or service certificate from your present employer
 - Educational certificates including mark sheets
 - Your last salary / pay slip and Appointment Letter of your previous organization
 - Identity proof – PAN card, passport or voter identity card, passport size photographs



JOHN DEERE

9. Notwithstanding anything contrary stated herein, breach of any of the above terms and conditions will render you liable for termination of your employment without notice or compensation thereof.

10. In accordance with the standard practice of the Company, we request you to treat the terms of your employment as private & confidential.

11. All the terms and conditions of employment with the Company will be governed by the rules and regulations, policies, procedures and guidelines of the Company, which are subject to change from time to time, at the sole discretion of the management, without giving any notice or assigning any reason thereof.



17.240

Private & Confidential

June 3, 2017

Mr. Rajat Kumar
P 232 om shiv colonyJaipur
Rajasthan
PIN- 302014**Re: Letter of Appointment**

Dear Rajat,

Congratulations! Further to your Campus interview, we are delighted to offer you employment with TATA Technologies as a '**Graduate Engineer Trainee**' at an annual gross remuneration of **Rs. 400000 (Four Lakhs Only)**. Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on October 4, 2017 @ 0800 hours and report to:

Kamlesh Jagdale (Mobile – 09552503609) or Snehal Kinekar (Mobile - 7722046323)
Tata Technologies Ltd.
25, Rajiv Gandhi IT Park
Hinjewadi Phase - 1
Pune - 411057

Please go through the following enclosed documents comprehensively.

1. Terms of the employment offer - Annexure A
2. Compensation break-up - Annexure B
3. Pre-joining documents checklist - Annexure C
4. Summary of Benefits - Annexure D

At the time of joining, please provide us with a signed copy of the "Terms & Conditions of Employment" (Annexure – A) confirming your acceptance of the same.

In case you require any clarifications, please contact any of the following persons:

- **Mr. Kamlesh Jagdale**
- **Ms. Snehal Kinekar**

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With warm regards

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park Hinjewadi Pune 411 057 India
Tel: 91-20-6652-9080 Fax: 91-20-6652-9035

CIN No: U72200RN1994PLC011312



Shalini Jain
Head - Human Resources India

Annexure "A"

Terms and Conditions of Employment

FOR:
Mr. Rajat Kumar
P 232 om shiv colony

Jaipur
Rajasthan
PIN- 302014

In pursuance to our discussions had with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

1. Verification & submission of copies of certificates

Your appointment is subject to your clearing the B.E. / B. TECH. **Course with minimum 60% in aggregate of all semesters by June 2017.** Please bring originals and copies of your final degree certificate and mark-sheet for mandatory verification & our record. In case these final certificates & mark sheets are yet to be released by your college, they will need to be verified immediately as available. If it transpires after you join us, that you have secured less than 60% marks (CQPI up to your final college semester) we will be compelled to terminate your services.

2. Training & Confirmation

Your training period shall be of 1 year and shall comprise of both "Class Room" and "On the Job" training content. Your performance on the training program will be assessed both during and at the end of the program. Successful completion of the Training program is mandatory for your confirmation and continuation of employment.

Our training location for the Classroom Training (Six weeks approximately) is centralized at Pune, irrespective of the final work location to which you are assigned.

3. Designation & Work location

You will be designated as **Graduate Engineer Trainee.** Your location of posting will be communicated before completion of your Class Room Training Program at Pune. In case your work location is other than Pune, you need to travel to that location immediately after the Class Room training at your own cost. The company also reserves the right to transfer its employees any time during their tenure of service to any location or department of the company, or its Affiliates or to a Customer's "Work Location".

4. Work Timings

The days & timings of work may vary depending on your location of work and the Customer account to which you are assigned. This may also involve working in shifts or beyond normal working hours depending on exigencies of work. Unless otherwise specified, such additional hours of work shall be deemed to be covered in your remuneration detailed in section 6 below. You shall abide by the office

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 35 Rajiv Gandhi Infotech Park, Hinjewadi, Pune-411 057 India

Tel: 91 20 6652 9090 Fax: 91 20 6652 9055

CH No. 072206PM10948LCO13313



duties, stand-by duties, time schedules and other directions as may be prescribed by the Company from time to time. The Company at its sole discretion shall regulate the time schedule of the duties.

5. Unauthorized Absence & Alternate Engagement:

Absence for a continuous period of three days without intimation is construed as "Unauthorised Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

6. Remuneration

In the first year of your employment, your Annual **Total Cost to Company** shall be **Rs.400,000** (Rupees Four Lakhs Only). Thereafter, the company norms and practices will apply. The break-up of your remuneration is attached as **Annexure "B"**. You are also eligible for the following:

- **Loyalty Bonus:**
You will be eligible for a One-Time Loyalty Bonus of **Rs. 75000** (Seventy Five Thousand Only) on your successful completion of three years continuous service with the company.
- The above bonuses shall not be paid in advance of completion of the stipulated period of service or be paid pro-rata, proportionate to a completed period.

7. Income Tax

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie on you.

8. Benefits

In addition to the above remuneration, you will be entitled for benefits of Gratuity, Provident Fund and Group Medical Insurance, Group Personal Accident, Group Term Life Insurance coverage, location specific transport, canteen services & other available facilities. You will be eligible for leave commensurate with the norms followed at individual locations for specific customer accounts.

9. Superannuation

You shall retire from the services of the company on attainment of sixty years of age.

10. PTO / Holidays

You shall be governed by the provisions of Paid Time Off (PTO) policy.

11. Code of Conduct

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 35 Rajiv Gandhi Infotech Park, Hitech Park, Hitech Park, 411 007, India
Tel: 91 20 6652 9090, Fax: 91 20 6652 9015

CIN No. U72200PN1998PLC013313



With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

12. Background Check

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If the information furnished by you while seeking employment, is found to be incorrect, misleading or suppressed or upon being found with past conviction for criminal acts, the Company shall be within its rights terminate your services.

13. Data Protection and Privacy

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the 'Individual Confidential Nondisclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Nondisclosure Agreement.

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies group of companies globally in connection with the conduct of business. You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job.

It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in Employee Self Service Portal.

14. Conflict of Interest

In the event of your decision to sever the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the company, customers with whom you were engaged during the employment with company.

15. Medical Fitness

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the company. We presume that the validity of answers you gave in our application & Medical form at Campus interview still prevail. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any medical serious medical conditions arise whilst in service.

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 23 Raju Gandhi Infotech Park, Hinjewadi, Pune-411 057 India

Tel: 91 20 6652 9000 Fax: 91 20 6652 9035

CIN No: 1772009PN1994PLC012383



Any concealment of correct & up to date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

16. Separation

Your appointment is subject to termination with **three months' notice** by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or a part thereof.

Notwithstanding what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

17. General

The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments from time to time. You will also abide by all these and other rules and regulations of the company as shall be in force, from time to time.

For TATA Technologies Ltd

Prasanna Kumar Reddy C
Global Head – Compensation & Benefits

I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective October 4, 2017

I further agree that I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.

Name: Rajat Kumar

Signature of the Candidate:

Date:

Place:

TATA TECHNOLOGIES

Tata Technologies Limited
Registered Office: 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune 411 057, India
Tel: 91 20 6652 9090, Fax: 91 20 6652 9035
CIN: No. U72200PN1994PLC013213

**ANNEXURE B****COMPENSATION STRUCTURE**

Name	Mr. Rajat Kumar	
Grade	L1.1 - GET	
COMPONENTS	Monthly	Annual
Consolidated Salary (Basic Salary)	10,100	121,200
House Rent Allowance (HRA)	4,040	48,480
Conveyance Allowance	1,600	19,200
Bonus	2,000	24,000
Flexible Benefits Plan*	11,333	135,995
Retirals		
Provident Fund (Employer)	1,212	14,544
Gratuity	486	5,830
Superannuation Allowance / Pension Scheme**	1,515	18,180
Total Fixed Compensation	32,286	387,429
Cost to Company (CTC)	32,286	387,429
Insurance Premium paid by Company (Notional) :		
Group Medical Insurance	-	12,050
Group Personal Accident & Group Term Life Insurance	-	521
Total Cost to Company (TCTC)		400,000

Note:***Flexible Benefit Plan**

Please refer FBP Policy guidelines on India HR Policy Portal for details on limits under each component.

- Leave Travel Assistance
- Medical Reimbursement
- Children Education Allowance
- Children Hostel Allowance
- Telephone Bills Reimbursement
- Mobile Handset Reimbursement
- National Pension Scheme
- Group Term Life Insurance (Top-up)

(Unallocated FBP amount will be shown under Special Allowance)

TATA TECHNOLOGIES

Tata Technologies Limited
Registered Office: 25 Rajiv Gandhi Infotech Park, Hinjawadi, Pune 411 057 India
Tel: 91 20 6652 9090 Fax: 91 20 6652 9035
CIN No: U72200RN1994PLC013313



**Superannuation Allowance / Pension Scheme – Employee will have two options to choose (1) To join Superannuation Pension Scheme. Once you have chosen the option, you will not be allowed to change or (2) To get Superannuation Allowance on monthly payout basis which is subject to tax.

Annexure "C"

CHECKLIST

At the time of reporting, you are requested to submit the following documents *

S. No.	Particulars	Checklist Yes / No
A.	Course Completion Certificate from the college Principal.	Yes / No
B.	Please bring the following certificates in original supporting your educational qualifications along with mark sheets for verification only and two attested copies of each document for joining formalities	Yes / No
	1. Xth Certificate & mark sheets	
	2. XIIth Certificate & mark sheets	
	3. Degree Certificate & Semester/year-wise mark sheets	
	4. Master's Certificate & Semester/year-wise mark sheets	
	5. Diploma/PG Diploma Certificates & Transcripts	
	6. Any other Certificates with supporting documents, if any	
C.	Duly Signed copy of our offer Acceptance letter	
D.	Passport size photographs with a <u>grey background</u>	
E.	PAN Card and Proof of PAN Number You must carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number	Yes / No
F.	Valid Passport Please submit copy of the valid Passport (inclusive of all blank pages). In case if you did not apply please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to VDS Joining Formalities Team	Yes / No
G.	Medical Certificate of Fitness along with medical practitioner's details	Yes/ No

Note:

- *Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer of appointment.
- **Please ensure to carry all the Original documents for our verification at the time of your joining.**

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, HITEC Park, Hyderabad - 500 081, India
Tel: 91 20 6652 9090 Fax: 91 20 6652 9015
CIN No: U72200RN1994PLC013313



Annexure "D"

SUMMARY OF BENEFITS

We are committed to the health and overall well-being of our employees. We constantly strive to improve and bring better benefits for our employees. Here are some of the domain wise benefits that you can avail of to achieve a better work-life environment.

(A) Wellness:

1. Group Medical Insurance Policy

Employees and their dependents are covered with a Medical Insurance policy for Hospitalization. A basic cover is provided at company's cost. However there is a provision to take additional cover at your cost. To meet domiciliary medical expenses, your compensation includes an allowance paid monthly. There are several other benefits under our medical policy. Please visit our intranet site for complete details.

2. Group Personal Accident Insurance Policy

All our employees are covered under a 24X7 Accident insurance coverage (Premium paid by company)

3. Group Term Life Insurance Policy

All our employees are covered under a Term Life Insurance Policy (Premium paid by company) with basic cover. However, there is a provision to opt for top up coverage (Premium to be borne by employee).

4. Annual health Check Up

The Company does not take the appropriateness of your health for granted. It considers the risks of serious undetected health issues that can impact your life. Facilities for Company paid annual medical check have been set up. We appreciate the pressures you need to address on the work and home fronts. However, do take the time off for a medical check just once a year to de-risk potential health issues. You owe this to yourself and your family.

(B) Asset Creation

1. Interest Subsidy on Housing Loan

We know that for many of you buying a home is an important lifetime event for you and your families. To help you, Company provides interest subsidy on housing loans. It gives you the flexibility to borrow from any financial institution and yet save interest costs. For details please refer the Policy on "Interest Subsidy on Housing Loan".

2. Car Policy

Employees with T/S & L1 grade will be eligible for subsidy on Car loan [Rs. 12000 & Rs15000 per annum].

(C) Personal Development:

1. Training

We have an elaborate program to cover employees with class based training as well as on job training on technical and cognitive needs.

2. Education Enhancement

We are committed to supporting our employees achieve higher education and learning as a part of their self-development. We provide study leave under special circumstances for pursuing higher education subject to policy guidelines in the Education Enhancement Policy. Fifty percent costs of tuition & examination fees are reimbursed on successful achievement of higher educational qualification.

3. Skill Enhancement

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, Hiranagar, Pune 411 057, India
Tel: 91 20 6652 9090 Fax: 91 20 6652 9035
CIN No: U72200PN1994PLC013313



Our Company also supports, facilitates and encourages employees to enhance their technical qualification by pursuing contemporary certification courses in specialize skill areas. Here too fifty percent of tuition & examination fees are reimbursed on successful acquisition of certification.

Note: The Management has the right to modify / change / delete any or all of the above benefits without prior notice.

TATA TECHNOLOGIES

Tata Technologies Limited

Registered Office: 25 Rajiv Gandhi Infotech Park, Hinjawadi, Pune-411 057, India
Tel: 91 20 6652 9020 Fax: 91 20 6652 9035
CIN No: U72200PN1994PLC013813

HRD/INTEVA/C&B/2017
Dated: 27th February 2017

Mr. Ramakant Yadav
Bangalore

Dear Ramakant,

Congratulations! We are pleased to offer you the position "Graduate Engineer Trainee" at Inteva Products India Automotive Private Limited, Bangalore location.

We are confident that the professional challenge and work environment will be of great attraction and you will get every opportunity to advance in your career. The details of your offer are as shown in the annexure.

Please communicate your acceptance by 28th February 2017. As agreed during our discussion you are requested to join us on or before 12th June 2017 otherwise this offer stands withdrawn automatically, until unless mutually agreed upon. The compensation statement has to be strictly confidential.

A detailed appointment letter will be issued, after you join the services of the company.

You are requested to produce the copies of the following for our records at the time of joining:

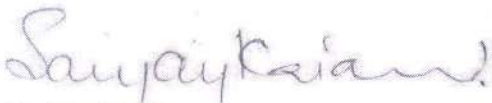
1. Education certificates
2. Three copies of passport size photograph
3. Passport (if you do not possess a valid Indian Passport, please apply for the same immediately).
4. PAN Card
5. Aadhar Card.

This Offer is valid only on successful completion of pre-employment health check-up and on receipt of physical fitness certificate issued by the recommended hospital.

If you need any further clarifications regarding your proposed employment with us, please get in touch with the undersigned.

With Best Wishes,

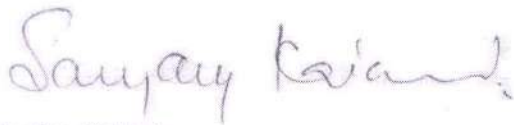
For Inteva Products India Automotive Pvt Ltd



Sanjay Kataria
Managing Director - India

Annexure		
Compensation Details : Ramakant Yadav		Location : Bangalore
Position Offered: Graduate Engineer Trainee		Date : 27th February, 2017
	Salary Components	Amount per Annum (₹)
1	Basic (50% on Gross)	126,600
2	HRA (40% on Basic)	50,640
3	Conveyance Allowance	36,000
4	Children Education Allowance	2,400
5	Flexible benefit plan	37,560
Gross Salary		253,200
Perquisites		
6	Food Coupons	26,400
7	Medical Reimbursement	15,000
8	Personal Development Pay	27,612
Total Fixed Pay		322,212
Retirals		
9	Provident Fund (12% on basic)	21,600
10	Gratuity*	6,087
Retirals Total		27,687
11	Variable Pay**	12,660
Target Cost to the Company		362,559
<p>* Gratuity shall be payable to an employee on the termination of his/her employment after he/she has rendered continuous service for not less than five years as per the Gratuity Deed.</p>		
<p>** Variable pay has been estimated @ 5% of Individual Gross and will be decided on annual basis as applicable. The percentage of variable pay will be based on the criterion set forth by the company that will include both Individual & company performance.</p>		
<p>The details of your compensation plan are "Confidential" and you may discuss any queries with your immediate supervisor or the undersigned only.</p>		
<p>I have understood & agreed for the above offer</p>		
<p>Name</p>		
<p>Date</p>		

For Inteva Products India Automotive Pvt. Ltd.,



Sanjay Kataria
Managing Director - India

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

January 18, 2017

Mr. Ravi Joshi

Uttarakhand
India

Dear Mr. Ravi Joshi

Re: Letter of Employment

This is to confirm your employment with our company under the following terms and conditions.

1. Position : **Management Trainee – Mechanical Engineer**

2. Office hours are as follows :

Saturday to Thursday 7:30 0AM to 6:30PM

From time to time in order to fulfill the duties of your position and the company's commitments, you may work outside these normal working hours. There will be no Overtime pay for such extra hours.

3. Basic salary : **USD 750/-** per month inclusive of all allowances.

Employees are entitled to one month salary as bonus (usually paid along with the salary of October or November, depending on the month in which the Indian festival of Diwali is celebrated) subject to the following conditions:

- The Employee has completed one year of service with the organization
- The Employee is still under employment with the organization at the time of payment

Discretionary performance bonus, if any, will be at the sole discretion of the management

Housing :

The company will provide you with **Shared Accommodation** as per the rules of the company. All basic furnishing, gas, electricity and water bills will be fully paid by the Company subject to the bills being reasonable. Any damage caused by mishandling shall be repaired at your cost.

Other Allowances :

You will be provided **Pick and Drop Facility** as per rules of the company.

4. **Commencing Date** : The commencement date will be on or before **17th July 2017**.



LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

5. **Terms of the Contract :**

This is a Two (2) year contract starting from the commencement date as mentioned above. Unless otherwise agreed, the Contract will be automatically renewed for another two (2) years in accordance with current terms & condition .

6. **Income Tax Liability :**

Tax Liability in Bangladesh, if any will be taken care by the Company.

7. **Annual Leave**

You will be entitled to **15 working days annual leave**. There are two Eid festivals during the year and each occasion we give 3 to 4 days leave on top of the public holidays. Should you have not completed one year with the company you will earn pro rata leave based on 1.25 days for every month served. Annual leave must be applied two months in advance.

It is a common practice for persons to claim immediate leave due to emergencies. The Company reserves the right to grant such leave after verification of the circumstances and only if applicable to immediate family consisting of father, mother, brothers, sisters, spouse and children. Unauthorized leave without proper notice may constitute breach of contract.

8. **Sick Leave**

You will be entitled to 7 days sick leave credited to you on a calendar year basis. Sick leave for more than a day in succession will be allowable only if accompanied by a doctor's certificate.

9. **Medical Scheme**

The Company shall bear hospitalization expense of the employee ONLY if admitted to a hospital in Bangladesh. Outpatient expenses shall not be borne by the Company.

10. **Travelling**

You may be required to travel abroad in order to perform your normal course of work. While you are on business trips, you are required to travel on economy class and stay in 3-star hotel.

11. **Air Ticket**

As normal practice, the company will provide your cost of Air travel and Visa expenses when you commence the job in Bangladesh. However if you resign from employment before one year of service then the joining ticket and visa expenses will be deducted from your dues. The company will provide you air passage upon completion of a 2-year employment contract to your home country, the onwards journey to your home town shall be borne by the employee. However, if you resign before the expiry of the contract, the company will not be responsible for your travel cost to return to your country .

12. **Visa and Immigration**

You will be allowed to bring and maintain your family at your own risk and expense. The visa fee, renewal cost and other related cost will be on account of Employee. We will gladly provide all assistance in regard to the same.

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

13. Prohibition of other employment

You will not, without the written consent of the Company, take up employment on a part-time basis, or act as an agent, consultant, advisor, or in any capacity with other firms. All matters pertaining to the affairs of the Company and its clients are strictly confidential and no discussion is permitted with any third parties or persons outside the Company.

14. Restriction to receive gifts

You will not accept from suppliers or customers, gifts of any nature without the written consent of the Company.

15. Additional Duties

You may be required to undertake such other reasonable duties as from time to time appear necessary to assist in the successful operation of the company.

Your services may be transferred or reassigned at the discretion of the Company to any of our associate companies in the Group.

16. Probation

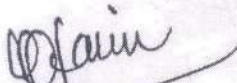
You are required to serve on probation for a period of 6 (six) months.

17. Termination Notice


- a) During the probation, the contract of employment may be terminated by either party by giving **03 days' notice** or salary in lieu of notice. **After 6 months probation, one month's notice** or salary in lieu of notice is required. However, such notice will not be served by the Company if the contract of employment is terminated due to reasons of embezzlement, fraud, misbehavior or any such other acts against the interests of the Company. Upon termination of employment, you are requested to vacate premises within three working days of such notice of termination and dues, if any, subject to *clause c below*, will only be paid to you after you have left the country where stationed and the same will only be paid into the bank account to which your salary is normally remitted to.
- b) In case, if the Company terminates your employment then the Company would bear the cost of your travel back to your home country.
- c) If any declaration or information furnished by you proves to be false, your services may be terminated by the management without any notice or compensation

If you are in agreement with the foregoing offer, would you please signify your acceptance by signing and returning the attached copy of this letter.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nitesh Jain
CFO - Overseas Operations

Agreed and accepted by


Ravi Joshi
Passport No.:
Date: 24/01/17

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

ADDENDUM

APPENDIX A

ACCEPTING GIFTS AND OTHER BENEFITS IN KINDS

You should not accept gifts, rewards, returns, commission, rebates and other benefits in kinds from our suppliers and customers. The above shall cover any invitation for lunch and dinner and any arrangement of leisure, funded enjoyment.

This is to notify you that under no circumstance should the above practice be allowed nor continued, the existence and continuation of which will not only damage our relationship with our suppliers and customers and adversely affect our mutual interest but also constitute a offence under the Bangladesh Law.

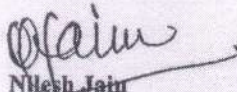
If you are found guilty of the above offence, you will be liable to a fine and/or imprisonment as per the laws of Bangladesh.

You are to put on record that we will have no hesitation in taking all necessary action to combat the above practice including but without limiting to taking disciplinary actions for any non-compliance with this notice and warning, and for any case of serious misconduct, reporting to the relevant authority for investigation and prosecution.


Moreover, as our employee, you are expected to devote your full time and effort to serve us and you are not allowed to take or assume at outsidess works without our consent or approval. Any breach of this restriction will subject you to disciplinary action.

If you have any doubt, you shall immediately consult the undersigned.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO - Overseas Operations

Agreed and accepted by


Ravi Joshi
Passport No.:
Date: 24/01/17

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

APPENDIX B SECRECY AGREEMENT

Further to the letter of employment dated 18th January 2017 in respect of your employment as **Management Trainee – Mechanical Engineer** of our Company starting from 17th July 2017, we set out below terms and conditions governing Secrecy during/after your employment with our Company.

SECURITY AND CONFIDENTIALITY

- 1) You will not without the written consent of the Company during the continuance of your employment by the Company be engaged or interested, either directly or indirectly in any capacity, in any trade, business or occupation whatsoever other than the business of the Company.
- 2) You shall not, except as authorized or required by your duties, reveal to any person or Company any of the trade secret or secrets or operations, processes or dealings or any information concerning the Company and its personnel that is of a confidential nature including (without limitation) the organisation, business, operations, dealings, transactions, customers, marketing plans and business methods, gross margins, pricing and costing, finances, or other affairs of the Company or those of the Company's customers which may come to your knowledge during your employment by the Company at all times during and after your employment with the Company.
- 3) You shall not use or attempt to use any information mentioned in paragraph (2) above in any manner (either during your employment or after its termination) which may injure or cause loss either directly or indirectly to the Company or the Group.

NON-SOLICITATION

- 1) You acknowledge that in the course of your employment by the Company you have and will have dealings with suppliers and customers of the Company and, in order to safeguard the Company's goodwill and protect the Company's proprietary interests, you hereby agree to enter into the covenants appearing below
- 2) You covenant with the Company that you will not directly or indirectly, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation,
 - ask, encourage or solicit any employees of the Company or the Group, to leave their employment, solicit or make offer(s) of employment to any employee of the Company or the Group; and
 - solicit or attempt to solicit any customer of the Company or the Group to transfer or withdraw its business from the Company or the Group to any other person or entity; and
 - cause, induce or encourage (or attempt to cause or induce) any supplier of the Company or the Group to withdraw its supply of goods or services to the Company or the Group.

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

NON-COMPETITION

You covenant with the Company that you will not, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation, to be employed, directly or indirectly on a full-time or part-time basis, or act as an agent, consultant, advisor, or in any capacity, for the following companies or persons:

- 1) Any customers/accounts handled by you during your employment with the Company ; and
- 2) Any business that is in direct competition with the Company in relation to the customers /accounts managed by you during your employment; and
- 3) Any other company or business in the Epic Group including but not limited to the following companies:
 - Epic Designers Ltd, Hong Kong;
 - Alpha Start Ltd, Hong Kong;
 - Classic Textile Ltd, China;
 - Epic Designers (VN) Ltd;
 - Epic Designers Ltd, Bangladesh;
 - Epic Garments Manufacturing Ltd, Bangladesh;
 - Cosmopolitan Industries Pvt. Ltd, Bangladesh;
 - Epic America Inc., USA;
 - Epic Studio, USA;
 - Epic Studio, UK.; and
 - All companies owned or operated wholly or partially or having affiliation with all or one of Mr. Ranjan Mahtani, Sunil Daryanani, Dinesh Virwani, Kuttubudin Ahmed, Scott Felder, Jeff Burges, Ashok Melwani and their families.

INTELLECTUAL PROPERTY

You acknowledge that any designs, artworks, prints, patterns, etc. created by you during the course of your work with the Company or the Group shall be the property of the Company or the Group and that you shall have effectively assigned all rights on such designs, artworks, prints, patterns, etc. to the Company or the Group.

RESTRICTIONS

- 5) While the restrictions aforesaid are considered by the Company and you to be reasonable in all circumstances it is agreed that if such restrictions shall be adjudged to go beyond what is reasonable in all the circumstances for the protection of the business and goodwill of the Company, and the legitimate interests of the Company, but would be adjudged reasonable if part or parts of the wording thereof were deleted or modified, the said restrictions shall apply with such words deleted or modified, as the case may require.
- 6) You agree that, having regard to the facts and matters aforesaid, such restrictions are fair and reasonable and necessary for the protection of the business and goodwill of the Company, and legitimate interests of the Company, and you hereby agree that, having regard to those circumstances, those covenants do not work harshly or unfairly on you, and that they are just and equitable.



LENNY APPARELS LTD

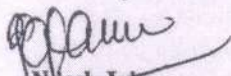
54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

MISCELLANEOUS


- 1) For the purpose of the paragraphs above:-
 - (a) "EMPLOYEE" means any person who is at such date an employee of the Company or whose services terminated within twelve (12) months prior to such date.
 - (b) "CUSTOMER" means any person, firm or corporation who or which was at the time of your ceasing to be employed by the Company or had been at any time during the last twelve months of your employment by the Company a customer or a prospective customer of the Company with whom you had dealings or negotiations in the course of your employment by the Company.
 - (c) "GROUP" means the Company together with its affiliates including, without limitation, Lenny Fashions Limited, Kwun Tong Apparels Limited, MRS Fashions W.L.L., Pacha Fabrique SAE, Macton Investment Limited, Fashion Apparels LLC, Hoi Bun Fashions Ltd Zhongshan Time Apparel Company Limited, Must USA Inc. and Must Europe Limited.
- 2) The paragraph headings in this letter are inserted for convenience only and should be ignored in construing the terms of this letter.
- 3) If any legal terms of this letter are held to be invalid, illegal or unenforceable the validity, legality and enforceability of any term shall not be affected thereby.
- 4) The terms set out in this letter shall be governed by the laws of Hong Kong and the laws of the country where stationed.

To confirm your acceptance of these revised conditions of employment by the Company, please sign, date and return to the Company the duplicate copy of this letter that is attached.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CEO - Overseas Operations

Agreed and accepted by


Ravi Joshi
Passport No.:
Date: 24/01/17

LENNY APPARELS LTD

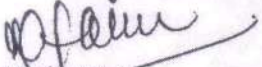
54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

APPENDIX C


Corporate Policy on Use of Software

1. The Company has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher. List of authorised software on the computer is listed in List A.
2. Our Company will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the organization, and such use is strictly prohibited.
3. In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the written approval of and authorised signatory of the Company's Information Technologies Department.
4. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for the Company employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to immediate discipline, up to and including immediate termination of employment.
5. Employees are prohibited from Installing/Copying/Downloading any copyrighted software/programs or documentation onto their computers or laptops. Employees who do so will be subject to immediate discipline, up to and including immediate termination of employment.
6. The Company Employees shall not download or upload unauthorized software over the internet.
7. The Company reserves right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software.
8. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, and the removal of any software found on the Company's property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO - Overseas Operations

Agreed and accepted by


Ravi Joshi
Passport No.:
Date: 24/01/17

LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

List A - (List of Authorised Software)

- 1) Operating Systems
 - a) Windows 98
 - b) Windows 95
 - c) Windows ME
 - d) Windows NT 4.0
 - e) Windows 2000 Server
 - f) Windows 2000 Professional

- 2) Microsoft Office 97
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)
 - c) Access Runtime Installation for InfoSolutions.

- 3) Microsoft Office 2000
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)

- 4) Third Party Software
 - a) InfoGL
 - b) InfoGarment
 - c) Trims
 - d) Fabric
 - e) Hexagon
 - f) OPTIM
 - g) DacEasy

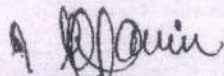


LENNY APPARELS LTD


54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

- 5) Miscellaneous Software
- a) Norton Antivirus
 - b) Winzip
 - c) MSN Messenger
 - d) Adobe Acrobat Reader
 - e) AOL
 - f) AOL Instant Messenger
 - g) FaxPress
 - h) Alladin Expander

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesch Jain
CFO - Overseas Operations

Agreed and accepted by


Ravi Joshi
Passport No.:
Date: 24/01/17

SCHAEFFLER

Ref: HR/GET/02/17

21/02/2017

Mr. Ravi Joshi
Army College of Engineering, Pune

Dear Mr. Ravi,Sub: Offer of Appointment as "**Graduate Engineer Trainee**"

Further to our discussions, we are pleased to offer you the appointment as "**Graduate Engineer Trainee**" in our Company. Your terms of offer are given below:

Designation : **Graduate Engineer Trainee**

The standard offer of package will be **Rs. 4,25,000/-** (Rupees Four Lakhs Twenty Five Thousands Only) per annum as total cost to company.

On joining, you will be given detailed letter of appointment with CTC break-up as stated above. This offer is subject to following terms and conditions:

- **You will be posted at INA Bearings India Pvt. Ltd., Pune.**
- Your training period would be 12 months and during this period you would be provided trainings in various departments. Please note that after training your employment with us depends on evaluation report and /or a personal interview with management team and subject to availability of the open vacancies in Schaeffler.
- As discussed and agreed by you during the interview, after completion of training period , you may be posted at any functional area (i.e. Production / Production Engineering / Maintenance / Product development / Design / Tool Room / Sales / Marketing / SCM /Purchase / Quality /Product Management / Industrial Engineering or any Plant/Sales & Marketing function) at any Schaeffler Plant location in India. By accepting this offer you confirm your readiness to join any department and to relocate to any part of India.



SCHAEFFLER

While joining on duty, you are required to submit photo copies of your Educational Qualifications and certificates along with the original documents for verification of your qualifications. Please also bring 6 colored passport size photographs.

You will report for duty on 01/08/2017, failing which this offer of appointment will become null and void. Details regarding the venue and other formalities will be mailed to you via separate email.

This offer is subject to you being found medically fit for the employment. The decision of the Company's doctor as regards to medical check-up shall be final and binding on you.

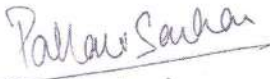
This offer is also subject to getting satisfactory reference check report about you. Please note that we would be conducting background screening / reference check directly and / or through from our authorized vendor. Please provide us at least 2 references urgently.

We take this opportunity to welcome you to the Schaeffler Family and looking forward that your association with us will prove to be of mutual benefit in the years to come.

Please sign, scan and email us the copy of this offer of appointment as token of your acceptance.

Thanking you,

Yours faithfully,
For **INA Bearings India Pvt. Ltd.,**


Pallavi Sarkar
Head – HR Operations

Accepted the terms of appointment, joining on _____

Signature _____



Principal Global Services Pvt. Ltd.,
 (A Member Company of Principal Financial Private Limited)
 Level 6 & 7, Tower VI, Cybercity, Magarpatta,
 Hadapsar, Pune-411013 India
 Tel. : +91 020 6621 4000
 Fax : +91 020 6620 1993
 www.principal.com



April 18, 2017

Rohit Kumar
 Pune

Dear Rohit,

We are pleased to extend you an offer to join Principal Global Services Private Limited ("Company"), a Principal Financial Group Company. The Principal Financial Group is a fortune 500 Company and we are glad you will be contributing to our on going success. We have a great deal of challenging work ahead and each of the leaders you have interacted with recognizes your ability to contribute to our endeavors.

Following are the terms of the offer:

Appointment

1. You shall be designated as Trainee Analyst of the Company.
2. You shall be based at our Pune facility and if required you, may be asked to provide services to any of its associated companies within or outside India.
3. Your employment is subject to:
 - a. Successfully completion of current degree, awarded in the current academic year without any standing backlogs.
 - b. Accuracy of your testimonials and information provided by you for employment verification.
 - c. You being free from any contractual restrictions preventing you from accepting the offer and starting work from the aforesaid date.
 - d. Positive reference check of the antecedents provided by you.
4. You are requested to join us on July 6, 2017. At the time of joining, you are required to submit copies of the following documents:
 - a. Copy of your relieving letter from your most recent employer, if any.
 - b. Copy of experience letter from all your previous employers, if any.
 - c. Documentation supporting your Educational Qualification (Graduation onwards).
 - d. Proof of CTC (Copy of offer letter or increment letter of the previous employer).
 - e. Photocopy of your passport & PAN card.
 - f. Six color copies of recent photographs.
 - g. Proof of current residential address.
 - h. Blood Group Report

On the day of joining you are requested to carry along the originals of the above-mentioned documents for verification.

Remuneration:

1. You would be paid total cash components of Indian Rupee (INR) 500,000.00 as set out in Annexure A attached to this agreement.
2. Additionally you would also be considered for qualifying discretionary Variable Pay. The target annual variable pay for your position for the year is Indian Rupee (INR) 50,000.00/-. This variable pay is based on Individual performance. You should be on the rolls of the company on the date of disbursement of the variable pay. Details of the scheme, including how awards are determined, would be provided to you after joining.
3. Your fixed salary will not be further grossed up for taxes and employer's contribution to Provident Fund, Gratuity, Professional tax, ESI contribution etc.

Confidential

4. PGS follows calendar year i.e. January to December for purpose of performance assessment. If you are joining PGS prior to October 1 you will be eligible for salary revision which will be prorated for the period starting your DOJ till December 31 i.e. the part of the performance period you are employed with PGS. If you are joining PGS between October 1 and March 31st your salary may be corrected to the new hiring grid at the discretion of the management. These revisions are effective from April 1 of the following year
5. In light of changing tax laws, the Company reserves the right to restructure the components of your salary in manner that your gross salary is protected.

Probation:

You would be on probation cum training period of twelve months from the date of joining. On satisfactory completion of twelve months' probation, trainee will be deemed confirmed in the company unless informed otherwise, however Company has right to extend the probation period in case of unsatisfactory performance with intimation to the trainee.

Code of Conduct:

1. You shall at all the times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
2. In order to generate 'mutual respect', you should respect all individual irrespective of their caste, age, sex, level etc.
3. You shall honor and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.
4. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the Company. This information includes and is not limited to trade secrets, technical processes, and finances, information relating to suppliers, employees, agents, distributors and customers.
5. You shall not, during your employment or at any time thereafter, directly or indirectly divulge, disclose, make known, communicate use, disclose to any persons, firm, company or concerns Company's secret, proprietary and/or confidential or any other information which you may acquire receive or obtain in relation to the Company's affairs or to the working of any process or any invention which is carried on or used by the Company or any other matter which may come to your knowledge in the course of or by the reason of your employment with the Company except for the sole benefit of the Company. Provided that, in the event and to the extent it is required by law, you shall, prior to disclosing the same to the appropriate authorities, give the company sufficient days prior notice of the same to the extent possible. This restriction does not apply to information available in public domain.
6. You shall not take copies of confidential documents or information for your own purposes, and forthwith upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
7. Any device having storage capability is strictly prohibited in the premises. If you are carrying a storage device, it is to be deposited with the security at the entrance. However, Company will not be responsible for any loss or damage.
8. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone other than your Manager and appropriate HR personnel.
9. You shall not engage in any business as principal/ agent or otherwise. Meaning thereby, you will not indulge into dual employment while employed with the Company. You may however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character after express written permission from competent authority of the Company.
10. You will promptly return to the Company upon termination of employment all documents and other materials developed for or otherwise belonging to the Company or its associates and all copies and materials shall remain the exclusive property of PGS.

Confidential

Principal Global Services Pvt. Ltd.,
(A Member Company of Principal Financial Group, Inc.)
Level 6 & 7, Tower VI, Cybercity, Maganvada
Hadapsar, Pune - 411013 India
Tel. : +91 020 6521 4000
Fax : +91 020 6520 1993
www.principal.com



11. You will be bound by code of conduct and all other rules, regulations policies and orders issued by the Company from time to time as if these et al, were part of this contract of appointment.
12. You understand that a breach of the Code of conduct can put the Company at substantial risk and every employee is accountable for his own behavior. Failure to follow the Code will result in appropriate disciplinary action, up to and including termination of employment or relationship with the Company.

Hours of Work:

1. Principal Global Services practices a 45 hour work week across 5 working days.
2. You would accrue leave @ 2.5 days for each completed month of service and statutory holidays as stipulated by law. In order to support 24 x 7 operations model you may be required to work on a statutory holiday, for which, you would be allowed a holiday, in lieu along with other benefits as per company policy.
3. Your actual work hours and shift may vary from time to time based on business and customer service requirements. You will be advised about your working hours, break period and weekly rest days by your supervisor, manager or HR department.
4. You may be required to invest additional hours of work when necessitated by business.

Termination of Employment:

For initial four months either the Company or an employee may at any time terminate the employment agreement by giving 7 days notice or if acceptable to the BU Head, a sum equal to the amount or prorated amount of salary which would have accrued to the employee during the period of notice. Post completion of four months either the Company or an employee may at any time terminate the employment agreement by giving 30 days' notice or if acceptable to the BU Head, a sum equal to the amount or prorated amount of salary which would have accrued to the employee during the period of notice.

Your employment with the Company may be terminated at any time without cause upon giving you notice as per your employment agreement or compensating for said period by gross salary in lieu thereof. This provision will not apply in cases of termination for cause (as determined by the Company), death or long term disability, or during your probationary period.

Retirement: You shall retire on your 60th birthday.

Please return a duly signed copy of this letter as a token of your acceptance of our offer.

We welcome you and wish you every success in your career with Principal Global Services Private Limited, a promising venture that will provide you a challenging and a rewarding professional environment with ample opportunities for career development. We look forward to your long association with Principal Global Services.

Please do not hesitate to call us for any clarifications.

Yours Sincerely,
for **Principal Global Services Private Limited.**

Pragati Chauhan
Group Manager- Human Resources.

I accept the offer on stipulated terms & conditions and shall join duty on _____

SIGNATURE ;
NAME & DATE :

Confidential

Principal Global Services Pvt. Ltd.,
(A Member Company of Principal Financial Group, USA)
Level 6 & 7, Tower VI, Cybercity, Magarpatta,
Hadapsar, Pune - 411013 India
Tel. : +91 020 6621 4000
Fax : +91 020 6620 1993
www.principal.com
April 18, 2017



Annexure: A

Name: Rohit Kumar
Tier: T1

Designation: Trainee Analyst

Annual Compensation from Principal Global Services Pvt Ltd.

Total	INR 550,000.00
Fixed	INR 500,000.00
Variable	INR 50,000.00

Components	Option 1 Annual (INR)	Option 2 Annual (INR)
Basic	275,000.00	275,000.00
Flex Basket	178,772.00	190,172.00
PF (Employer's Contribution)	33,000.00	21,600.00
Gratuity	13,228.00	13,228.00
Individual Performance Driven Variable Pay	50,000.00	50,000.00
Total CTC	550,000.00	550,000.00

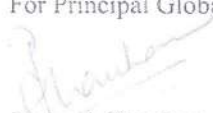
Note:

Gratuity is payable on separation after completion of continuous service of period 2 years as per the Company's Gratuity Scheme and Payment of Gratuity Act.
Please read information regarding Flex Basket (allowances & reimbursements) on payroll portal once you join.
All applicable taxes would be deducted at source.

Benefits:

Group Mediciam Insurance - Family (self, spouse and 2 children) is covered for INR 400,000.00.
Parents/In laws are covered for INR 100,000.
Personal Accident Insurance (self) - INR 550,000.00.
Free pick up and drop facility
Performance pay could range from 0 to 150% of the amount mentioned above

For Principal Global Services Pvt. Ltd.


Pragati Chauhan
Group Manager - Human Resources.

I accept the above terms and conditions _____

SIGNATURE :

NAME :

DATE :

Confidential

53

Principal Global Services Pvt. Ltd.,
(A Member Company of Principal Financial Group, USA)
Level 6 & 7, Tower VI, Cybercity, Magarpatta,
Hadapsar, Pune - 411013 India
Tel. : +91 020 6621 4000
Fax.: +91 020 6620 1993
www.principal.com



April 18, 2017

Rohit Kumar
Pune

Dear Rohit,

We are pleased to extend you an offer to join Principal Global Services Private Limited ("Company"), a Principal Financial Group Company. The Principal Financial Group is a fortune 500 Company and we are glad you will be contributing to our on going success. We have a great deal of challenging work ahead and each of the leaders you have interacted with recognizes your ability to contribute to our endeavors.

Following are the terms of the offer:

Appointment

1. You shall be designated as **Trainee Analyst** of the Company.
2. You shall be based at our Pune facility and if required you, may be asked to provide services to any of its associated companies within or outside India.
3. Your employment is subject to:
 - a. Successfully completion of current degree, awarded in the current academic year without any standing backlogs.
 - b. Accuracy of your testimonials and information provided by you for employment verification.
 - c. You being free from any contractual restrictions preventing you from accepting the offer and starting work from the aforesaid date.
 - d. Positive reference check of the antecedents provided by you.
4. You are requested to join us on July 6, 2017. At the time of joining, you are required to submit copies of the following documents:
 - a. Copy of your relieving letter from your most recent employer, if any.
 - b. Copy of experience letter from all your previous employers, if any.
 - c. Documentation supporting your Educational Qualification (Graduation onwards).
 - d. Proof of CTC (Copy of offer letter or increment letter of the previous employer).
 - e. Photocopy of your passport & PAN card.
 - f. Six color copies of recent photographs.
 - g. Proof of current residential address.
 - h. Blood Group Report

On the day of joining you are requested to carry along the originals of the above-mentioned documents for verification.

Remuneration:

1. You would be paid total cash components of Indian Rupee (INR) 500,000.00 as set out in Annexure A attached to this agreement.
2. Additionally you would also be considered for qualifying discretionary Variable Pay. The target annual variable pay for your position for the year is Indian Rupee (INR) 50,000.00/-. This variable pay is based on Individual performance. You should be on the rolls of the company on the date of disbursement of the variable pay. Details of the scheme, including how awards are determined, would be provided to you after joining.
3. Your fixed salary will not be further grossed up for taxes and employer's contribution to Provident Fund, Gratuity, Professional tax, ESI contribution etc.

Confidential

84

17.245

FMC Technologies

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
MindSpace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

19th Oct, 2016

Mr. Rohit Singh,
c/o Mumrejpur, post-chingrawali,
Dist- Bulandshar,
Uttar Pradesh, pin-203141

Dear Rohit,

Sub: Offer of Appointment as "Associate Engineer"

This has reference to your application and discussion you had with us. We are pleased to offer you a position as "Associate Engineer" in the **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up sheet, mentioning your cash and other allowances/perks, is attached (Annexure I) for your reference.

This offer is subject to you and your Surety executing the Service Agreement.

The terms and conditions of your appointment are as follows:

1. You shall join us on or before **3rd July 2017**.
2. You will be on probation for a period of 06 (Six) months. Your performance will be reviewed during and after completion of the probation for confirmation. In case your performance is not up to the required level, the Company may either terminate your service or extend the probation period further.
3. Dependent parents will be covered under Group Mediclaim Insurance Policy along with you for a maximum total amount of Rs. 5, 00,000/- p.a. You will be covered

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

exclusively under Group Personal Accident Insurance for a maximum total amount of Rs. 5, 00,000/- p.a. You will be also covered exclusively under Group Term Life Insurance for a maximum total amount of Rs. 10, 00,000/- p.a. The premium for the above policies will be a part of your cost to the Company.

4. Periodically, the Company may modify any remuneration, benefit, facility or perquisite that has been extended to you. You will follow the Company's policies, rules and regulations currently in force and any future changes.
5. All information regarding your remuneration and terms of employment are confidential and you shall not divulge the content(s) to any company employee except to your appropriate superior authorities.
6. You will contribute 12% of your basic salary towards Provident Fund as per the Govt. rules. The Company shall make a matching contribution on the employee's basic salary.
7. The Company may send you on deputation or transfer your services to any of its departments or any of its branches in or outside of India. However, such transfers will be will be governed by the terms and conditions of service as applicable.
8. During the employment in our Company, we expect you not to carry on any business of your own or engage yourself in any other employment, business or service. You shall not at any time during the service period or thereafter disclose to anyone any information, know-how, knowledge, secrets, methods, plans, etc. of the Company. Breach of this condition shall be liable to immediate termination of the employment and the Company may take any other action suitable for breach of the contract.
9. You will be eligible for leave as per the Company's policy.
10. Your next Annual Appraisal and Compensation Review will be notified.

Minimum Service Obligation - After Overseas Assignments

11. The Company will be incurring very substantial expenditure for sending interested employees on the foreign assignment and to offset such costs and expenses, the Company requires the employee sent on overseas assignment to serve and work with the Company for the minimum prescribed period from date of re-commencing work with the Company in India. If you agree and you are sent on an overseas assignment for a duration of more than 90 days, then you are bound to continue to serve the company for a minimum duration of 1 (one) year from the date of re-commencing work with the Company in India after the last overseas assignment. Such minimum service period obligation of the Employee shall continue after the last overseas assignment irrespective of the number of earlier overseas assignments already completed by the Employee.
12. If you fail to serve the Company for the minimum prescribed period of one year after completing last overseas assignment you shall be liable to pay damages of Rs.1,50,000/- to the Company.

Termination:

13. If you wish to leave the Company prior to completing the minimum service period of one year from the date of re-commencing work with the Company in India after last overseas assignment you will be required to compensate the Company a sum of Rs.1,50,000/- and give the notice for separation.
14. The notice period for separation on your side will be 2 (two) months or payment of amount equal to two months' net salary in lieu of notice. Notice period for separation on the Company's side at any time will be two months or payment of two months' net salary in lieu of notice. When either side offers the net salary, net salary means gross monthly salary less Provident Fund contribution by employer for the last working month of the employee.

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

15. However, the Company can terminate you without any notice period and shall not have any Financial or legal liability, if the termination is on the grounds of misconduct/indiscipline and any acts detrimental to the interest of the Company.
16. Confidentiality and Non-disclosure:
 - a. *Non-disclosure:* You agree not to use or cause to be used for your own benefit or for the benefit of any third party to disclose to any third party in any manner, directly or indirectly, any proprietary information, customer's confidential information, trade secrets or any other knowledge or information relating to the business of Company or its customers at any time during or after your term of employment.
 - b. *Return of Employer Materials:* You shall return to Company before the termination of your employment, any and all written information documents, materials, Laptops, floppy disc, CDs, data files or other media containing computer programs or data and all other property and equipments which constitutes, contains or relates in any way to Company, its customer's confidential information or trade secrets of Company or its customers, and any other written information, documents, materials, disks or other media containing computer programs or data and all other property and equipment of any kind relating in any way to the business of Company or its customers, which are or may be in your possession, custody or control and which are or may be the property of Company or its customer, whether confidential or not, including any and all copies thereof.
 - c. *Business Information:* You shall not during the term of employment with Company and thereafter and except as may be required in the performance of your duties with Company, utilize for your own benefit or that of any third party and will not use or disclose to any third party your knowledge of or any information concerning to the internal organization or business structure of Company or its customers, or the work assignments or capabilities of any office or other employee without the express prior written consent of the Company.

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

17. Code of Business Conduct (or 'The Code')

As a representative of the Company, you are expected to behave professionally while in the employment of our esteemed organization. You are expected to read the FMC Technologies' Code of Business Conduct and comply with the requirements outlined therein. Please also note very carefully that FMC Technologies requires you to ensure that you do not have any ongoing non-compete obligations with your past or present employers and that, under no circumstances, should you remove or copy, in any form or medium, proprietary material or content belonging to your current or past employers. By signing this Offer of Employment, you have effectively acknowledged compliance with the requirements of this clause. It shall be your responsibility to ensure you stay updated on the aforesaid clause by accessing the relevant company intranet pages.

18. *Background Assessment:* In accordance with FMC Technologies Inc's corporate policy on employee background assessments, we wish to let you know that this Offer of Appointment is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, FMC Technologies reserves the right to withdraw this Offer of Appointment during the hiring stage or discontinue your employment if the assessment report (containing adverse findings) is available only after you have joined the Company.

19. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.

- I. 08 (Eight) Passport-size color photographs of self with white color background.
- II. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
- III. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

- IV. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
- V. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
- VI. Photocopies of relieving letters, payslips of current financial year, Form 16, Full & Final settlement, Form 26AS etc from your previous employer(s)

We welcome you into our organization and wish that our association will be beneficial to both of us.

Yours truly,
For FMC Technologies India Private Limited

N. Desai

(Niranjan Desai)
Manager – Human Resources

R. Singh

(Rohit Singh)

5th Floor, Building No.9
MindSpace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

CTC Structure (ANNEXURE-I)

Name	Rohit Singh	
Designation	Associate Engineer	
Date of Joining	3rd July 2017	
Salary Structure		
Components of Salary	Rs. / Month	Rs./ Annum
A. Monthly Salary		
Basic Salary	12,138	145,656
House Rent Allowance	6,069	72,828
Travelling Allowance	1,600	19,200
FBP	10,384	124,608
Special Allowance	10,269	123,228
Gross Salary	40,460	485,520
B. Performance Bonus*	2,917	35,000
C. Standard Benefits		
Provident Fund(employer contr)	1,457	17,479
Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000


**Performance Bonus is a variable component and will be paid as per the bonus policy of the company*

Yours truly,
For FMC Technologies India Private Limited



(Niranjan Desai)
Manager – Human Resources

I Accept the above offer


(Rohit Singh)

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

17.246

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

Tech Mahindra

1480731 / ELTP / 2017

19-Jan-2017

Subject: Letter of Intent

Dear Rohit,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform that you have been shortlisted for appointment as **Associate Software Engineer at Band U and Sub Band U1** in our Organization.

On joining you will be under **probation for a period of 6 (six) months** from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Indian Rupees 260,000 (Indian Rupees Two Hundred Sixty Thousand Only)**. Please refer to **Annexure - A**. Subsequent to your successful completion of probation, you will be eligible for an Annual Salary package of **Indian Rupees 325,000 (Indian Rupees Three Hundred and Twenty-five thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

In addition to your salary, you will also be entitled for a one-time Settlement Allowance not exceeding **Indian Rupees 15,000. (Indian Rupees Fifteen Thousand Only)** if eligible, as per the Company Policy. The detailed Terms and Conditions of your appointment shall be issued to you subsequently along with the offer letter.

At the time of joining, you are required to sign a service bond with our Organization. As per this bond, you will be required to serve the Company for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** towards damages to the Company.

You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

This Letter of Intent is valid subject to you being medically fit, completing your academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% in HSC or equivalent course and minimum of First Class/60% in all other courses completed by you prior to your qualifying academic course, successfully completing any Company organized training imparted prior to your date of joining and also completing all necessary legal documentations pertaining to your employment.

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus joining Team on (mail id: Campusjoining@techmahindra.com) which in any case should not be later than **26-Jan-2017** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



PK Sharma
Head - Resource Management Group

Annexure – A

Total Cost to Company (TCC) (Per Annum)	260,000
Components of Total Cost to Company	Rs. (Per Annum)
Basic (@30% of Total Fixed Pay)	67,935
HRA (@50% of Basic Pay)	33,968
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	8,152
Flexible Components of TFP ^	73,194
Total Fixed Pay (Per Annum)	2,26,449
Total Variable Pay (TVP) (Per Annum) (*)	25,161
Total(A)	2,51,610
Additional Benefits(B)	8,390
Gratuity	3,268
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,122
Total Cost to Company (Per Annum) -----(A) + (B)	260,000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Medical	15,000
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage : You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP) : You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage : You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

Annexure – B

Total Cost to Company (TCC) (Per Annum)	3,25,000
Components of Total Cost to Company	Rs. (Per Annum)
Basic (@30% of Total Fixed Pay)	85,260
HRA (@50% of Basic Pay)	42,630
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10,231
Flexible Components of TFP ^	1,02,878
Total Fixed Pay (Per Annum)	2,84,199
Total Variable Pay (TVP) (Per Annum) (*)	31,578
Total(A)	3,15,777
Additional Benefits(B)	9,223
Gratuity	4,101
Insurance Premiums (towards GTLI, GMIP and GPAL)	5,122
Total Cost to Company (Per Annum) -----(A) + (B)	3,25,000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Medical	15,000
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary. Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs .	
c) Group Personal Accident Insurance (GPAL) coverage: You would be enrolled under the Company's GPAL scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

83

17-248

FMC Technologies

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

19th Oct, 2016

Mr. SHIVAM SINGH,
384/98/7F ABUBAKARPUR
PO-DHOOMANGANJ
ALLAHABAD U. P.

Dear SHIVAM SINGH,

Sub: Offer of Appointment as "Associate Engineer"

This has reference to your application and discussion you had with us. We are pleased to offer you a position as "Associate Engineer" in the **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up sheet, mentioning your cash and other allowances/perks, is attached (Annexure I) for your reference.

This offer is subject to you and your Surety executing the Service Agreement.

The terms and conditions of your appointment are as follows:

1. You shall join us on or before **3rd July 2017**.
2. You will be on probation for a period of 06 (Six) months. Your performance will be reviewed during and after completion of the probation for confirmation. In case your performance is not up to the required level, the Company may either terminate your service or extend the probation period further.
3. Dependent parents will be covered under Group Mediclaim Insurance Policy along with you for a maximum total amount of Rs. 5, 00,000/- p.a. You will be covered

5th Floor, Building No.9
MindSpace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

exclusively under Group Personal Accident Insurance for a maximum total amount of Rs. 5, 00,000/- p.a. You will be also covered exclusively under Group Term Life Insurance for a maximum total amount of Rs. 10, 00,000/- p.a. The premium for the above policies will be a part of your cost to the Company.

4. Periodically, the Company may modify any remuneration, benefit, facility or perquisite that has been extended to you. You will follow the Company's policies, rules and regulations currently in force and any future changes.
5. All information regarding your remuneration and terms of employment are confidential and you shall not divulge the content(s) to any company employee except to your appropriate superior authorities.
6. You will contribute 12% of your basic salary towards Provident Fund as per the Govt. rules. The Company shall make a matching contribution on the employee's basic salary.
7. The Company may send you on deputation or transfer your services to any of its departments or any of its branches in or outside of India. However, such transfers will be will be governed by the terms and conditions of service as applicable.
8. During the employment in our Company, we expect you not to carry on any business of your own or engage yourself in any other employment, business or service. You shall not at any time during the service period or thereafter disclose to anyone any information, know-how, knowledge, secrets, methods, plans, etc. of the Company. Breach of this condition shall be liable to immediate termination of the employment and the Company may take any other action suitable for breach of the contract.
9. You will be eligible for leave as per the Company's policy.
10. Your next Annual Appraisal and Compensation Review will be notified.

Minimum Service Obligation - After Overseas Assignments

11. The Company will be incurring very substantial expenditure for sending interested employees on the foreign assignment and to offset such costs and expenses, the Company requires the employee sent on overseas assignment to serve and work with the Company for the minimum prescribed period from date of re-commencing work with the Company in India. If you agree and you are sent on an overseas assignment for a duration of more than 90 days, then you are bound to continue to serve the company for a minimum duration of 1 (one) year from the date of re-commencing work with the Company in India after the last overseas assignment. Such minimum service period obligation of the Employee shall continue after the last overseas assignment irrespective of the number of earlier overseas assignments already completed by the Employee.
12. If you fail to serve the Company for the minimum prescribed period of one year after completing last overseas assignment you shall be liable to pay damages of Rs.1,50,000/- to the Company.

Termination:

13. If you wish to leave the Company prior to completing the minimum service period of one year from the date of re-commencing work with the Company in India after last overseas assignment you will be required to compensate the Company a sum of Rs.1,50,000/- and give the notice for separation.
14. The notice period for separation on your side will be 2 (two) months or payment of amount equal to two months' net salary in lieu of notice. Notice period for separation on the Company's side at any time will be two months or payment of two months' net salary in lieu of notice. When either side offers the net salary, net salary means gross monthly salary less Provident Fund contribution by employer for the last working month of the employee.

5th Floor, Building No.9
MindSpace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

15. However, the Company can terminate you without any notice period and shall not have any Financial or legal liability, if the termination is on the grounds of misconduct/indiscipline and any acts detrimental to the interest of the Company.
16. Confidentiality and Non-disclosure:
 - a. *Non-disclosure:* You agree not to use or cause to be used for your own benefit or for the benefit of any third party to disclose to any third party in any manner, directly or indirectly, any proprietary information, customer's confidential information, trade secrets or any other knowledge or information relating to the business of Company or its customers at any time during or after your term of employment.
 - b. *Return of Employer Materials:* You shall return to Company before the termination of your employment, any and all written information documents, materials, Laptops, floppy disc, CDs, data files or other media containing computer programs or data and all other property and equipments which constitutes, contains or relates in any way to Company, its customer's confidential information or trade secrets of Company or its customers, and any other written information, documents, materials, disks or other media containing computer programs or data and all other property and equipment of any kind relating in any way to the business of Company or its customers, which are or may be in your possession, custody or control and which are or may be the property of Company or its customer, whether confidential or not, including any and all copies thereof.
 - c. *Business Information:* You shall not during the term of employment with Company and thereafter and except as may be required in the performance of your duties with Company, utilize for your own benefit or that of any third party and will not use or disclose to any third party your knowledge of or any information concerning to the internal organization or business structure of Company or its customers, or the work assignments or capabilities of any office or other employee without the express prior written consent of the Company.

17. Code of Business Conduct (or 'The Code')

As a representative of the Company, you are expected to behave professionally while in the employment of our esteemed organization. You are expected to read the FMC Technologies' Code of Business Conduct and comply with the requirements outlined therein. Please also note very carefully that FMC Technologies requires you to ensure that you do not have any ongoing non-compete obligations with your past or present employers and that, under no circumstances, should you remove or copy, in any form or medium, proprietary material or content belonging to your current or past employers. By signing this Offer of Employment, you have effectively acknowledged compliance with the requirements of this clause. It shall be your responsibility to ensure you stay updated on the aforesaid clause by accessing the relevant company intranet pages.

18. *Background Assessment:* In accordance with FMC Technologies Inc's corporate policy on employee background assessments, we wish to let you know that this Offer of Appointment is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, FMC Technologies reserves the right to withdraw this Offer of Appointment during the hiring stage or discontinue your employment if the assessment report (containing adverse findings) is available only after you have joined the Company.
19. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
- I. 08 (Eight) Passport-size color photographs of self with white color background.
 - II. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
 - III. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.

FMC Technologies

FMC Technologies India Pvt Ltd

5th Floor, Building No.9
Mindspace Complex,
Madhapur, Hyderabad
Telangana, India 500 081
O: +91-40-66342900
F: +91-40-66342901/02
www.fmctechnologies.com
CIN: U29219TG2009FTC079988

- IV. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
- V. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
- VI. Photocopies of relieving letters, payslips of current financial year, Form 16, Full & Final settlement, Form 26AS etc from your previous employer(s)

We welcome you into our organization and wish that our association will be beneficial to both of us.

Yours truly,
For FMC Technologies India Private Limited

N. Desai

(Niranjan Desai)
Manager – Human Resources

Shivam Singh

(SHIVAM SINGH)

CTC Structure (ANNEXURE-I)

Name	SHIVAM SINGH	
Designation	Associate Engineer	
Date of Joining	3rd July 2017	
Salary Structure		
Components of Salary	Rs. / Month	Rs./ Annum
A. Monthly Salary		
Basic Salary	12,138	145,656
House Rent Allowance	6,069	72,828
Travelling Allowance	1,600	19,200
FBP	10,384	124,608
Special Allowance	10,269	123,228
Gross Salary	40,460	485,520
B. Performance Bonus*	2,917	35,000
C. Standard Benefits		
Provident Fund(employer contr)	1,457	17,479
Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000

**Performance Bonus is a variable component and will be paid as per the bonus policy of the company*

Yours truly,
For FMC Technologies India Private Limited

Niranjan Desai

(Niranjan Desai)
Manager – Human Resources

I Accept the above offer

Shivam Singh

(SHIVAM SINGH)

85

17.249

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

Corporate Human Resources Department

Ref: HK/HR/PP-OFFER'2017-18/TO-60

Date: 20th April 2017

Dear Mr. Shivendra Singh Chauhan,

Greetings from Godrej!

We are delighted to have you coming on board on 12th June 2017.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

Your portfolio / assignment and the place of posting will be shared with you after the Corporate Orientation Program.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

Phase I (At the time of Joining):- Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase II (Mid-Year): - Developmental Program(s)

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase III (Upon completion of the Training): - Organization level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

When you take up the assignment we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr.Kamal Sharma (sharmak@godrej.com, 022-67961420)
Mr.Pravin Patil (pravinnp@godrej.com, 022-67961431)
Ms.Rachna Bhuse (rachna@godrej.com; 022-67961454)
Ms.Reena Lakra (rl@godrej.com, 022-67964167)

We look forward to you becoming part of the exciting growth journey at Godrej!

Warm Regards,

Harpreet Kaur
Senior Vice President & Head -
Corporate Personnel & Administration

Encl.: Offer Letter

Corporate Human Resources Department

Ref.: HK/HR/TR_Offer'2017-18/TO-60

20th April 2017

Mr. Shivendra Singh Chauhan
C/o Dinesh Singh Chauhan
Near St. Matin Public School
Goverdhan Colony
Gwalior – 474 005
Mob: 7066084780

TR CAT : C200

LETTER OF OFFER

Dear Mr. Shivendra Chauhan,

With reference to your application and the subsequent interview you had with us, we are pleased confirm your selection as **Graduate Engineer Trainee** in our Organization. Your appointment is covered under the provisions of **Board of Apprenticeship Training (Western Region), Mumbai**. The terms & conditions are as given below:

1. Period of Training:

The training period will be twelve (12) months, from the date of commencement of the training.

2. Consolidated stipend:

You will be paid an All-inclusive Consolidated Stipend of **Rs.35000/- (Rupees Thirty Five Thousand only)** per month.

(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).

3. Leave Entitlement:

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to Company trainees and the same is subject to change from time to time.

4. General terms & conditions :

- a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- b) As a part of the terms and conditions as mentioned in this Letter of Offer, you will be required to sign a Service Agreement (Bond) for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period). Enclosed is a draft of the said Service Agreement, which you are required to go through, fill in the relevant details viz., name, address, name of the guarantor etc., and return to us along with the acknowledgement copy of the offer letter at the following address:

Godrej & Boyce Mfg. Co. Ltd.
Corporate Human Resources Dept.
Plant No.11, 2nd Floor, Pirojshanagar,
LBS Marg, Vikhroli (West), Mumbai 400 079.
Contact: Mr. Suresh K / Ms. Aliamma S
Tel.: 022-6796 4151 / 1435

Contd....(2)

Godrej

(2)

Mr. Shivendra Singh Chauhan, Gwalior - 474005

- Upon receipt of your acceptance of the offer letter along with the copy of the Service Agreement, we shall send you the original Service Agreement (Bond). You will be required to return to us the original Service Agreement, duly signed by you and by your guarantor in all the pages, within a week through courier / speed post at the above address. (The guarantor can be any adult person related / known to you and whose financial credibility is also sound enough to recompense the guaranteed amount in case of any default from your side).
- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) **While your initial place of training / posting will be in our Vikhroli Establishment, you are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India during your training period and/or thereafter and the same will not have any impact on your Consolidated Monthly Stipend.**
- f) **The Management shall decide your Function (Profile), Division and the Place of Posting as per the business need and exigencies at the end of the Corporate Orientation Program and thereafter. The same shall be binding on you.**
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement (Bond) signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

Contd....(3)

Godrej

Godrej & Boyce Mfg. Co. Ltd.

Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India

Tel: +91-22-6796 1700 / 1800

info@godrej.com

www.godrej.com

CIN U28993MH1932PLC001828

(3)

Mr. Shivendra Singh Chauhan, Gwalior - 474005

You are required to report for your training on 12th June 2017 at 8.40 a.m. at the following venue:

Godrej & Boyce Mfg. Co. Ltd.
3rd Floor, Plant 13 Annexe,
Pirojshanagar, Eastern Express Highway,
Vikhroli East, Mumbai - 400 079
Contact : Ms. Aliamma S/Mr. Suresh K
aliamma@godrej.com; sureshk@godrej.com

5. Qualification Clause (Declaration of Final Year / Semester Results):

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

6. Submission of False Documents:

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

7. Code of Conduct:

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign 'Code of Business Conduct & Ethics' upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

8. Conflict of Interest:

You are expected to carry out your duties and responsibilities diligently, and shall at all times, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

9. Indemnity:

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

10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.

Contd....(4)

Godrej

(4)

Mr. Shivendra Singh Chauhan, Gwalior - 474005

Please bring the following with you, when you report to us on the first day:

- All certificates and marksheet in original pertaining to your educational qualification, along with one Xerox copy of each (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Six passport size photographs (in professional attire)
- Photocopy of PAN Card (Please note that Income Tax Department's Permanent Account (PAN) Number is mandatory for all appointments in Godrej).
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).

The formal letter of appointment will be issued to you after you report for training.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please confirm on the attached copy that you accept our offer and return the copy to us so as to reach us at the above mentioned address within seven days from the date of receipt of this letter failing which your appointment as a trainee shall be treated as withdrawn and cancelled.

We look forward to your joining Team Godrej for a bright & prosperous career with us.

Yours truly,



Harpreet Kaur
Senior Vice President & Head-
Corporate Personnel & Administration

Encl.: Draft Service Agreement.

I have carefully gone through the Terms & Conditions of the aforesaid Letter of Offer and the Draft Service Agreement and understood the contents of the same. I hereby agree to abide by the said terms & conditions. I shall report for training on _____.

Signature: _____ Date: _____ Mobile No.: _____

cc : Corporate Human Resources Dept., Plant 11

nd





Fashion Apparels L.L.C.
Sultanate of Oman

19th January 2017

Mr. Sovinder Yadav

Room No. 110-H, NBH-1,
Army Institute of Technology,
Dighi, Pune-411015,
Maharashtra, India.

Dear Sovinder,

Re: Letter of Employment

This is to confirm your employment with our company under the following terms and conditions.

1. **Position :** Management Trainee - Maintenance

2. **Office hours** are as follows :

Saturday to Thursday 7:00 AM to 6:00PM

From time to time in order to fulfill the duties of your position and the company's commitments, you may work outside these normal working hours. There will be no Overtime pay for such extra hours.

3. **Basic salary:** Omani Riyal 289 per month (US\$ 750 per month) payable on 7th of each following month.

Discretionary performance bonus, if any, will be at the sole discretion of the management.

Housing:

You will be provided with shared bachelor furnished accommodation as per the rules of the Company. All basic furnishing, gas, electricity and water bills will be fully paid by the Company subject to the bills being reasonable. Any damage caused by mishandling shall be repaired at your cost.

Other Allowances:

You will be provided transport pick-up and drop-off facilities from home to office and back

4. **Commencing Date:** 15th July 2017 or before subject to the approval of Work Permit Visa from the Sultanate of Oman Immigration Department.

.... / P.2



Fashion Apparels L.L.C.

Sultanate of Oman

5. Terms of the Contract :

This is a Two (2) year contract starting from the commencement date as mentioned above. Unless otherwise agreed, the Contract will be automatically renewed for another two (2) years in accordance with current terms & conditions.

6. Income Tax Liability :

Tax Liability in Sultanate of Oman, if any will be taken care by the Company.

7. Annual Leave

You will be entitled to 30 days leave per year on pro rata basis. Should you have not completed one year with the company you will earn pro rata leave based on 2.5 days for every month served. Annual leave must be applied two months in advance.

It is a common practice for persons to claim immediate leave due to emergencies. The Company reserves the right to grant such leave after verification of the circumstances and only if applicable to immediate family consisting of father, mother, brothers, sisters, spouse and children. Unauthorized leave without proper notice may constitute breach of contract.

8. Sick Leave

You will be entitled to sick leave as per local laws. Sick leave more than a day in succession will be allowed only if accompanied by a doctor's certificate.

9. Medical Scheme

The Company pays Medical fees/charges the Ministry of Health, Sultanate of Oman which enables you to avail of free medical treatment at designated hospitals.

10. Travelling

You may be required to travel abroad in order to perform your normal course of work. While you are on business trips, you are required to travel on Economy class and stay in 3-star hotel.

11. Living expenses and outgoings :

You will be responsible for all expenses and outgoings incurred in your living in Sultanate of Oman.

12. Air Ticket

As normal practice, the company will provide your cost of Air travel and Visa expenses when you commence the job in Salalah, Sultanate of Oman. The company will provide you air passage upon completion of a 2-year employment contract to your home country, the onwards journey to your home town shall be borne by the employee. However, if you resign before the expiry of the contract, the company will not be responsible for your travel cost to return to your country.

... / P.3



Fashion Apparels L.L.C.

Sultanate of Oman

13. Visa and Immigration

You will be allowed to bring and maintain your family at your own risk and expense. The Visa fee, renewal cost and other related cost will be on the account of Employee. We will gladly provide all assistance in regard to the same.

14. Indemnity

You shall be entitled to indemnity at the rate of 15 days for each completed year of service for the first 3 years of service from the starting date and thereafter you shall be entitled to indemnity @ 30 days salary for each completed year of service. Settlement of Indemnity will be made at the end of each contract period.

15. Prohibition of other employment

You may not, without the written consent of the company, take up employment on a part-time basis, or act as an agent, consultant, advisor, or in any capacity for any other company or business. All matters pertaining to the affairs of the company are strictly confidential and may not be imparted to any third party or to persons outside the company. Any information that is divulged to any third party without the company's consent, will render you subject to immediate dismissal.

16. Restriction to receive gifts

You may not accept from suppliers or customers, gifts of any nature without the written consent of the company.

17. Additional Duties

You may be required to undertake such other reasonable duties as from time to time appear necessary to assist in the successful operation of the company.

Your services may be transferred or reassigned at the discretion of the Company to any of our associate companies in the Group.

18. Probation

As you have been transferred from a group Company, the requirement of probation period is not applicable.

19. Termination Notice

Either party may terminate this employment contract by servicing written notice in advance or payment in lieu of notice to the other party in the following manner:

- during the first 6 months month, 3 days notice is required;
- after successful completion of probation, 1 month's notice is required.

However in the cases of embezzlement, fraud &/or misconduct, concerned staff will be subject to immediate dismissal. Also the Company reserves to rights of legal action. Upon termination of employment, you are requested to vacate premises within three working days of such notice of termination and dues, if any, subject to **clause 21 below**, will only be paid to you after you have left the country where stationed and the same will only be paid into the bank account to which your salary is normally remitted to.

.... / P.4



Fashion Apparels L.L.C.

Sultanate of Oman

20. If the Company terminates your employment then the Company would bear the cost of your travel back to your home country.
21. If any declaration or information furnished by you proves to be false, your services may be terminated by the management without any notice or compensation
22. This agreement is deemed to have been made in Sultanate of Oman and the courts of Oman shall have the sole jurisdiction in all matters relating thereto.

Addendum :

Appendix "A" - Accepting gifts and other benefits in kind

Appendix "B" - Secrecy Agreement

Appendix "C" - Software Agreement

This Addendum forms an integral part of the Employment Contract.

If you are in agreement with the foregoing offer, would you please signify your acceptance by signing and returning the attached copy of this letter.

Yours sincerely

For and on behalf of

Fashion Apparels LLC

Agreed and accepted by

Nilesht Jain

Overseas Chief Financial Officer

Employee's Signature

Passport No.: P3198598

Date: 24 Jan 2017



Fashion Apparels L.L.C.

Sultanate of Oman

ADDENDUM

APPENDIX A

ACCEPTING GIFTS AND OTHER BENEFITS IN KINDS

You should not accept gifts, rewards, returns, commission, rebates and other benefits in kinds from our suppliers and customers. The above shall cover any invitation for lunch and dinner and any arrangement of leisure, funded enjoyment.

This is to notify you that under no circumstance should the above practice be allowed nor continued, the existence and continuation of which will not only damage our relationship with our suppliers and customers and adversely affect our mutual interest but also constitute a offence under the Omani Law.

If you are found guilty of the above offence, you will be liable to a fine and/or imprisonment as per the laws of Sultanate of Oman.

You are to put on record that we will have no hesitation in taking all necessary action to combat the above practice including but without limiting to taking disciplinary actions for any non-compliance with this notice and warning, and for any case of serious misconduct, reporting to the relevant authority for investigation and prosecution.

Moreover, as our employee, you are expected to devote your full time and effort to serve us and you are not allowed to take or assume at outsidess works without our consent or approval. Any breach of this restriction will subject you to disciplinary action.

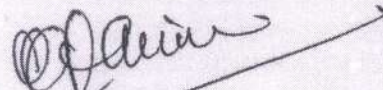
If you have any doubt, you shall immediately consult the undersigned.

Yours sincerely

For and on behalf of


Fashion Apparels LLC

Agreed and accepted by



Nitesh Jain

Overseas Chief Financial Officer

Employee's Signature 

Passport No.: P3198598

Date: 24 Jan 2017



Fashion Apparels L.L.C.

Sultanate of Oman

APPENDIX B

SECURITY AGREEMENT

Further to the letter of employment dated 19th January 2017 in respect of your employment as Management Trainee - Maintenance of our Company starting from 15th July 2017, we set out below terms and conditions governing Secrecy during/after your employment with our Company.

1.1 SECURITY AND CONFIDENTIALITY

- 1) You will not without the written consent of the Company during the continuance of your employment by the Company be engaged or interested, either directly or indirectly in any capacity, in any trade, business or occupation whatsoever other than the business of the Company.
- 2) You shall not, except as authorised or required by your duties, reveal to any person or Company any of the trade secret or secrets or operations, processes or dealings or any information concerning the Company and its personnel that is of a confidential nature including (without limitation) the organisation, business, operations, dealings, transactions, customers, marketing plans and business methods, gross margins, pricing and costing, finances, or other affairs of the Company or those of the Company's customers which may come to your knowledge during your employment by the Company at all times during and after your employment with the Company.
- 3) You shall not use or attempt to use any information mentioned in paragraph (2) above in any manner (either during your employment or after its termination) which may injure or cause loss either directly or indirectly to the Company or the Group.

1.2 NON-SOLICITATION

- 1) You acknowledge that in the course of your employment by the Company you have and will have dealings with suppliers and customers of the Company and, in order to safeguard the Company's goodwill and protect the Company's proprietary interests, you hereby agree to enter into the covenants appearing below.
- 2) You covenant with the Company that you will not directly or indirectly, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation,
 - ask, encourage or solicit any employees of the Company or the Group, to leave their employment, solicit or make offer(s) of employment to any employee of the Company or the Group;
 - solicit or attempt to solicit any customer of the Company or the Group to transfer or withdraw its business from the Company or the Group to any other person or entity;
 - cause, induce or encourage (or attempt to cause or induce) any supplier of the Company or the Group to withdraw its supply of goods or services to the Company or the Group.

... / P.2



Fashion Apparels L.L.C.

Sultanate of Oman

1.3 NON-COMPETITION

You covenant with the Company that you will not, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation, to be employed, directly or indirectly on a full-time or part-time basis, or act as an agent, consultant, advisor, or in any capacity, for the following companies or persons:

- 1) Any customers/accounts handled by you during your employment with the Company; and
- 2) Any business that is in direct competition with the Company in relation to the customers /accounts managed by you during your employment; and
- 3) Any other company or business in the Epic Group including but not limited to the following companies:
 - Epic Designers Ltd, Hong Kong;
 - Alpha Start Ltd, Hong Kong;
 - Classic Textile Ltd, China;
 - Epic Designers (VN) Ltd;
 - Epic Designers Ltd, Bangladesh;
 - Epic Garments Manufacturing Ltd, Bangladesh;
 - Cosmopolitan Industries Pvt. Ltd, Bangladesh;
 - Epic America Inc., USA;
 - Epic Studio, USA;
 - Epic Studio, UK.; and
 - All companies owned or operated wholly or partially or having affiliation with all or one of Mr. Ranjan Mahtani, Sunil Daryanani, Dinesh Virwani, Kuttubudin Ahmed, Scott Felder, Jeff Burges, Ashok Melwani and their families.

1.4 INTELLECTUAL PROPERTY

You acknowledge that any designs, artworks, prints, patterns, etc. created by you during the course of your work with the Company or the Group shall be the property of the Company or the Group and that you shall have effectively assigned all rights on such designs, artworks, prints, patterns, etc. to the Company or the Group.

1.5 RESTRICTIONS

- 1) While the restrictions aforesaid are considered by the Company and you to be reasonable in all circumstances it is agreed that if such restrictions shall be adjudged to go beyond what is reasonable in all the circumstances for the protection of the business and goodwill of the Company, and the legitimate interests of the Company, but would be adjudged reasonable if part or parts of the wording thereof were deleted or modified, the said restrictions shall apply with such words deleted or modified, as the case may require.
- 2) You agree that, having regard to the facts and matters aforesaid, such restrictions are fair and reasonable and necessary for the protection of the business and goodwill of the Company, and legitimate interests of the Company, and you hereby agree that, having regard to those circumstances, those covenants do not work harshly or unfairly on you, and that they are just and equitable.

... / P.3



Fashion Apparels L.L.C.
Sultanate of Oman

1.6 MISCELLANEOUS

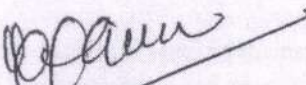
- 1) For the purpose of the paragraphs above:-
 - (a) "EMPLOYEE" means any person who is at such date an employee of the Company or whose services terminated within twelve (12) months prior to such date.
 - (b) "CUSTOMER" means any person, firm or corporation who or which was at the time of your ceasing to be employed by the Company or had been at any time during the last twelve months of your employment by the Company a customer or a prospective customer of the Company with whom you had dealings or negotiations in the course of your employment by the Company.
 - (c) "GROUP" means the Company together with its affiliates including, without limitation, Lenny Fashions Limited, Kwun Tong Apparels Limited, MRS Fashions W.L.L., Pacha Fabrique SAE, Macton Investment Limited, Zhongshan Time Apparel Company Limited, Must USA Inc., Must Europe Limited.
- 2) The paragraph headings in this letter are inserted for convenience only and should be ignored in construing the terms of this letter.
- 3) If any legal terms of this letter are held to be invalid, illegal or unenforceable the validity, legality and enforceability of any term shall not be affected thereby.
- 4) The terms set out in this letter shall be governed by the laws of Hong Kong and the laws of the country where stationed.

To confirm your acceptance of these revised conditions of employment by the Company, please sign, date and return to the Company the duplicate copy of this letter that is attached.

Yours sincerely

For and on behalf of

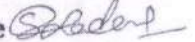
Fashion Apparels LLC


Nilesh Jain

Overseas Chief Financial Officer

Agreed and accepted by

SOVINDER YADAV

Employee's Signature 

Passport No.: P3198598

Date: 24 Jan 2017



Fashion Apparels L.L.C.
Sultanate of Oman

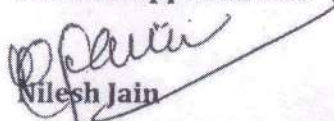
APPENDIX C

Corporate Policy on Use of Software

1. The Company has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher. List of authorised software on the computer is listed in List A.
2. Our Company will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the organization, and such use is strictly prohibited.
3. In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the written approval of and authorised signatory of the Company's Information Technologies Department.
4. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for the Company employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to immediate discipline, up to and including immediate termination of employment.
5. Employees are prohibited from Installing/Copying/Downloading any copyrighted software/programs or documentation onto their computers or laptops. Employees who do so will be subject to immediate discipline, up to and including immediate termination of employment.
6. The Company Employees shall not download or upload unauthorised software over the internet. The Company reserves right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software.
7. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, and the removal of any software found on the Company's property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.

For and on behalf of


Fashion Apparels LLC


Nilesh Jain

Overseas Chief Financial Officer

Agreed and accepted by

SOVINDER YADAV

Employee's Signature 

Passport No.: P 3198598

Date: 24 Jan 2017



Fashion Apparels L.L.C.
Sultanate of Oman

List A - (List of Authorised Software)

- 1) Operating Systems
 - a) Windows 98
 - b) Windows 95
 - c) Windows ME
 - d) Windows NT 4.0
 - e) Windows 2000 Server
 - f) Windows 2000 Professional

- 2) Microsoft Office 97
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)
 - c) Access Runtime Installation for InfoSolutions.

- 3) Microsoft Office 2000
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)

- 4) Third Party Software
 - a) InfoGL
 - b) InfoGarment
 - c) Trims
 - d) Fabric
 - e) Hexagon
 - f) OPTIM
 - g) DacEasy

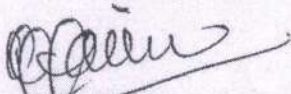
... / P.2



Fashion Apparels L.L.C.
Sultanate of Oman

- 5) Miscellaneous Software
- a) Norton Antivirus
 - b) Winzip
 - c) MSN Messenger
 - d) Adobe Acrobat Reader
 - e) AOL
 - f) AOL Instant Messenger
 - g) FaxPress
 - h) Alladin Expander

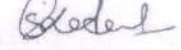
For and on behalf of
Fashion Apparels LLC


Nitesh Jain

Overseas Chief Financial Officer

Agreed and accepted by

SOVINDER YADAV

Employee's Signature 

Passport No.: P3198598

Date: 24 Jan 2017


ANNEXURE A

Name: Mr. Sudhir Kumar
Designation: Software Engineer
Level: L4
Location: Pune

Compensation Components:

	Monthly	Annually
A. Basic Salary		
Basic	13,953	167,440
Sub Total A	13,953	167,440
B. Allowances		
House Rent Allowance	6,977	83,720
Special Allowance	2,909	34,910
Telephone Reimbursement ⁽¹⁾	1,000	12,000
Lunch Allowance ⁽²⁾	1,000	12,000
Conveyance Allowance	1,600	19,200
Medical Reimbursement ⁽³⁾	1,250	15,000
LTA ⁽⁴⁾	2,250	27,000
Child Education Allowance	200	2,400
Statutory Bonus ⁽⁵⁾	2,000	24,000
Superannuation Contribution ⁽⁶⁾	-	-
Sub Total B	19,186	230,230
Total (A+B)	33,139	397,670
C. Variable Compensation		
Variable Pay ⁽⁷⁾	1,744	20,930
Sub Total C	1,744	20,930
On Target Earning -OTE (A+B+C)	34,883	418,600
D. Benefits		
PF Contribution ⁽⁸⁾	1,674	20,093
Gratuity (As Per Act)	671	8,054
Medical & Personal Accident Insurance ⁽⁹⁾	275	3,300
Sub Total D	2,621	31,447
CTC (A+B+C+D)	37,504	450,047

For 3D PLM Software Solutions Ltd.,



Rajiv Naithani
Director-HR

Note:

- Your next salary revision will be due in **April 2018**. This salary revision will be based on Total CTC and will be prorated according to the period spent with the Company from your date of joining. This salary revision will be decided on the basis of your performance and organization's decision on salary revision.
- The above compensation structure may be changed by the Company, at its sole discretion, from time to time.
- The Basic salary component will be used for computation of your retiral benefits.
- Any amounts claimed under Additional Benefits will be subject to deduction of tax at source. The entitlements automatically lapse if not claimed in the respective financial year.

SALARY COMPONENT'S DESCRIPTION:

1. Telephone Reimbursement (as per the Company's existing policy):

You can claim reimbursement of expenses incurred on telephone, mobile or internet connection against valid original bills (i.e. original bills for the period you are in employment with the Company issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills, will be paid along with salary for March, subject to deduction of tax at source.

2. Lunch Allowance:

Lunch Allowance is an optional component in your salary which if opted, will be paid in form of Meal Coupons on a monthly basis. If you do not opt for Lunch Allowance, then the above indicated amount will be disbursed as Special Allowance in the monthly salary.

3. Medical Reimbursement:

You can claim medical reimbursement against valid medical bills (i.e. bills issued within the same financial year in which the claim is made). Any amount out of the annual entitlement that is not supported by valid medical bills will be subjected to deduction of tax at source.

4. LTA (Leave Travel Assistance):

You can opt for monthly or one-time disbursement. Monthly disbursement will be subject to deduction of tax at source. Taxability of the one-time disbursement will be subject to production of valid travel proof and applicable tax laws.

5. Statutory Bonus

Statutory Bonus is paid on monthly basis and it includes bonus payout under Payment of Bonus Act. This component is applicable to L3, L4 and L5 levels only.

6. Superannuation Contribution:

Employees at Level L7 and above levels are entitled for this optional benefit. Superannuation is a monthly contribution & this fund is managed by LIC. Finance will provide you with an annual statement showing total accumulation with interest.

7. Employer's Contribution to Provident Fund:

Your Provident Fund membership begins on the date of joining the Company. The salary structure as offered to you contains the Employer's PF contribution on your actual monthly basic salary.

8. Insurance Benefits:

- a. Group Medical Insurance and Group Personal Accident Insurance for self and up to 5 individuals out of the following dependents: spouse, dependent children, dependent parents.
- b. Group Life Insurance for self

9. Variable Pay:

Variable Pay is currently paid on a quarterly basis. The amount of Variable Pay specified above is only an indicative figure and actual payout will be based on Company's Variable Pay scheme in existence from time to time.

ANNEXURE B
TERMS AND CONDITIONS

1. You may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The Company may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.
2. You may be required to work in shift system as per requirements of your job position.
3. While you are based in India, you will earn leave at the rate of 22 working days paid vacation per financial year (April – March). e.g. If you have worked for 6 months in a financial year, you will be entitled to 11 working days leave.
4. You will use your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Company. While in the service of the Company you shall not, without the express written permission of your reporting manager, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment, whether part time or full time.
5. You may be required to travel in connection with the Company's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection and other allowances according to the Company's then prevailing policy pertaining to such travel.
6. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the Company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Company, the terms of the latter shall prevail.
7. **Termination by the Company** – The Company may terminate your services at any time with or without Cause subject to the following:

If the Company terminates your services without Cause, it shall (a) provide you notice of 90 (ninety) days or such other period stated in the Company's policy prevailing at the time of such termination, or (b) pay you an amount equivalent to the monthly fixed salary for the shortfall in such notice period.

If the Company terminates your services with Cause - Your services may be terminated by the Company without notice for Cause.

"Cause" shall mean:

- a) Your breach of any of these terms or any other agreement signed by you with the Company, or
- b) Your breach of the Company code of conduct, policies, rules, regulations and procedures, or
- c) The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or
- d) The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or
- e) Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or
- f) Your failure to comply with the instructions specified in Schedule 1 hereto, or
- g) Your Unauthorized absence from work; or
- h) Your insubordination; or
- i) Your misconduct

8. **Termination by Employee** – If you wish to resign from the services of the Company, you shall provide the Company notice of 90 (ninety) or such other period stated in the Company's policy prevailing at the time of such resignation. You are expected to serve the full notice period in order to complete the transition of your duties to an employee identified by the Company. Failure to provide such notice or to serve the entire notice period shall make you liable to pay the Company liquidated damages equivalent to the the monthly fixed salary for the shortfall in such notice period.
9. **Termination on Retirement** - Your employment will automatically terminate on retirement. Retirement will occur at the end of the month in which you complete 60 years of age.
10. Without prejudice to the other rights that the Company may have under these terms, the Company may, in its sole discretion, suspend payment of the whole or part of your salary in the event of your failing to comply with the instructions specified in Schedule 1 hereto.
11. You will be required to sign a Confidentiality and IPR Agreement effective from the date of joining to protect the Company's and its clients' rights in the information and materials developed by you or disclosed to you during the course of your employment. A copy of the Confidentiality and IPR Agreement can be provided to you, if you so request.
12. Any tax liability arising out of your salary / allowances / benefits shall be borne by you. The Company may deduct such tax liability or any amounts owed by you to the Company from your salary or from any other amounts payable by the Company to you.
13. If you have to undergo any specialized training arranged by the Company, you shall execute a training agreement, if the Company so requires.
14. Without prejudice to other rights available to the Company under these terms or any other agreement executed by you, you will reimburse the Company for all losses, damages, claims or demands (including the costs, expenses and reasonable attorney's fees on account thereof) arising out of your breach of any of these terms or any other agreement executed by you with the Company or arising out of your gross negligence or refusal to perform your duties. You shall also reimburse the Company, any amounts paid to you that are not part of the compensation described in Annexure A or the Company's standard benefits published on the Company's intranet, if you resign from the Company or your services are terminated by the Company for Cause within 12 months from the date of your joining.
15. The validity, construction, interpretation and performance of these terms shall be governed by Indian Laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in Mumbai, India.

Schedule 1 to Annexure B (applicable only for new joinees)

MANDATORY LIST OF DOCUMENTS

Please carry the original documents along with a photocopy on your **Date of Joining**. Originals will be returned after verification on the same day:

- 1) Educational mark sheets & certificates –
 - (i) 10th mark sheet
 - (ii) 12th mark sheet
 - (iii) Graduation – All semester mark sheets & certificates
 - (iv) Post Graduation - All semester mark sheets & certificates
 - (v) Any other certificates
- 2) PAN Card
- 3) Passport
- 4) Driving License
- 5) Doctor's Certificate in original which must mention the following:
 - (i) Certificate Date (not more than one week prior to date of joining)
 - (ii) Your Full Name
 - (iii) Your Age
 - (iv) Certification that you are of sound physical and mental health and also that you are not suffering from any contagious disease.
 - (v) Blood group.

You are also requested to carry four passport size color photographs.

Acknowledgement by Candidate

I hereby confirm to submit the above listed documents on my date of joining;

Name: _____ Date: _____

Signature: _____

**ANNEXURE C
UNDERTAKING**

Whereas I, _____ <Name>, son/daughter/wife of
_____ having permanent residence at

have been appointed as _____ <Designation> by **3DPLM Software Solutions Ltd.**, a company incorporated under the Companies Act, 1956 having its registered office at Unit No. 703-B, 7th floor, B Wing, Reliable Tech Park, Airoli, Navi Mumbai 400708 (herein after referred to as "**the Company**");

Whereas the Company will invest considerable amount of time and money to provide extensive specialized technical, professional and other trainings and experience in certain software applications and methodologies and may disclose trade secrets and the Company's proprietary information to me in order to make me a productive employee of the Company;
Capitalized terms not otherwise defined herein have the meaning given to them in the Employment Letter dated **03-Jul-17**.

Now therefore in consideration of the Company investing time and money to provide the aforesaid trainings and experience to me:

1. I acknowledge and agree that the Company and /or its subsidiaries will invest considerable amount of time and money to provide specialized training to me in order to provide better services to the Company's clients.
2. I acknowledge and agree that the said specialized training would substantially enhance my professional skills and ability and that my non-availability in providing services to the Company pursuant to such specialized training would adversely affect the Company's operations and result in a loss of its investment.
3. I further acknowledge and agree that the Company has to recover and earn a return on its investment in such specialized training and that such recovery and earnings are directly dependent on me fulfilling my obligations under this Undertaking.
4. I hereby agree to receive and complete such specialized training and further undertake to remain in the employment of the Company for a period of not less than 18 months (excluding the notice period) from the date of joining (herein after referred to as "Stipulated Period").
5. I understand and agree that in the event I breach Clause 4 i.e. I voluntarily leave the employment of the Company or the Company terminates my employment with Cause before the expiry of the Stipulated Period, it will cause the Company to suffer damages, ("Liquidated Damages"), which is mentioned in Clause 6 below.
6. Myself and the Company have mutually discussed and I agree that the estimated amount of Liquidated Damages will be **INR 1,00,000/- (Rupees One Lakh Only)**.
7. I understand and agree to pay the Company the amount of Liquidated Damages stated in Clause 6 above in the event I breach the terms of this Undertaking. I shall pay such Liquidated Damages to the Company before the last day of my employment with the Company. I agree that the Company is entitled to recover all or part of Liquidated Damages from any amounts payable by Company to me.

8. I further undertake not to dispute the amount, and I shall pay the amount within the time mentioned in Clause 7 above and at the same time Company has full right to initiate appropriate legal proceeding against me.
9. The validity, construction, and interpretation of this Agreement and the rights and duties of the parties shall be governed by and construed in accordance with the laws of Republic of India, excluding its conflicts of laws provisions and the courts of Mumbai shall have exclusive jurisdiction in matters related hereto.
10. In the event of any dispute of difference arising between the parties hereto over the interpretation or construction of any of the terms or provisions hereof and/or the implementation or enforcement thereof or of any right hereunder or any remedy relating thereto, the same shall be referred for arbitration to the sole independent arbitrator to be nominated by the Company whose award shall be final and binding on the parties hereto. Every such reference shall be deemed to be a submission to arbitration under the Arbitration and Conciliation Act, 1996, or any modification or re-enactment thereof. The venue of such arbitration shall be Mumbai. Subject hereto, the courts in Mumbai alone shall have exclusive jurisdiction to the exclusion of other courts.
11. Should any provision of this Undertaking be or become ineffective, or be held to be invalid, this shall not affect the validity of the remaining provisions hereof. Any invalid provision or any gap or uncertainty of any provision in the Undertaking that becomes apparent when performing the Undertaking shall be replaced, interpreted or supplemented as the case may be in such a manner that the intended economic purpose of the Undertaking will be achieved.
12. And it is further agreed that all communications between the parties hereto shall be deemed to have been effectively served if addressed to the party at the registered office address of the Company and my address as set above (unless another address has been specified in writing by the party to which the notice is given) in writing by hand delivery or by postal delivery.
13. I have independently consulted my legal counsel before executing this Undertaking.

Executed by me on this _____ day of _____ 201__ at _____

(NAME & SIGNATURE OF EMPLOYEE)

Executed by the Company on this ___ day of _____ 201__ at _____ for fulfilling the promises made as set forth in this Undertaking.

For 3D PLM Software Solutions Ltd.,



Rajiv Naithani
Director-HR



CIN : U45400PN2007FTC130553
 Plot No. A - 2, MIDC
 Chakan, Phase - II,
 Village - Khalumbre,
 Pune 410 501, India
 Tel+91 2135 301700
 Fax+91 2135 301712
 www.hyundaiindia.net

Vikram Mishra
 Army Institute of Technology, Pune

February 7, 2017

OFFER OF EMPLOYMENT

Dear Vikram,

With reference to your application and the subsequent interviews / discussions you had with us, we are pleased to offer you a career opportunity in our organization as **Graduate Trainee Engineer** in the cadre of **GTE (Grade T2)**, to be based at **Pune**.

Your gross emoluments including all direct benefits would be **Rs. 3.50 Lacs per annum**.

The other terms and conditions of your employment would be communicated to you on joining. Please submit the following documents to the HR department on or before joining:

√ Copies of certificates relating to your academic qualifications including final year Graduation mark-sheet	√ Proof of date of birth √ PAN card copy √ Copy of cheque leaflet of bank account.
√ Relieving letter and proof of salary from your immediate previous employer (If Applicable)	√ Four passport size latest photographs with red background.
√ Experience certificates of the previous employments (If Applicable)	√ Medical fitness certificate from an approved Doctor / Hospital

Kindly note that your employment would be subject to submission of the above documents in order. We would expect you to join us on or before **June 15, 2017**, failing which this offer stands invalid.

With best wishes,

For Hyundai Construction Equipment India Pvt. Ltd,

Ajit Thakur
 Head - HR, Admin & EHS



3D PLM Software Solutions Ltd.
Plot No. 4, Pune Infotech Park,
MIDC Hinjewadi, Pune, INDIA
Tel: +91 (020) 290 6000
Fax: +91 (020) 293 2760

Ref: 3D PLM/ HRD/2017-18/3083

03-Jul-17

Mr. Vineet Kumar
Pune.

Contact No: 7767983609

Dear Vineet ,

Subject: Employment Letter

We ("the Company") are pleased to offer you the position of **Software Engineer (Level L4)** subject to the following:

- (1) This is only a provisional offer and is made on the basis of Company's current business requirements. In the event of any change in Company's business requirements, the Company, in its sole discretion, may withdraw/cancel this offer.
- (2) This offer is subject to your successful completion of **B.E.** programme and production of the relevant final certificates in support of the same. In the event you fail to successfully complete the **B.E.** programme this offer shall automatically stand withdrawn.
- (3) You are required to join the Company from **06-Jul-17**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
- (4) Upon joining, Company will invest considerable amount of time and money to provide extensive specialized technical, professional and other trainings and experience in certain software applications and methodologies, including trade secrets and the Company's proprietary information to you in order to make you a productive employee. In order to protect Company's investment in such specialized extensive training and experience, you will be required to execute an undertaking on the date of joining, a format of which is enclosed herewith as Annexure C.
- (5) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
- (6) You will initially be based at the Company's office at **3D PLM Software Solutions Limited Agra Fort Bldg, Plot No. 15/B, Rajiv Gandhi InfoTech Park, MIDC Phase 1 Hinjewadi Pune 411 057** unless communicated otherwise by the Company prior to your joining.
- (7) Upon joining, your compensation will be as described in Annexure A

3D PLM Software Solutions Limited
CIN: U72900MH2001PLC134244
Regd. Office: Plant 11, 3rd Floor, Pirojshanagar, Vikhroli (West), Mumbai – 400 079

- (8) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
- (9) You shall keep the contents of this offer and any Annexure hereto confidential.
- (10) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09:30 AM** on the date of joining mentioned above. Please ask for **Gayatri Paradkar** to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

Address:

3D PLM Software Solutions Limited
Plot No. 4, Pune Infotech Park, MIDC Hinjewadi
Pune - 411057
Tel: 91-20-4028 6000

We understand that you may have queries during your joining period. We would encourage you to contact **Mr. Aditya Shrirame** (on Email ID: Aditya.Shrirame@3ds.com / Tel: 08308803110).

We welcome you into the 3dPLM family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,
For **3D PLM Software Solutions Ltd.**,



Rajiv Naithani
Director-HR

I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is _____.

Name: _____ Date: _____

Signature: _____

ANNEXURE A

Name: Mr. Vineet Kumar
Designation: Software Engineer
Level: L4
Location: Pune

Compensation Components:

	Monthly	Annually
A. Basic Salary		
Basic	13,953	167,440
Sub Total A	13,953	167,440
B. Allowances		
House Rent Allowance	6,977	83,720
Special Allowance	2,909	34,910
Telephone Reimbursement ⁽¹⁾	1,000	12,000
Lunch Allowance ⁽²⁾	1,000	12,000
Conveyance Allowance	1,600	19,200
Medical Reimbursement ⁽³⁾	1,250	15,000
LTA ⁽⁴⁾	2,250	27,000
Child Education Allowance	200	2,400
Statutory Bonus ⁽⁵⁾	2,000	24,000
Superannuation Contribution ⁽⁶⁾	-	-
Sub Total B	19,186	230,230
Total (A+B)	33,139	397,670
C. Variable Compensation		
Variable Pay ⁽⁷⁾	1,744	20,930
Sub Total C	1,744	20,930
On Target Earning -OTE (A+B+C)	34,883	418,600
D. Benefits		
PF Contribution ⁽⁸⁾	1,674	20,093
Gratuity (As Per Act)	671	8,054
Medical & Personal Accident Insurance ⁽⁹⁾	275	3,300
Sub Total D	2,621	31,447
CTC (A+B+C+D)	37,504	450,047

For 3D PLM Software Solutions Ltd.,



Rajiv Naithani
Director-HR

Note:

- Your next salary revision will be due in **April 2018**. This salary revision will be based on Total CTC and will be prorated according to the period spent with the Company from your date of joining. This salary revision will be decided on the basis of your performance and organization's decision on salary revision.
- The above compensation structure may be changed by the Company, at its sole discretion, from time to time.
- The Basic salary component will be used for computation of your retiral benefits.
- Any amounts claimed under Additional Benefits will be subject to deduction of tax at source. The entitlements automatically lapse if not claimed in the respective financial year.

SALARY COMPONENT'S DESCRIPTION:

1. Telephone Reimbursement (as per the Company's existing policy):

You can claim reimbursement of expenses incurred on telephone, mobile or internet connection against valid original bills (i.e. original bills for the period you are in employment with the Company issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills, will be paid along with salary for March, subject to deduction of tax at source.

2. Lunch Allowance:

Lunch Allowance is an optional component in your salary which if opted, will be paid in form of Meal Coupons on a monthly basis. If you do not opt for Lunch Allowance, then the above indicated amount will be disbursed as Special Allowance in the monthly salary.

3. Medical Reimbursement:

You can claim medical reimbursement against valid medical bills (i.e. bills issued within the same financial year in which the claim is made). Any amount out of the annual entitlement that is not supported by valid medical bills will be subjected to deduction of tax at source.

4. LTA (Leave Travel Assistance):

You can opt for monthly or one-time disbursement. Monthly disbursement will be subject to deduction of tax at source. Taxability of the one-time disbursement will be subject to production of valid travel proof and applicable tax laws.

5. Statutory Bonus

Statutory Bonus is paid on monthly basis and it includes bonus payout under Payment of Bonus Act. This component is applicable to L3, L4 and L5 levels only.

6. Superannuation Contribution:

Employees at Level L7 and above levels are entitled for this optional benefit. Superannuation is a monthly contribution & this fund is managed by LIC. Finance will provide you with an annual statement showing total accumulation with interest.

7. Employer's Contribution to Provident Fund:

Your Provident Fund membership begins on the date of joining the Company. The salary structure as offered to you contains the Employer's PF contribution on your actual monthly basic salary.

8. Insurance Benefits:

- a. Group Medical Insurance and Group Personal Accident Insurance for self and up to 5 individuals out of the following dependents: spouse, dependent children, dependent parents.
- b. Group Life Insurance for self

9. Variable Pay:

Variable Pay is currently paid on a quarterly basis. The amount of Variable Pay specified above is only an indicative figure and actual payout will be based on Company's Variable Pay scheme in existence from time to time.



17.256

Offer: Computer Consultancy
Ref: TCSL/CT20151537460/Pune
Date: 20/09/2016

Mr. Vishal Dhaka
201g,Nbh,Army Institute Of TechnologyAlandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -

Dear Vishal Dhaka,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Assurance** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20151537460

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,670/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,600/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹300/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

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

HRD/INTEVA/C&B/2017
Dated: 27th February 2017

Mr. Vishal Singh
Bangalore

Dear Vishal,

Congratulations! We are pleased to offer you the position "Graduate Engineer Trainee" at Inteva Products India Automotive Private Limited, Bangalore location.

We are confident that the professional challenge and work environment will be of great attraction and you will get every opportunity to advance in your career. The details of your offer are as shown in the annexure.

Please communicate your acceptance by 28th February 2017. As agreed during our discussion you are requested to join us on or before 12th June 2017 otherwise this offer stands withdrawn automatically, until unless mutually agreed upon. The compensation statement has to be strictly confidential.

A detailed appointment letter will be issued, after you join the services of the company.

You are requested to produce the copies of the following for our records at the time of joining:

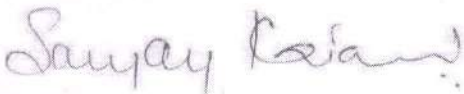
1. Education certificates
2. Three copies of passport size photograph
3. Passport (if you do not possess a valid Indian Passport, please apply for the same immediately).
4. PAN Card
5. Aadhar Card.

This Offer is valid only on successful completion of pre-employment health check-up and on receipt of physical fitness certificate issued by the recommended hospital.

If you need any further clarifications regarding your proposed employment with us, please get in touch with the undersigned.

With Best Wishes,

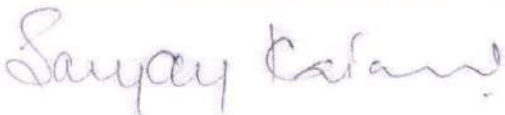
For Inteva Products India Automotive Pvt Ltd



Sanjay Kataria
Managing Director - India

Annexure		
Compensation Details : Vishal Singh		Location : Bangalore
Position Offered: Graduate Engineer Trainee		Date : 27th February, 2017
	Salary Components	Amount per Annum (₹)
1	Basic (50% on Gross)	126,600
2	HRA (40% on Basic)	50,640
3	Conveyance Allowance	36,000
4	Children Education Allowance	2,400
5	Flexible benefit plan	37,560
Gross Salary		253,200
	Perquisites	
6	Food Coupons	26,400
7	Medical Reimbursement	15,000
8	Personal Development Pay	27,612
Total Fixed Pay		322,212
	Retirals	
9	Provident Fund (12% on basic)	21,600
10	Gratuity*	6,087
Retirals Total		27,687
11	Variable Pay**	12,660
Target Cost to the Company		362,559
<p>* Gratuity shall be payable to an employee on the termination of his/her employment after he/she has rendered continuous service for not less than five years as per the Gratuity Deed.</p>		
<p>** Variable pay has been estimated @ 5% of Individual Gross and will be decided on annual basis as applicable. The percentage of variable pay will be based on the criterion set forth by the company that will include both Individual & company performance.</p>		
<p>The details of your compensation plan are "Confidential" and you may discuss any queries with your immediate supervisor or the undersigned only.</p>		
<p>I have understood & agreed for the above offer</p>		
<p>Name</p>		
<p>Date</p>		

For Inteva Products India Automotive Pvt. Ltd.,



Sanjay Kataria
Managing Director - India



17.258

Offer: Computer Consultancy
Ref: TCSL/CT20151795265/Pune
Date: 20/09/2016

Mr. Vivek Kumar Garg
Room No : 201 G Nbh 1 , Army Institute Of Technology Alandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -

Dear Vivek Kumar Garg,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Enterprise Security and Risk Management (ESRM)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20151795265

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

TCS Careers Serviceline: 1800 209 8111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,670/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,600/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹300/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

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



OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.



Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements / exigencies from time to time.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.



6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

TCS Confidential

TCSL/CT20151795265

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
*There is no criminal offence registered/pending against you



*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/CT20151795265

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



GROSS SALARY SHEET

Annexure 1

Name	Vivek Kumar Garg
Designation	Assistant System Engineer-Trainee
Institute Name	Army Institute Of Technology,Pune University, Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,400	1,60,800
2) Performance Pay**		
Monthly Performance Pay	1,600	19,200
Quarterly Variable Allowance*	300	3,600
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
TOTAL GROSS	27,415	3,36,875

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

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

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Conveyance Allowance	800	9,600
Leave Travel Assistance	850	10,200
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	6,670	80,040
GROSS BOUQUET OF BENEFITS	13,400	1,60,800

TCS Confidential
TCSL/CT20151795265

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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