



Offer: Human Resource
Ref: TCSL/CT20182597367/Pune
Date: 16/11/2018

Mr. Raghavendra
23Perumal Kovil Street,
Minjur,
Chennai-601203,
Tamil Nadu.
Tel# -

Dear Raghavendra,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,426/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides 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within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.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 given 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/CT20182597367

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

NiyatiTiara, 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

Ms Gayathri R
No.9, 5th Street
Dr. Thirumoorthy Nagar
Nungambakkam
Chennai 600034



March 13, 2018

Dear Gayathri,

We are pleased to formally invite you to join Kelsa Solutions (Kelsa), based on our discussions with you. We are glad that you share our excitement about Kelsa and we look forward to this being the start of a long lasting relationship.

We would like you to begin employment with us on or before June 1, 2018. Your employment will be based on the following terms and conditions:

1. You will be designated **Business Analyst**. In this role, you will take on the responsibility of delivering consulting services or consulting support on HR processes, policies and systems to Kelsa's clients, independently, or as part of a team. In doing this, you will work under the general supervision of a Director of Kelsa
2. You will be based in Chennai, and you may be required to travel to other locations depending upon business requirements.
3. Your annual compensation, on a cost-to-company basis, will be Rs.451,000/- (Rupees four lakh and fifty-one thousand only). The break-up of this is provided as an annexure to this letter.
4. In addition to the above, you will be reimbursed for all expenses necessarily incurred by you towards travel and stay in connection with services related to project work, should such work require you to travel and stay outside Chennai. For all such projects, the details of such reimbursements will be communicated as and when travel is required.
5. This is a full time position and it is explicitly expected that you do not take up any other business or commercial activity or employment during the period of your employment with us.
6. During the course of your employment, you will be made aware of Kelsa's products, services, development and marketing plans, as well as financial, commercial and business information of a confidential and sensitive nature. While we are in no doubt that you would treat such information with care and sensitivity, we urge you to ensure that this sensitivity is shared by those who engage in commercial / business transactions with us. Upon joining, you will be required to enter into a Non Disclosure Agreement with us to protect the Intellectual Property Rights of Kelsa, as well as those of any of our clients / business partners.
7. Either party is required to provide a 30 (thirty) day notice of separation to the other. *No notice will be required if the separation is due to an act that leads to termination of employment.* While this notice period may be set off by payment of 'notice-pay', we are confident that you will find the environment at Kelsa open enough for you to take us into confidence regarding your career plans and help us work through mutually beneficial arrangements, should separation become necessary.

© Confidential: Details of this document are not to be discussed with anyone in Kelsa who is not authorized to access it, or with anyone outside Kelsa other than immediate family

Page 1 of 3

Kelsa Management Solutions Private Limited
First Floor, No.19/L6, 22nd Cross Street, Indira Nagar, Adyar, Chennai 600020. Tel: +91 44 42666485, +91 99402 31146.
Registered Office: Plot #3, Nadaraja Road, Dr. Vasudeva Nagar Extn., Thiruvanmiyur, Chennai - 600041. Tel: 91 44 2441 0226
Corporate Identity Number: U74140TN2010PTC074804 Email: admin@kelsasolutions.com
www.kelsasolutions.com

Scanned by CamScanner

If the offer is withdrawn, you will have to re-apply to complete all the requirements of your current application. This offer is subject to you providing a copy of your degree certificate (final / provisional) on or before 15th March 2024. If you do not provide this by the deadline, this offer will be automatically withdrawn.

Please indicate your acceptance of this offer by returning a signed copy of this letter on or before March 15th 2024.

We are excited to have you on board at Kasa. We hope that you will find your experience at Kasa an exciting and rewarding one. We look forward to our building a great organisation, using our collective talents and creativity, and working through our shared values.

Yours sincerely,

[Signature]

[Signature]
Kasa Management Solutions Private Limited

[Signature]
Director

This offer is subject to your acceptance of the offer of employment after fully understanding the terms and conditions of employment in respect of your position on _____.

[Signature] _____
(Name)

[Signature] _____

This document is the property of Kasa and is not to be distributed outside Kasa without the prior written consent of Kasa. If you are not an intended recipient, please contact the sender immediately by email if you have received this document by mistake.

www.kasasolutions.com



COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹12,000/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,800/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹24,810/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



Offer: Human Resource
Ref: TCSL/CT20182370075/Chennai
Date: 11-Apr-2018

Mr. Kashif Khan
No.16, Indira Nagar,
Saradha Garden 2nd Street Selaiyur
Chennai, Tamil Nadu - 600073
Tel No: - 91 9176289697

Dear Kashif Khan

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,426/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. 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/CT20182370075

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Dec 26, 2018
Offer No : QS1462087

BOOPALAN NATARAJAN
PLOT NO 34, 2ND MAIN ROAD WIN NAGAR
Tiruchirappalli 620019
TAMIL NADU

FIXED TERM EMPLOYMENT CONTRACT

Dear **BOOPALAN NATARAJAN**

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

DEPUTATION:

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

You will with effect from JAN 01, 2019 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from JAN 01, 2019 to NOV 30, 2019.

COTERMINOUS:

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

LOCATION:

You are required to work at client's location at COIMBATORE.

POSITION:

You are appointed as AM- HR.

REMUNERATION:



The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till NOV 30, 2019 from the date of you joining Quess. This contract may be considered for an extension depending on the client and Quess's requirements. The extension of contract period would be considered on fresh terms as agreed between you and Quess through a separate mutually executed contract of employment. Quess shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

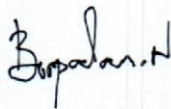
During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:



You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:



You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUEST (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Jan 01 2019 at the clients place.

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUEST Corp Limited.**
Tej Hans Raj Singh
Vice President-Operations | Staffing

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

Name:.....



Signature:.....

Place:.....

Date:.....



Ikya Confidential
Page 5

Offer No : QS1462087

This is a system generated letter

QUESS Corp Limited (Formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quescorp.com> | Toll Free No: 1800-1088-999

Ref: Nspira/RO HYD/09/18-19/12/036

Dated: 18/09/2018

To,
Ms. Romina Joseph,
82-C, DDA Flats,
JHILMIL Colony, Vivek Vihar,
East Delhi,
Delhi - 110095.

With reference to your application and the subsequent discussions that we had, we are pleased to offer you a position with us as a **Development Coach - Psychology** and your posting will be at **Hyderabad**.

The following are the terms and conditions:

- 1) See Annexure I for Compensation (Confidential)
- 2) You will be on probation for a period of **six** months of your joining the Nspira Central Office or any other location with in India. Your confirmation is subject to our evaluation of your performance.
- 3) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Organization.
- 4) Under any circumstances if the recipient opts to leave the company, he/she should serve 1 months as a notice period. As per the company norms if the notice is not served, he/she is liable to pay the company towards the same.
- 5) Your appointment is subject to reference check.
- 6) You are required to join the office on or before **03/10/2018** and report to the duties along with your document such as
 - a) **Joining Report.**
 - b) **Your Resignation and relieving letter from your previous Employer**
 - c) **Indemnity Bond/Bond as per the requirement.**
 - d) **Proof of Address.**
 - e) **PAN Card.**
 - f) **Your Qualification certificates.**
 - g) **Your Experience certificates if any.**
 - h) **Three Passport Size Photograph.**

If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof.

For Nspira Management Services Pvt. Ltd.

Human Resource

I agree & accept employment on the terms and conditions mentioned in the letter. I shall be reporting to work on _____

Signature: _____ date _____

Annexure -1

(Confidential not for circulation)

(Enclosure to the "Offer Letter" Ref: Nspira/RO HYD/09/18-19/12/036 Dated 18/09/2018)

Name	Ms. Romina Joseph
Designation	Development Coach- Psychology
Gross Salary pm	Rs. 22,000/- PM (Rupees Twenty Two Thousand Only).
Leave	As per the leave policy.



Human Resource

Signature _____



Offer: Human Resource
Ref: TCSSL/CT20182597348/Pune
Date: 16/11/2018

Mr. Aditya Gopalakrishnan
Ff4, Garudadri Apartments No.2 Subramanian Street,
West Mambalam,
Chennai-600033,
Tamil Nadu.
Tel# -

Dear Aditya Gopalakrishnan,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade Y.

Your gross salary including all benefits will be **₹5,79,426/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

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TCSSL/CT20182597348

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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 ₹12,000/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,800/- 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.

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TCS Confidential
TCSL/CT20182597348

2

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


Muthoot Finance Limited

Registered Office :
2nd floor, Muthoot Chambers,
Opp. Saritha Theatre Complex,
Banerji Road, Ernakulam - 682 018
Kerala, India
CIN : L65910KL1997PLC 011300

Phone : +91 484 2396478, 2394712
Fax : +91 484 2396506, 2397399
mails@muthootgroup.com
www.muthootgroup.com

CHENNAI SOUTH
Ref:025-CDR/01530/18
Date: 02/05/2018
Mr. MANOJ KUMAR (MF40646)
NO.34-45
THIRUVALLUVAR STREET, SEMBIUM
CHENNAI
600011
Sub: LETTER OF APPOINTMENT

With reference to your application dated 24/01/2018 and subsequent interview you had with us, we are pleased to appoint you in our organization as **STAFF WELFARE OFFICER-GR I** with effect from 02/05/2018 on the following terms and conditions:

1. You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period/s, unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.
2. You will be paid a consolidated salary of Rs.23,123.00 (Rupees Twenty Three Thousand One Hundred Twenty Three only) per month during your period of probation including all allowances.
3. If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.
4. After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
5. If you desire to withdraw your placement, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.
6. At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of the choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.
7. During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

8. If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.
9. You will work in the Section/ Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/ branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash, desktop, mobile phone, laptop, tab, simcard, ID card etc. if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
 - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 02/05/2018 at CORPORATE OFFICE after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED


For General Manager HRD

Human Resources

4th Floor, Neville Block, Ramanujan IT City, TRIL Infopark Limited - SEZ,
Rajiv Gandhi Salai (OMR), Taramani, Chennai - 600 113



Registered Office

8th Floor, First International Financial Centre (FIFC), Plot Nos. C-54 & C-55, G-Block,
Bandra Kurla Complex, Bandra (E), Mumbai - 400 051 CIN No:
U72900MH2009FTC192938

November 20, 2019

Joshua Sam Immanuel

No.43, SRB nagar, 6th Street
Chennai- 600049

Dear Joshua,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C04
- Location: CHENNAI
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)*: 400,270

* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, your initial appointment will be at Special Economic Zone Unit of the Company at 4th Floor, Neville Block (Block A), Ramanujan IT City, TRIL Infopark Ltd, Rajiv Gandhi Salai (OMR), Taramani, Chennai. The effective date of your joining will be as mutually agreed upon.

You shall comply with and abide by:

- a. all policies of Citi (and changes/revisions thereto effected from time to time),
- b. the Code of Conduct for employees and changes/revisions thereto effected from time to time, as applicable to your grade, during the course of your employment with Citi.

During the course of your employment with Citi, you will work exclusively for, and in the interest of, Citi and maintain confidentiality as to the business of Citi and its customers, as required by Citi. You will not associate yourself in any activities which in the opinion of Citi are harmful or detrimental to the interests of Citi.

You are not entitled to be employed with another employer or be interested directly or

indirectly in any other business or vocation.

Citi shall have the right, but not the obligation to transfer/second you, as the case may be, to any function, business group, any other location within India, or to its affiliate and subsidiary organizations, at any time in the future.

As a prerequisite for joining the employment, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your date of joining Citi is contingent upon entering the requisite data on First Advantage website for initiation of background verification**. This offer would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

**not applicable for Citi inter-entity transfers

Upon joining, you shall provide Citi with the documents as mentioned in the checklist shared with you over e-mail. You will also be required to declare any indebtedness, personal investments, and your involvement in any litigation and make such other declarations and undertakings that are required as per Citi's policies on joining, and during the course of your employment with Citi.

All intellectual property rights and goodwill generated, as a result of your employment with Citi, shall be for the benefit of and belong to Citi. You hereby unconditionally agree to assign all intellectual property rights of whatever nature that may arise under or in connection with the services you provide whilst in employment with Citi.

You will be eligible for other perquisites and benefits as applicable and available to employees in your grade from time to time, some of which are mentioned below:

- a. Group Medclaim Policy: Citi has a medical insurance policy for employees of your grade. To become eligible to participate in Citi's medical insurance policy you need to enroll yourself and your family (spouse and children) in the insurance policy. You also have the option of including your dependent parents subject to certain conditions. Further details about the policy will be available to you upon joining.
- b. Group Term Life Insurance Policy: All employees of Citi are beneficiaries of a Group Term Life Insurance Policy with death coverage benefit, as per its terms, in the event of the employee's death. The premium attributable to you will be entirely borne by Citi. Further details about the Policy will be available to you upon joining.
- c. Group Personal Accident Insurance Policy: All employees of Citi are beneficiaries of a Group Personal Accident Insurance Policy that provides benefit in case death occurs due to accident, and/or upon permanent disability (which is defined by the scheme as disablement that entirely prevent the employee from attending to any business or occupation of any and every kind and which lasts at least 12 months) of the employee. Further details about the policy will be available to you upon joining.

Your compensation and terms of employment shall be subject to review in accordance with Citi's policies from time to time, at the sole discretion of Citi. Your monthly payments and your benefits shall be subject to deduction of income tax as per prevailing income tax

rates and other statutory deductions as may be required, in accordance with applicable legislation in force from time to time.

Termination

- Citi reserves the right to terminate your employment immediately, at any time, in case you are unable to provide all suitable documentation required as a part of the joining process on the date of your joining the services of Citi.
- It is understood that this employment is being offered to you on the basis of the particulars submitted by you to Citi. However, if at any time, it should emerge that the particulars provided by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this Offer will be considered ineffective and would be liable to be terminated by Citi.
- Your employment may be terminated by either you, or by Citi. To so terminate, either party shall be required to give the other, ninety (90) calendar days written notice in advance of termination, or pay to the other the Monthly or prorated Payments in lieu of such notice period, though upon a termination of employment by you, you accept that Citi at its discretion, can require you to continue in service during the period of notice and need not necessarily accept Monthly Payments in lieu of notice from you. It is clarified that upon a termination of employment by you, and you are not required by Citi to continue in service, Citi is not obliged to make any Monthly Payments to you in lieu.
- Citi reserves the right to terminate your employment immediately, at any time, without making any Payments to you in lieu of notice, in case:
 - You are guilty of dishonesty, or serious or persistent misconduct, temporary/long absence from work without previous approval, absence from work citing wrong/false reasons or, you neglect or refuse to attend to your duties or fail to perform any of your obligations, or fail to observe Citi's business, disciplinary and ethical code, guidelines and policies.
 - You absent yourself from the services of Citi without prior approval, or overstay sanctioned leave by fifteen consecutive days without prior intimation and approval, as you will be deemed to have abandoned service voluntarily.
 - If the outcome of background verification** is found unsatisfactory.**not applicable for Citi inter-entity transfers
- Upon termination of this employment, you shall immediately return all Citi property in your possession to Citi. You will be relieved from services only after satisfactory hand-over of responsibilities, settlement of outstanding dues and service of notice period, and subject to any specific conditions mandated by relevant circumstances at the time.

Retirement

You shall retire from the services of Citi upon completion of 60 years of age.

Consent for Purpose of Collection

Without prejudice to the foregoing, you agree that any personal data provided by you or on your behalf to Citi from time to time prior to or in course of your employment with any Citi entity (if employment is subsequently offered to you) as well as all other personal data

related to you will be used/ disclosed by Citi for legitimate purposes:

- To comply with any obligation imposed under any contract, law and/or regulation.
- Monitoring your financial transactions in all or any accounts held with Citi.
- Retention / preservation of your employment records with Citi for an indefinite period.
- Sharing of all or any of your details with any person, if any event or situation warrants such disclosure

Governing Law

Your employment (including these terms) shall be governed by and construed in accordance with the laws of India.

Statutory Benefits

The statutory benefits available to eligible employees in accordance with the provisions laid down under the Employee's Compensation Act, the Maternity Benefits Act, Employees' State Insurance Act and/or any statutory modification or re-enactment thereof for the time being in force would be applicable basis the specific criteria laid down under the respective Acts from time to time.

These terms, and your employment with Citi, is contingent upon your confirming written acceptance of the above terms and conditions of Citi within ten days of receipt of this letter by you on the duplicate copy of this letter and your joining us on or before a mutually agreed date.

This offer letter shall stand revoked in case you (the candidate) fail to join within a week (7 calendar days) of the agreed date, as agreed with your HRG in writing. Also in such an event your candidature shall be barred from being considered for any future openings in Citi.

We wish you an enjoyable and rewarding association with us.

Sincerely,

Yogesh M
Assistant Vice President
Human Resources
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Joshua Sam Immanuel

Date: 24/11/2019

signHere1



Annexure

Compensation (INR)	
Grade/ C Level	C04
Basic Salary	180,063
Special Allowance	48,899
Meal Allowance	36,000
**Car Allowance	0
HRA	90,032
LTA	15,006
TC less LPA (a)	370,000
*LPA Amount (b)	0
Other Cash Components (c)	0
Total Cash (a+b+c)	370,000
***Provident Fund – 12%	21,608
****Gratuity – 4.81%	8,662
*****Superannuation – 13%	0
Retirals:Overall (d)	30,270
CTC (a+b+c+d)	400,270
Sign-On Bonus	0
Notice Period Buy Out	0

*LPA Location Premium Allowance is a function of your grade/level and is linked to your work location. LPA is variable and the value of LPA can either decrease or increase upon your transfer from one location to another.

**Car Allowance: You will be eligible for a company lease car as applicable at your grade level (applicable for C12 and above). The annual budget available to spend on the car including the purchase price of the new car will be capped at 20% of your Total Cash less LPA. The annual budget will be utilized for the payment of the annual cost of Lease charges to the leasing company, annual amortized cost of one-time levies like Road tax, Registration, Octroi as applicable, the cost of annual premium for a comprehensive Insurance for the vehicle, cost of fuel and regular maintenance and other taxes. Any unutilized car allowance will be paid out and will be full taxable. The car entitlements are subject to Income Tax perquisite valuation rules as applicable from time to time. Please do contact your HR Generalist for details of the car policy.

***Provident Fund: Under this scheme you will be required to contribute 12% of your Basic Salary per month, which will be deducted through payroll. A matching contribution will be made by Citi towards the same.

****Gratuity: You will be eligible for gratuity at the time of leaving the services, as per the policies of Citi. Gratuity is paid in case an employee completes 4 years and 240 days of continuous service and it is calculated on the basis of the statutory provisions and company policy.

*****Superannuation Fund: You have the choice to participate or decline to participate in the Superannuation scheme of Citi, immediately upon joining. You are required to choose an option as per the Mandate Form available in the joining kit. After choosing an option, you may not, thereafter, change the same. Further details about the Scheme will be available to you upon joining.

Employee Conduct

Citi takes workplace conduct and behavior very seriously, which is fully articulated within Citi's Code of Conduct. Specifically, Citi strives to be the best for our customers and clients, while also facilitating a strong culture of compliance, governance, and ethical conduct.

Citi and our regulators around the world expect our employees to conduct themselves in a manner that supports this objective and also builds and supports their own personal reputation and integrity. Citi also expects all of its workplaces to be inclusive environments where employees treat each other with mutual respect, and always operate in the best interests of our clients and shareholders. Citi promotes various channels through which concerns can be escalated, including confidentially, and fully expects employees to utilize these escalation channels in a timely manner without fear of retaliation.

As a Citi employee, you are expected to align your personal conduct to these objectives and comply with all Citi's policies and standards, including the Code of Conduct. You acknowledge that if you breach or fail to comply with any Citi policy or standard, there may be serious consequences including being subject to disciplinary action, up to and including termination of employment.

Sincerely,

Yogesh M
Assistant Vice President
Human Resources
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Joshua Sam Immanuel

Date: 24/11/2019

signHere1



Ms. Antoleena Daisy Moral,
#9, Thiruvengadam Street,
Pudupet, Chennai – 600 002.


Dear Antoleena Daisy Moral,

We are pleased to inform you that, you have been selected to undergo training as **Executive Trainee** in Royal Enfield (a unit of Eicher Motors Ltd), on or before **19th November 2018** or on a mutually agreed date, on the following terms and conditions,

- 1 Your engagement in the company is subject to your passing the final examination & fulfilling the selection criteria defined by the company and producing a valid medical fitness certificate as instructed by us.
- 2 You shall be required to report for training on 19th November 2018 or on a mutually agreed date at our factory premises, Thiruvottiyur, Chennai – 600 019. At the time of joining, you have to submit all relevant documents along with the company's joining forms as mentioned in *Annexure 1*.
- 3 During training, your Total CTC (Cost to Company) will be **Rs.3,50,000/- (Rupees Three Lakhs and Fifty Thousand Only)** per annum. The breakup of the same is attached in the *Annexure 2*
- 4 Your training shall be for a period of 1 year and shall commence from the date of your joining. However, the Management shall have the discretion of increasing / reducing the training period
- 5 It shall be at the discretion of the Management to give you employment at a suitable level in regular service on successful completion of training and depending upon the assessment of your performance and also subject to availability of suitable vacancy.
- 6 You shall continue to be a trainee unless specifically offered employment in writing by the company.
- 7 You shall be governed by the terms and conditions as prescribed in *Annexure 3*.
- 8 Your training shall be governed by rules and regulations of the company which may be in force now and from time to time in future.

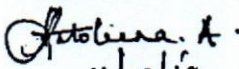
If the above terms and conditions are acceptable to you, then we request you to sign and return to us the duplicate copy of this letter as a token of your acceptance. Kindly intimate your acceptance within one week from the date of this letter; otherwise this offer of training shall be treated as cancelled and withdrawn automatically.

Yours sincerely,
For Royal Enfield
(A Unit of Eicher Motors Ltd)


T Arul Ananda Prabu
Head – Human Resources

I have carefully read the terms and conditions of training and hereby confirm the acceptance.

Signature


11/01/18

ROYAL ENFIELD

Annexure 2

CTC Breakup	
Components	Amount in Rs
Basic	78,125
FPA	2,21,242
Indirect benefits	13,133
Fixed CTC (A)	3,12,500
*Training Reward (B)	37,500
Total CTC (A) + (B)	3,50,000

*Training Reward will be given only upon the successful completion of the training period and subject to your being on the rolls of the company at the time of disbursement.

Flexible Payment Amount (FPA)

The FPA can be distributed over the components as mentioned below,

Elements of FPA	Maximum amount permissible under each element
HRA	As per IT Act (50 % of Basic Pay for New Delhi, Mumbai, Kolkata and Chennai. 40 % of Basic Pay for other cities).
Education	Rs.1,200/- per annum per child subject to a maximum of two children for a day scholar or Rs.4,800/- per annum per child subject to a maximum of two children in case they are in a hostel.
LTA	Current IT rules provides exemption once every two years for expenses incurred on travel subject to guidelines as stated in the rules and the individual actually incurring the expenditure and submitting bills related to the same.
Newspaper and Magazine	Rs 15,000/- per annum

Yours sincerely,
For Royal Enfield
(A Unit of Eicher Motors Ltd)


T Arul Ananda Prabu
Head - Human Resources


11/11/18

n.k

Compose

Inbox

Starred

Snoozed

Sent

Drafts 1


More

Meet

New meeting

Join a meeting

Hangouts

 MPSW

+

No recent chats
Start a new one

Vaishali Venkatraman- On campus- Offer letter



VAISHALI VENKATRAMAN <vaishalivenkatraman@gmail.com>
to me

Dear Sir / Ma'am,

This is my offer letter which I received .

Thank you
With regards,
Vaishali Venkatraman

----- Forwarded message -----

From: **Dhanalakshmi J** <dhana.l@karadipath.com>

Date: Sat, 17 Mar 2018, 16:29

Subject: Offer for the position of Trainer and Product Specialist

To: vaishalivenkatraman@gmail.com <vaishalivenkatraman@gmail.com>

Cc: MSSW Placements <placements@mssw.in>, Ananda Mahto <ananda.m@karadipath.com>, Udhaya R <udhaya.r@karadipath.com>

Dear Vaishali Venkatraman,
Greetings from Karadi Path Company.
We thank you for interviewing with Mr. Udhaya Kumar, National Head – Training & Mr. **Product Specialist**". Your location will be informed at the time of joining. Your total co
detailed salary break up is given below.

Enable desktop notifications for Gmail. OK No thanks