



Karadi Path Education Company Pvt. Ltd.
3A Dev Regency 11 First Main Road Gandhinagar Adyar Chennai 600 020 India
www.karadipath.com Ph: 91 44 42054243 CIN: U80301TN2010PTC078617

02 May 2019

To
Ms. Manasvini R
Old/New, 19/22
Rajagopalan St
West Mambalam, Chennai
Tamilnadu 600033
Mobile – 7358441347
manasvini.rangaraaj@gmail.com

Dear Manasvini R,
We are pleased to appoint you in our Company on the following Employment Terms and Conditions

1. DESIGNATION / JOINING DATE

You have been designated as “Assistant Editor - Learning Design” in our company and as agreed you will be joining immediately. Your Employee grade for the year 2018-19 is Grade E3.

2. LOCATION

Your current place of posting is at Chennai subject to change with prior intimation.

3. SALARY

You shall be paid a total all-inclusive (cost to the company) salary package of Rs 34000/- (Rupees Thirty Four Thousand only) per month as per Annexure ‘A’, subject to statutory deduction as applicable under the laws framed by the Government, Semi Government or any other Government body.

4. PROBATION

You will be on probation for a period of 6 months from the date of joining. Your services will be confirmed on successful completion of the probation period and you will be entitled to avail the benefits of leave, incentive, Bonus etc. on confirmation.

5. PROVIDENT FUND

You will be entitled to the benefit of the scheme as per the rules of the Provident Fund.



Mazzarello Magalir Nalvazhvu Maiyam

SOCIAL SERVICE SOCIETY

(Registered under the Tamil Nadu Societies Registration Act. 27 of 1975 S.No. 147/1990)

MARIALAYA

Shelter and Rehabilitation Centre for Street Girls

New # 57, (Old # 29), Pedariyar Koll Street, Chennai - 600 001. Phone : 25283988

51, Shanmugarayan Street, Chennai - 600 001. Phone : 25282279

Telefax : 25281780 E-mail : marialayamm@sify.com url : www.marialaya.org.

Date :

APPOINTMENT LETTER

Dear Ms. Jamuna J.

Ref: Your application for the post of Assistant Project Coordinator.

Dated: 15/06/2019

I am pleased to offer you employment in the position of Social Worker in Marialaya. I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our organization and children. Your appointment as Assistant Project Coordinator will commence on 17/06/2019 you will be entitled to monthly salary of Rs.15000/-

The terms and conditions for the jobs are as follows: Your designation will be "Assistant Project Coordinator". Your appointment is on a contract basis for one year i.e. from 17.06.2019 to 17.06.2020. The contract will be extended further subject to satisfactory performance. You will report to the Director of the Organization.

Your responsibilities are: To ensure that the program activities are carried out in a timely manner and with attention to the quality. Maintain and update all the files and reports. Supervise the activities for the educational and Health requirements of the children. Impart Life Skills Education training and follow up groups as requested. Adhere to organization's child Protection Policy and any other task assigned by NGO Management.

The work timings are from 9:30 am to 5:30 pm, Monday to Saturday. Please Note that this appointment can be terminated by the Organization fro the following reasons and can be terminated by either party with 30 days written notice.

1. Upon misconduct, verbal abuse of co-worker, children etc.
2. Upon remaining absent from work for prolonged period and without permission.
3. Upon failure to perform satisfactorily

Sr. Arul Mary

Sr. Arul Mary
Director, Marialaya.

MAZZARELLO MAGALIR NALVAZHUVU MAIYAM
SOCIAL SERVICE SOCIETY,
MARIALAYA
No. 57, Pedariar Koll Street,
GEORGE TOWN, CHENNAI-600 001.

Received the appointment order, accepted and agreed.

Date: 17-06-2019

J. Jamuna
Signature of the Staff

July 24, 2019

Mr. Vibhakar S.
No. 1/22 Raghavendra Nagar,
Sathuvachari, Vellore-632009.

Dear Vibhakar,

We have pleasure in deploying your services as "Consultant - HR" at Trainee level with us with effect from July 24, 2019.

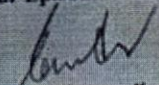
You will be paid a consolidated fee of Rs.20,833/-p.m. (Rupees Twenty Thousand Eight Hundred Thirty Three Only) subject to deduction of statutory taxes.

You will be governed by the Company rules and regulations and adhere to same. Either party may terminate this contract by giving notice. However the Company may terminate without notice on account of non-performance and/or breach of company rules & regulations.

You are requested to sign the duplicate copy of this letter as a token of your acceptance. You are also requested to sign the mandatory papers like NDA, HIPAA, etc. as per the company policy on April 26, 2019.

We wish you all the success.

For Episource India Pvt.Ltd.


Ram Srinivasan Kumar
Country Head - India

●● Episource India Pvt. Ltd | www.episource.com | CIN : U72900TN2004PTC053347

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028

Corporate Office
1st Floor, Prince Info City II,
141, Rajiv Gandhi Salai (OMR),
Chanchayandi, Chennai - 600 096.
+91 44 4918 1616

Mumbai Office
5th Floor, E Wing, Corporate Avenue
(Aur Projects), Opp. Saltlake Corporate Park,
Choksea, Andheri-Ginkajur Link Road,
Andheri East, Mumbai - 400 093

Vijayawada Office
Door No. 54-15-5A, 3rd Floor,
Lakshmi Avenue,
Srinivasa Nagar Bank Colony,
Ring Road, Vijayawada - 520 004

5-06-2019

OFFER LETTER

To

Anna Aniyar
D/O. Aniyar Peter
No: 9, Marudhalaya
Nataraj Nagar
Sungam By Pass Road
Coimbatore 641045

Dear Anna,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as Counsellor in our Foundation and the subject to the following terms and conditions.

- You will be governed by the rules and regulations prevailing time to time and standing orders applicable to the Foundation.
- Your request to discuss with our finance department for your scale of pay
- Your services can be terminated on one month's notice on either side.
- You will be required to produce the following documents at the time of joining the Foundation.
Recent passport size colour photograph - 1 Original and copy of the educational qualification certificates (Originals will be returned to you after verification)


You are requested to report to our Managing Trustee on 16.7.2019

We welcome you to our organisation and look forward to your contribution to the growth of the organisation

Regards



S. Balamurugan
Administrative Officer

adding value to life 

Ref No: 13022422

03-Apr-2019

Infantious Bryan Cisarrio I,
MSSW

Dear Infantious Bryan,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Jr. Executive - Recruitment** in Cognizant Technology Services India Private Limited ("Cognizant").

You are entitled to an Annual Total Compensation (ATC) of **Rs.500,000**. This includes an annual incentive indication of **Rs.20,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are presented in **Annexure A**.

We are glad to also offer you one time Joining Bonus. Please refer **Annexure C** for further details.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization.

Please note:

- This appointment is subject to satisfactory professional reference checks.
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please reach us on bschool@cognizant.com.

Yours sincerely,

For Cognizant Technology Services India Private Ltd.



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Annexure A

Name: Infantious Bryan Cisarrio I

Designation: Jr. Executive - Recruitment

Sl. No.	Description	Monthly	Yearly
1	Basic	14000	168,000
2	HRA @60% of basic*	8400	100,800
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1680	20,160
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	11870	142,440
	Annual Gross Compensation		480,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		500,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		13,000
	Annual Total Remuneration		513,000

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 1923
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act, 1972
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit Act, 1961

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings.

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note:

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment

and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>-> Total Rewards App for more details.

Annexure C

Dear Infantious Bryan,

It was a great pleasure interacting with you over the last few weeks.

With reference to our discussion and subsequent offer, we wish to inform you of an additional Joining Bonus of Rs. 50,000.

Kindly note the points below:

1. The Joining Bonus will be paid in 1 installment, on the completion of 3 months of continuous service with Cognizant
2. If the date of joining falls before 18th of any month then Joining Bonus will be paid in the fourth month salary cycle, and if the date of joining falls after 18th of any month then Joining Bonus will be paid in the 5th month salary cycle
3. The Joining Bonus will be subject to statutory and income tax deductions as applicable
4. The Joining Bonus will be recovered in case you leave the services of Cognizant within one year of joining

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



THUVAKKAM

Reg. No : 131/2014 *Exceeding Limits...*

Letter of Offer

REF NO: TKM/BOD/01140419

15-04-2019

Mr. Krishna Kumar Suresh
No 42, Kalavaikarai Street, Moondramkattalai,
Kundrathur, Chennai – 600128

Sub: Job offer

Dear Mr Krishna Kumar Suresh

We are pleased to offer you the position of **Executive Director** in our **Thuvakkam** based at **Chennai**.

We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs.3.5 Lakhs**, subject to tax and other statutory deductions
- Business Travel allowance and reimbursements as per organization policy.

Please send a signed copy of this letter indicating your acceptance to join to our Board of Director.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our Chennai office.

Please submit the following documents to Directors at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two colour passport-size photos and (5) proof of address.

We look forward to welcome you aboard.

Sincerely,

For **Thuvakkam**

Abhirami Arunachalam / Board of Director

"Be the Change you want to See"

MOHAN FOUNDATION

OFFER OF APPOINTMENT

29th October 2019

Ms. Merlin Juliet Mary. R
B-193, B Sector
Spic Nagar, Tuticorin – 628005
Tamil Nadu, India

Offer of Appointment

Dear Ms. Merlin Juliet Mary. R,

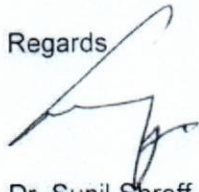
Congratulations!

We invite you to join our organization as **Transplant Coordinator** from **1st November 2019** and you will be based at **Chennai**.

A formal "Contract of Employment" for one year will be given to you on the day of joining our organization. Your total salary will be Rs. 25,000/- per month of which 10% TDS will be deducted for Income Tax purpose.

Please get in touch for any clarifications and further communications. We look forward to your joining MOHAN Foundation.

Regards



Dr. Sunil Shroff
Managing Trustee



Statement of employee's acceptance

I have read and understood the Offer of Appointment, accept the same and am likely to join MOHAN Foundation on _____.

Name

Date

Signature

MULTI ORGAN HARVESTING AID NETWORK

H.O: Toshniwal Building, III Floor, 267, Kilpauk Garden Road, Chennai - 600 010 (INDIA) Tel : 044-26447000 Fax : 91-44-26263477

E-Mail: info@mohanfoundation.org, mohanfound@gmail.com

www.mohanfoundation.org

Donation is valid for tax exemption u/s 80G of Income Tax Act 1961. Regd. under FCR Act.

Strictly Confidential

Date: 16th May, 2019

Manasa Sri J

1-B, Land Mark Akshaya Apt, 74 Society Road, New Fairlands, Salem - 636016

Dear Ms Manasal,

Congratulations and Welcome to the Vedanta family!

We are pleased to extend you an Offer of employment ("Offer") with **Bharat Aluminium Company Limited ("Company")**, for the position of **Officer Trainee in M7 Grade**. We are excited at the prospect of your working with us and look forward to your joining us on or before 16/5/2019 at the following address:

Bharat Aluminium Company Limited
Korba- 495684
Chhattisgarh

The terms and conditions contained herein ("**Terms of Employment**") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination (**Annexure B**), Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your **Total Remuneration** is **INR 7,95,000 /-** (Rupees Seven Lakhs Ninety Five Thousand Only) per annum, which will be revised upon confirmation basis your performance. Complete details on compensation are available in the Term sheet (**Annexure A**).

2. Training and Probation

You will be on training for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the training by such period, as it may deem appropriate.

Post completion of the training, you will be on probation for a period of 6 (six) months. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the training and the probation period. The Company may, at its discretion, extend the probation by such period, as it may deem appropriate.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

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Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

- 3.3. All information, data and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.
- 3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

- 3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e. copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

- 4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you. The Leave Travel Allowance (LTA) mentioned in Annexure - 1 will be paid to you post tax deduction in the first year. You will be able to claim tax benefit on LTA post your confirmation.

5. Background Checks - Credential Verification:

- 5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, in particular your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

- 6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.
- 6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.
- 6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred or deputed to offices, departments or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.
- 6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- 6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.
- 6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.
- 6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:
 - (d) Induce or attempt to induce any employee of the Company to quit employment with the Company.
 - (e) Otherwise interfere with or disrupt Company's relationship with its employees.
 - (f) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

- 7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.
- 7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

- 8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving one-month notice in writing during the training or the probation period and a two month prior written notice post your confirmation. The Company however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft, fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for atleast one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Korba.

13. Joining Documents

13.1. At the time of joining you are required to submit the following documents:

- (f) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.
- (g) Valid Proof of Address (Passport, Aadhar card, DL)
- (h) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)
- (i) Five copies of your recent passport size photographs.
- (j) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer **Annexure -B** for details.


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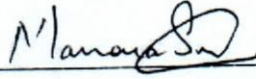
The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

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We welcome you to the Vedanta family and wish you a rewarding and successful career.

Best Wishes.

For Bharat Aluminium Company Limited


Sridhar Kalawala
AGM HR -BALCO

Signed : 
Name : MANASA SRI J
Date : 16.5.2019
Date of Joining : 16.5.2019

Annexure 1: Compensation Breakup

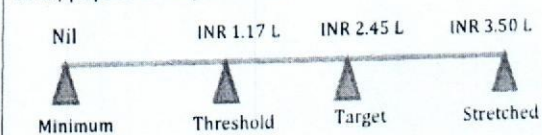
Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 16th May, 2019

Name	Manasa Sri J
Company / Business Unit	Vedanta Limited
Position / Title	Officer Trainee/M7
Training Period	6 Months
Probation Period	6 Months (Assistant Manager)
Confirmation	Post 12 months

Compensation Scheme
I. Total Target Remuneration from Date of Joining

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080,	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.

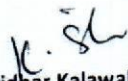
#	Particulars	Amount (INR) per annum	Remarks
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8,063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaim Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. This component is not cashed out.
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. This component is not cashed out.
Fixed Pay		5,50,000	Sum of all above
Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)			
	Target Annual Performance Pay	2,45,000	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p>  <p>Nil INR 1.17 L INR 2.45 L INR 3.50 L</p> <p>Minimum Threshold Target Stretched</p>
Total Target Remuneration		7,95,000	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

Other terms & conditions

- 03
1. 100% compliance of company's rules, regulations, code of conduct and Group Values
 2. Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
 3. Leave: As per Company policy.
 4. You will be eligible for increment upon confirmation as per company policy.

For Bharat Aluminium Company Limited


Sridhar Kalawala
AGM HR -BALCO

The provisions of this offer of employment have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME] MANASA SRI J

[SIGNATURE] 

[DATE] 16/05/2019

Ref No: CT/NTECH/JUL19/8753

July 29, 2019

Mr. Alwin Poorana Ignatius.J

No.39/20 Thiruvankadam Street,
Pudupet, Chennai-600002.

Dear Alwin,

With reference to the interview(s) you had with us, we are pleased to appoint you in our Company as **Learning and Development - Officer**. The terms and conditions of your appointment are given below:

Heads	Monthly (in Rs.)	Annual (in Rs.)
Basic Salary	10208	122496
House Rent Allowance	5104	61248
Conveyance Allowance	1600	19200
Meal Pass / Allowance	2000	24000
Other Allowance	6352	76224
Medical Reimbursement /Allowance	417	5004
Monthly Gross	25681	308172
LTA *1		3000
Bonus accrues and becomes payable upon completion of your service year based on individual and business performance and continuity of your service		7000
HTC Group Medical Insurance *2		3969
Term Life Insurance Premium		370
PF (12%) company's contribution towards EPF *3		21600
Gratuity *4		5889
Annual Gross		350000

Salary will be paid on the last day of every month, which may be delayed due to delays in timesheets submission/approvals and also in case of discrepancies in attendance.

Leave Travel Assistance *1:

The employee is eligible for leave travel assistance on completion of one year of service with the company.

HTC Group Mediclaim & Term Life Insurance premium *2:

Group Medical Insurance

- Annual Group Medical Insurance policy covering self and five dependents will be covered for a sum of **Rs.2,25,000/-** as per the terms and conditions of the policy detailed in the employee portal (<http://eportal.htcindia.com>). On Commencement of the insurance policy the coverage benefits will be applicable after a waiting period of 30 days.
- However to cover the dependents, the Associate needs to provide the dependent details by logging in to the e- portal within 7 days from the date of joining, failing which only the associate will be covered. The premium amount is subject to change every year post renewal of Insurance policy.

Term Life Insurance:

- You will be covered under term life insurance policy for Rs.5,00,000/-.On commencement of the insurance policy the coverage benefits will be applicable after a waiting period of 30 days.
- For more details login to Employee portal <http://eportal.htcindia.com>.

Provident Fund *3:

You will be covered under PF as per the "Provident Fund Act" 1952.

Gratuity *4:

You are eligible for Gratuity, as per "Payment of Gratuity Act" 1972.

Probationary Period:

You will be on probation for a period of 3 months.

Your employment with us will be governed by terms and conditions referred in **Annexure-A**. However when you are placed at any of our client site the rules and regulations of the client company would be applicable to you with regard to Office Timing, Dress Code, Lunch, Transportation and Annual holidays.

Your retention in the Company's employment will be subject to your continued medical fitness.

Please sign the duplicate copy of the letter and return it to us within a week's time as a token of your acceptance of this appointment letter.

We look forward to a long and mutually fruitful association with you.

Yours Sincerely,

For CareTech Solutions (India) Private Ltd.

(Bhaskar Rao Ramineni)

Authorised Signatory

I have read, understood and I accept the above appointment offer along with the terms and conditions listed in the **Annexure-A**. I will be reporting for duty on or before **August 01, 2019**.

Signature:

Name: Alwin Poorana Ignatius.J

Date:

Name: Sharanya Balachandran

Date: 1st Feb 2019

Dear Mr/Ms: Balachandran

LETTER OF INTENT

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Officer Trainee** at Total Target Remuneration of **INR 7.95 Lakhs** per annum (Refer Annexure 1 for details).

A detailed Offer cum Appointment Letter will be issued to you post completion of our entire recruitment procedure for hiring Officer Trainees. The place of posting and reporting date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Reference Checks & fulfilling the following eligibility criteria:

- 60% throughout in 10th, 12th, Graduation, Post-Graduation without any backlog at the time of selection and joining
- Regular full time MSW / MHRM degree
- No other gap in regular course of studies is allowed except for 1 year gap between 12th & Graduation or Graduation & Post Graduation

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

- Originals & Photocopies of all educational Certificates – X, XII, UG/PG, additional qualifications (If any)
- Proof of your Date of Birth
- 5 Passport size photographs
- PAN Card

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

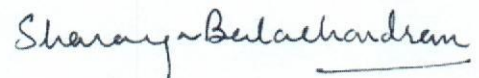
We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



Sonica Muraleedharan
Chief People Officer
Sterlite Copper



Vedanta Limited

Sterlite Copper: SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi (Tamil Nadu) - 628 002
T: +91-461 424 2591 F: +91-461 424 2829 | Website: www.vedantalimited.com

Registered Office: 1st Floor, 'C' Wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (E), Mumbai (Maharashtra) - 400 093
CIN: L13209MH1965PLC291394

Annexure 1: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

 Date: 1st Feb 2019

Name	Sharanya Balachandran
Company / Business Unit	Vedanta Limited
Position / Title	Officer Trainee
Training Period	6 Months
Probation Period	6 Months (Officer (M7))
Confirmation	Post 12 months

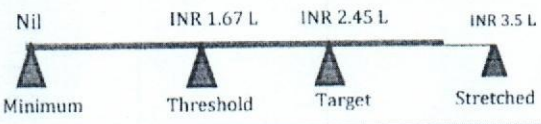
Compensation Scheme
I. Total Target Remuneration from Date of Joining

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080.	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.
#	Particulars	Amount (INR) per annum	Remarks

Vedanta Limited

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		annum	
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaim Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. This component is not cashed out.
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. This component is not cashed out.
Fixed Pay		5,50,000	Sum of all above
Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)			
	Target Annual Performance Pay	2,45,000	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation of the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p>  <p>The diagram shows a horizontal line with four points marked by triangles: Nil (Minimum), INR 1.67 L (Threshold), INR 2.45 L (Target), and INR 3.5 L (Stretched).</p>
Total Target Remuneration		7,95,000	
	Production Incentive	50,000	You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000. This is not applicable in Corporate and Non Unit Locations.

Vedanta Limited

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The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.
Other terms & conditions

1. 100% compliance of company's rules, regulations, code of conduct and Group Values

For Vedanta Limited



Sonica Muraleedharan
Chief People Officer
Sterlite Copper

The provisions of this offer of employment have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of resignation with my present employer and subsequent communication of the same to you along with the date of joining.

[NAME] SHARANYA BALACHANDRAN

[SIGNATURE] Sharanya Balachandran

[DATE] 11/02/2019

Vedanta Limited

Sterlite Copper: SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi (Tamil Nadu) - 628 002
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Annexure 2: Medical Fitness Test

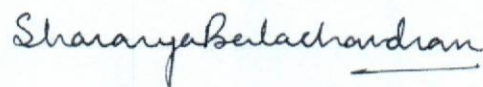
You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. Physical Examination, vision, eye (color blindness test), dental check up
2. HB, WBC total & Diff Count
3. ESR
4. Blood Sugar AC & PC
5. Fasting Lipid Profile
6. Ser. Creatinine
7. L F T
8. Urine Routine Exam
9. Chest X-ray PA View
10. ECG & T M T

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final.
- The medical charges for above will be reimbursed to you subject to a maximum of Rs.2000/- at the time of your joining on production of original bills. If declared medically unfit, the original bills can be sent to us for reimbursement.



Sonica Muraleedharan
Chief People Officer
Sterlite Copper



Vedanta Limited

Sterlite Copper: SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi (Tamil Nadu) - 628 002
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CIN: L13209MH1965PLC291394



TITAN ENGINEERING & AUTOMATION LIMITED

OFFER LETTER

Ms. Reshma Menon V

83/92,

Tulsi Ramachandra Apartments,

Tambaram - 600122.

Tamil Nadu.

Reference No. OL/54406

June 4, 2019

Dear Reshma,

Thank you for your interest in Titan Engineering & Automation Limited. At TEAL, we are committed to fostering a caring and value-driven culture to drive performance, as we believe that people are at the heart of our success. We look forward to working with you and are pleased to make you an offer for the position of **Executive Trainee at Level L4 at Hosur, Automation Solutions-Hosur.**

Compensation: Your estimated cost to the company ("CTC") is INR 6,00,260 per annum with Basic Salary at INR 15,000 per month. The detailed split-up is given in the attached annexure. Please keep the details of your compensation confidential.

Medical Examination: You are required to go through a pre employment medical examination in the centres designated by the company to certify your fitness for the role offered to you. Our HR team will be happy to provide you with the details.

Reference Check and Background Verification: As a Company we believe in investing in people for the long term and as such follow a thorough reference check and background verification process for every employee. This includes verification of application documents submitted by you, educational qualifications, past employment history and any other information stated or represented by you. You will appreciate that if at any time, it is found that the information submitted or represented by you is false or incomplete and/or that you have knowingly suppressed any information or if any other unsuitable information about you comes to light, the Company reserves the right and will be constrained to terminate your employment at any time without compensation. This offer is also subject to your clearing your relevant degree examination in the first attempt.

Liabilities: By signing this offer letter, you confirm that you have no liabilities (past, present or future) with any of your past or current employer(s) ("Liabilities"). If you have any Liabilities, you will be solely responsible for them and the Company will bear no responsibility for the same. Also, if it is found that any of these Liabilities hinder you in the performance of your role and responsibilities at TEAL, or cause or could cause damage or harm to the Company, we reserve the right to terminate your employment with us, immediately, without any compensation.

Signature _____

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TITAN ENGINEERING & AUTOMATION LIMITED

Unit - I : No. 27 & 28, SIPCOT Industrial Complex, Hosur - 635 126, Tamil Nadu, India. Tel: +91 4344 664 831, Fax : +91 4344 276 523
Regd. Office : Unit - II : No. 141, S. Muduganapalli Village, Denkanikottai Road, Hosur - 635 110, Tamil Nadu, India. Tel.: +91 4344 431 520
CIN No.: U33111TZ2015PLC021232

(A wholly owned subsidiary of TITAN COMPANY LIMITED, A TATA Enterprise)



TITAN ENGINEERING & AUTOMATION LIMITED

Tata Code of Conduct: At TEAL, the Tata Code of Conduct ("TCOC") serves as a guide to each employee on the values, ethics and principles expected of them in both personal and professional conduct. Prior to your joining, you will be given a booklet on the Tata Code of Conduct ("TCOC"). You should go through the TCOC thoroughly and you will also need to sign an acknowledgment that you have received and read the terms of TCOC. We at TEAL, expect all our employees to be in strict compliance of TCOC during their term of employment and no exceptions, whatsoever, are entertained.

Policies of the Company: Our Company policies are based on our vision, mission and values. Understanding the policies will help you settle into the Company and will continue to be of support during your tenure with us. The Company policies, regulations, rules or terms, as drawn up from time-to-time will apply to you ("**Company Policies**") right from the day you join us. You are expected to comply strictly with the Company Policies at all times. The periodical revisions made to the Company Policies will also apply to you.

Submission of Documents: On the first day of your reporting to work in the Company ("Joining Date"), you are required to bring the following original documents along with one set of photocopies:

- a) Your Class X and Class XII marks sheets and all the marks sheets of all subsequent education degrees attained, thereafter, by year.
- b) PAN Card
- c) Aadhar Card
- d) Passport size photographs - 4 (Four) hardcopies and 1 (One) soft copy
- e) Date of birth and age details of your nominees for enrolment into the insurance and gratuity scheme.
- f) For previous experience, as applicable:
 - i) Documents supporting your previous employment - relieving letters or experience certificates and the pay slips of the last 3 (three) months.
 - ii) Provident fund number from your previous or current employer, as the case may be.

You are requested to go through this offer letter and confirm your acceptance by signing and sending the duplicate copy of this letter to the Company ("**Duplicate Copy**"), within 1 (One) week from the date of its receipt ("**Offer Period**"). Please note that if the Company does not receive the signed Duplicate Copy within the Offer Period, this offer may be deemed to be revoked. We also request you to confirm your date of joining in the Duplicate Copy. You are required to join the Company within 3 (Three) months from the date of receipt of the Offer Letter, failing which the offer will lapse.

Reshma Menon V
OL/54406

Signature _____

A. MONTHLY CASH BENEFITS

1. Bonus/Ex-Gratia : Bonus / exgratia, as may be applicable, at 20% in accordance with the provisions of the Payment of Bonus Act will be paid along with the payment of monthly salaries. In the event of the Payment of Bonus Act being amended, and made applicable to persons not presently covered by the Act, any payments made herein will be deemed to be a payment made under the such amended Act.

The same shall remain in-force till further change /amendment/ modifications, as may be communicated by the management for future financial years.

B. ANNUAL CASH BENEFITS

2. Performance Linked Pay (PLP) : Your variable pay is dependent on your role in the Company. For your level and role, 10% of your CTC will be included as Performance Linked Pay which is calculated on a pro-rata basis and is payable only if you have worked at least six months in a Financial year. The PLP amount mentioned in the Annexure is based on the optimum level of performance expected from you. The actual amount may vary based on your annual performance evaluation. You may refer the Company Policy on PLP, for more details.

C. ANNUAL NON-CASH BENEFITS

3. Mediclaim Insurance: You will be covered under the Company's Group Medical Insurance scheme along with your spouse and two dependent children. In addition, you have an option to enroll dependent parents under the scheme at the time of joining. If you opt to enroll your dependent parents in the Scheme, the premium for your parents, will need to be borne equally by the Company and you.

Besides, you will also be covered under the Employees' State Insurance Act, 1948 ("**ESI Act**") and the rules made thereunder and it will be based on your monthly gross salary. If you are not covered under the ESI Act, you will be eligible for a monthly medical allowance.

4. Group Personal Accident Insurance: You will be covered under the Group Personal Accident Insurance Scheme of the Company, to meet expenses arising out of accident, subject to the terms and conditions of the said policy.

D. RETIREMENT BENEFIT

5. Provident Fund: The Company will contribute 12% (Twelve percent) of your Basic Salary per month towards Provident Fund. A similar deduction will be made from your salary.

Reshma Menon V
OL/54406

Signature _____





E. TERMS OF EMPLOYMENT

Your employment will be subject to and governed by inter alia, this Offer Letter, the Tata Code of Conduct ("TCOC"), all the Company's policies, regulations, rules or terms, as framed periodically and which may be revised by the Company at any time, without prior notice ("**Company Policies**") as well as the applicable law.

6. Training Period : You will be required to undergo training in various areas of our operations for a period of **12 months**. During the period of your training, you may be required to undergo training in any division\Location of the Company, on the same terms and conditions. You may also be required to train in different shifts, if necessary. The Company reserves the right to extend your training period or terminate your employment at any time during the Training Period by giving you prior notice of **15 day's**. During the period of training, should you not report for training continuously for a period of **eight days**, it will be construed that you have yourself discontinued your training.

On completion of your period of training to the Company's satisfaction (for which the Company's sole decision shall be final and binding on you), you may be taken on probation, in the appropriate category and level.

7. Transfer: You may be required to work at other Locations based on business needs. In such cases, you may be transferred pursuant to applicable policy, to any of our offices, departments or establishments forming part of or associated with the Company, as may be intimated by the Company from time to time.

8. Travel: You may be required to travel, within India or abroad, for Company work. You will be reimbursed for the same according to the Company travel policy applicable at such point of time.

9. Leave: You will be eligible for leave as per the leave policy of the Company. The leave policy of the Company may be amended from time to time.

10. Retirement: You will retire from the services of the Company on completion of 58 (Fifty - eight) years of age.

11. Termination of Employment by the Company: The Company reserves the right to terminate your employment at any time, without any notice period or payment of Salary in lieu thereof, if you are found to be in breach of any of the terms of the offer letter, Appointment Letter or the Company Policies.

12. Notice Period: Your employment with the Company can be terminated by 15 day's notice on either side or payment of Salary in lieu of notice. At the time of leaving you need to ensure that all your on-going activities are successfully completed, to the satisfaction of your Reporting Manager.

Reshma Menon V

OL/54406

Signature _____



TITAN ENGINEERING & AUTOMATION LIMITED

13. Return of Company Property: On your separation from the Company due to any reason, you will forthwith return to the Company all the Company property.

14. Deductions: During the term of your employment or upon termination of your employment for any reason, the Company reserves the right to deduct from your pay, or from outstanding expenses claim, any over payments, outstanding debts or monies owed by you to the Company or value of any Company property which has not been returned by you. The Company also reserves the right to initiate recovery action, if required.

15. Duties: During your employment with the Company you agree to faithfully and diligently perform duties and exercise powers consistent with your role as may be entrusted to you from time-to-time by the Company. You agree to comply with the terms of this Offer Letter and the Company Policies and the applicable law of the land. You also need to inform the Company in case of change of any of your personal details within 5 (five) working days.

16. Confidential Information: This relationship is based on mutual trust and understanding, therefore, we expect you to maintain confidentiality on any information related to the Company. By accepting this offer letter, you agree to keep secure and confidential, inter alia any information, data or any other material, which by its nature is identified as confidential or proprietary to the Company or which is disclosed or provided to you in confidence during the course of your employment with the Company. Further, you will be required to sign the undertaking detailing the treatment, standard of care, return of Confidential Information (as defined in the Company Policy) etc ("**Undertaking of Confidentiality and Non Disclosure**"). This will be given to you along with your appointment letter on your joining date. You are expected to be aware of and strictly comply with the Undertaking of Confidentiality and Non Disclosure.

17. Intellectual Property Rights: By accepting this offer letter, you agree that all Intellectual Property Rights (as defined in the Company Policy) originated, conceived, written, made or discovered by you during the course of your employment with the Company or using the resources of the Company shall be deemed to be "work made for hire" for the Company (under the applicable law) and all such Intellectual Property Rights shall automatically vest with the Company from the very beginning. You will be required to sign the undertaking for assignment of Intellectual Property Rights which will be issued to you on your joining date. You are expected to be aware of the same and be in strict compliance of the same.

Reshma Menon V
OL/54406

Signature _____

18. Indemnity: You agree to indemnify and hold the Company and its officers, directors and shareholders harmless against any and all losses, liabilities, actions, suits, claims, proceedings, damages, penalties, demands, costs or expenses (including reasonable legal fees) of whatsoever nature suffered or sustained by the Company as a result of or pursuant to the Liabilities, a breach of any of the terms of the Appointment Letter/ Company Policies, or as a result of your activities in violation of the scope specifically authorized in this Appointment Letter.

19. Governing Law: This offer is made in accordance with Indian laws and the courts of Bangalore will have exclusive jurisdiction with respect to all matters arising in relation to this offer letter.

We look forward to having you with us at Titan Engineering & Automation Limited and wish you a successful and rewarding career with us.

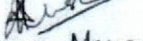
Yours sincerely,

for TITAN ENGINEERING & AUTOMATION LIMITED,



Murugan M
Senior Manager-Human Resources

I have read and understood the above terms of this Offer Letter.

Signature: 
Name: Reshma Menon V
Date: 4.06.2019
Place: Hosur

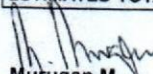
Reshma Menon V
OL/54406

Signature 



TITAN ENGINEERING & AUTOMATION LIMITED

COMPENSATION AND BENEFITS		
EMPLOYEE NAME	Ms. Reshma Menon V	
LEVEL AND DESIGNATION	L4-Executive Trainee	
DEPARTMENT	Human Resources	
LOCATION	Automation Solutions-Hosur	
PLACE OF POSTING	Hosur	
COMPONENTS	MONTHLY	ANNUAL
MONTHLY CASH BENEFITS		
BASIC SALARY	15000	180000
HOUSE RENT ALLOWANCE	9000	108000
EDUCATION ALLOWANCE	500	6000
TRANSPORTATION ALLOWANCE	2000	24000
PERSONAL ALLOWANCE	10900	130800
LEAVE TRAVEL ALLOWANCE	1500	18000
MEDICAL ALLOWANCE	1000	12000
MONTHLY BONUS	3000	36000
GROSS SALARY - A	42900	514800
ANNUAL CASH BENEFITS		
PERFORMANCE LINKED PAY	5000	60000
TOTAL CASH BENEFITS - B	5000	60000
ANNUAL WELFARE BENEFITS		
MEDICAL (HOSP)- PREMIUM	322	3860
TOTAL WELFARE BENEFITS - C	322	3860
RETIRAL BENEFITS		
PROVIDENT FUND (12%)	1800	21600
TOTAL RETIRAL BENEFITS - D	1800	21600
ESTIMATED TOTAL CTC (A+B+C+D)	50022	600260


Murugan M
Senior Manager - Human Resources

Reshma Menon V
OL/54406

Signature 


kauvery
hospital

June 7, 2019

To,

Ms. V.B. Kirthika,
2/22, Carpenter Street, Perambur, Chennai - 11

Offer Letter

Dear Kirthika,

Congratulations! **Welcome to Kauvery Family!!!**

With reference to your application and subsequent interviews, we are pleased to offer you the position of **Trainee - HR** at **Kauvery Group of Hospitals**. You will be initially based at Corporate Office, Chennai.

You will be offered an annual compensation of **Rs. 2,17,176/- per annum** (Rupees Two Lakhs Seventeen Thousand One Hundred and seventy-six only) on Cost to the company basis, (CTC) subject to statutory deductions.

You will be given Letter of Appointment mentioning terms and conditions, on the day joining.

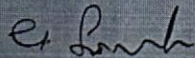
Please provide the following documents on joining.

1. Educational testimonials from 10th to latest.
2. Experience Certificate & proof of last drawn salary of previous employment.
3. Blood group proof (Medical certificate or blood donation card)
4. Six passport size photographs
5. Address proof document (ration card, voter ID, etc)

You are required to join us on or before 10th June 2019.

We firmly believe that our journey together will definitely be inspiring, challenging, rewarding and satisfying.

Regards,



G. Srinivasa Rao
Vice President - Human Resources

Registered Office

Sri Kauvery Medical Care (India) Limited
(Formerly known as Sri Kauvery Medical Care (Trichy) Ltd.)
No.1, KC Road, Tennur, Trichy - 620 017
CIN# U85110TN1997PLC039491
P 0431 4022555 E info@kauveryhospital.com

Corporate Office

Kauvery Hospital
No.8, Murrays Gate Road, Alwarpet, Chennai - 600 018
P 044 40006000

kauveryhospital.com



TAMILNADU CORPORATION FOR DEVELOPMENT OF WOMEN LTD.,

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Annai Teresa Mahalir Valagam, 1st Floor, Valluvarkottam High Road,
Nungambakkam, Chennai - 600 034.

PROCEEDINGS OF THE MANAGING DIRECTOR ,TNCDW, CH-34.

PRESENT: Dr.J.U.CHANDRAKALA,I.A.S.

Roc.No.781/HR/TNSRLM/19

Dt:19.09.2020

Sub : Establishment - TNSRLM - NRETP - Thiru.C.Monish Padma
Shankar - Engaging Young Professional NRETP on contract
Basis - orders issued – reg.

Ref :Connected records

ORDER :

Thiru.C.Monish Padma Shankar, is hereby engaged as Young Professional
,NRETP in Tamil Nadu State Rural Livelihood Mission, Chennai on contract basis for
a period of one year from the date of his joining.

He will be paid a consolidated remuneration of Rs.25,000/-(Rupees Twenty
five thousand only) per month. He is directed to join in the above post immediately.
After joining, he has to execute a contract agreement.

This order takes immediate effect.

Encl: agreement format

//true copy//

Sd/..
Managing Director

[Signature]
General Manager

To

Thiru.C.Monish Padma Shankar,
17/2C, Selva Vinayagar Koil st.,
Old Washermenpet,
Chennai – 6000 21.

Copy to :

1. ADRD
2. Accounts Section
3. All Officers.

Ref No: 13389498

04-Jun-2019

Ram Kumar S M,
MSSW

Dear **Ram Kumar,**

With reference to the discussions that we had with you, we are pleased to offer you the role of **Jr. Executive - Recruitment** in Cognizant Technology Services India Private Limited ("Cognizant").

You are entitled to an Annual Total Compensation (ATC) of **Rs.500,000**. This includes an annual incentive indication of **Rs.20,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are presented in **Annexure A**.

We are glad to also offer you one time Joining Bonus. Please refer **Annexure C** for further details.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization.

Please note:

- This appointment is subject to satisfactory professional reference checks.
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please reach us on bschool@cognizant.com.

Yours sincerely,
For **Cognizant Technology Services India Private Ltd.**



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Annexure A

Name: Ram Kumar S M Designation: Jr. Executive - Recruitment

Sl. No.	Description	Monthly	Yearly
1	Basic	14000	168,000
2	HRA @60% of basic*	8400	100,800
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1680	20,160
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	11870	142,440
	Annual Gross Compensation		480,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		500,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		13,000
	Annual Total Remuneration		513,000

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 1923
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act, 1972
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit Act, 1961

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings.

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note:

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment

and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details.

Annexure C

Dear **Ram Kumar**,

It was a great pleasure interacting with you over the last few weeks.

With reference to our discussion and subsequent offer, we wish to inform you of an additional Joining Bonus of Rs. **50,000**.

Kindly note the points below:

1. The Joining Bonus will be paid in 1 installment, on the completion of 3 months of continuous service with Cognizant
2. If the date of joining falls before 18th of any month then Joining Bonus will be paid in the fourth month salary cycle, and if the date of joining falls after 18th of any month then Joining Bonus will be paid in the 5th month salary cycle
3. The Joining Bonus will be subject to statutory and income tax deductions as applicable
4. The Joining Bonus will be recovered in case you leave the services of Cognizant within one year of joining

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Ref No: 13022374

27-Mar-2019

Achsa Elis Baby,
MSSW

Dear Achsa,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Junior Executive-TSC** in Cognizant Technology Services India Private Limited ("Cognizant").

You are entitled to an Annual Total Compensation (ATC) of **Rs.500,000**. This includes an annual incentive indication of **Rs.20,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are presented in **Annexure A**.

We are glad to also offer you one time Joining Bonus. Please refer **Annexure C** for further details.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization.

Please note:

- This appointment is subject to satisfactory professional reference checks.
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please reach us on bschool@cognizant.com.

Yours sincerely,

For **Cognizant Technology Services India Private Ltd.**



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Annexure A

Name: Achsa Elis Baby **Designation:** Junior Executive-TSC

Sl. No.	Description	Monthly	Yearly
1	Basic	14000	168,000
2	HRA @60% of basic*	8400	100,800
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1680	20,160
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	11870	142,440
	Annual Gross Compensation		480,000
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	Annual Total Compensation		500,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		13,000
	Annual Total Remuneration		513,000

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
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- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 1923
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act, 1972
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit Act, 1961

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings.

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note:

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment

and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>-> Total Rewards App for more details.

Annexure C

Dear Achsa,

It was a great pleasure interacting with you over the last few weeks.

With reference to our discussion and subsequent offer, we wish to inform you of an additional Joining Bonus of Rs. **50,000**.

Kindly note the points below:

1. The Joining Bonus will be paid in 1 installment, on the completion of 3 months of continuous service with Cognizant
2. If the date of joining falls before 18th of any month then Joining Bonus will be paid in the fourth month salary cycle, and if the date of joining falls after 18th of any month then Joining Bonus will be paid in the 5th month salary cycle
3. The Joining Bonus will be subject to statutory and income tax deductions as applicable
4. The Joining Bonus will be recovered in case you leave the services of Cognizant within one year of joining

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

APPOINTMENT LETTER

Ms. Nivedhitha L
D/o Logasundaram S.
44/F1 Thangavel Street
Vetri Nagar
Chennai 600 082

New Delhi, 7th February 2019

Dear Ms. Nivedhitha L,

We are pleased to appoint you as **Management Trainee** in SOS Children's Villages of India.

You will be on training for a period of one year from the date of joining. The training period may be extended by a further period not exceeding three months at the absolute discretion of SOS Children's Villages of India. In exceptional circumstances, the training period may be extended for the second occasion by a further period of three months.

Your placement in a project / department during your training period and consequent final posting can be at any location in the organization as per policy.

After completion of successful training period, you will be confirmed as Sr. Co-worker.

You will receive the compensation package as per the attached sheet.

Your appointment is subject to submission of the following documents at the time of joining:

- Original as well as one photocopy of the certificates duly self-attested in proof of your academic and other qualification;
- Three passport size photographs

Your appointment is subject to medical fitness as examined by the Doctor appointed by the employer or as directed by the employer for this purpose.

While working with the SOS Children's Villages of India during the period of training and afterwards, you shall be bound by the rules and regulations in force from time to time and observe the discipline as required by the organisation.

(Contd...02)



Your service is transferable and you are liable to be transferred to any project / location without assigning any reason.

Your service can be terminated at any time during the period of training by giving you one month notice or salary in lieu thereof and without assigning any reason. Similarly, you are required to give one month notice or a sum equivalent to one month salary in case you want to leave during the training period.

In the event of actual dispute, the Jurisdiction of the City of Delhi shall prevail.

Besides, you are not entitled to be a confirmed employee of the organization by reason of your having completed the probationary period, until a written confirmation order signed by the Competent Authority is issued.

Prior to joining please co-ordinate with Ms. Meenu Dhar, Director-HR (Phone No: 09818083934, e-mail: meenu.dhar@soscvindia.org) for pre-employment medical checkup.

If the above terms and conditions are acceptable, you are required to give your acceptance of the offer in writing to the Director-HR, SOS Children's Villages of India.

Please note that if no response is received from you within seven days of this letter the offer will stand withdrawn automatically.

With Best Wishes,

Yours sincerely
SOS Children's Villages of India

(Anuradha Abrol)
Deputy National Director-HR



Compensation Package


NAME	Ms. Nivedhitha L	
DESIGNATION	Management Trainee	
GRADE	V6	
LOCATION	SOS Children's Villages of India	
DETAILS	MONTHLY	ANNUAL
A. MONTHLY COMPONENTS		
Basic Salary	10,907	130,884
House Rent Allowance (30% of the basic salary) *	3,272	39,264
Provident Fund (12% of basic)	1,309	15,708
Special Allowance	11,028	132,336
Transport Allowance	1600	19,200
Education Allowance	400	4,800
Medical Allowance	909	10907
SUB TOTAL	29,425	353,099
B. ANNUAL COMPONENTS		
Festival Allowance		10,907
TOTAL COST TO ORGANISATION (CTO)		364,006
OTHERS		
Official Telephone Reimbursement	300	3,600

* Free accommodation is valued as 30% of Basic Salary and this amount is not payable if free accommodation is provided

Leave Entitlement during one year probation / training period

Privilege Leave -First 6 months 8 days, Next 6 months 10 days,
Medical Leave - First 6 months 2.5 days, Next 6 months 5 days,
Casual Leave -05 days.

Date: February 7, 2019
Place: New Delhi


 (Anuradha Abrol)
 Deputy National Director-HR

Date : 02-July-2019

Place: Chennai -31

To

Meera Menon

**1 D , Block 2, shiyam thirth apartment, North jaganathan nagar ,
Villivakkam, Chennai**

Subject: Letter of Appointment

Dear **Meera**,

We are pleased to appoint you as a **Talent Acquisition Executive** , in our organization, Notion Press Media Pvt Ltd. based in Chennai.

As a member of the organisation, you will be under the purview of the rules and regulations of the company, subject to change as per the management's discretion. Hence, you are requested to contact the HR on clarifications on policies/ rules/ regulations, which are applicable to you. You are expected to adhere to these conditions and work to the best of your abilities on tasks and responsibilities assigned by your manager.

We are confident that this company will provide an outstanding opportunity for you to develop your career further and accomplish your professional goals. You will work in an exciting work environment that encourages continuous learning and development.

Date of Joining: Your Appointment will be effective from your date of joining **02-07-2019** .

Compensation: Your total annual compensation (Cost To Company) will be **Rs 3,78,000/-** (Three Lakhs and Seven Eight Thousand) Inclusive of all Allowances, Provident Fund, Gratuity, and Insurance and associated components as per Annexure-A. Your Employment will be governed by the general establishment rules of the company, which is in force from time to time.

On joining the company, you will be on probation for a period of three months. Unless otherwise communicated in writing, your employment will not stand confirmed at the end of the probation period. In the event of separation you shall serve a notice of 60 days.

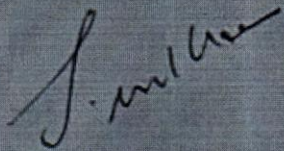
This Offer Letter represents the entire agreement between you and Notion Press media private limited and that no verbal or written agreements, Promises or representations that are not specifically stated in this offer, are or will be binding upon Notion Press Media Pvt Ltd.

We look forward to a long association and successful working relationship together!

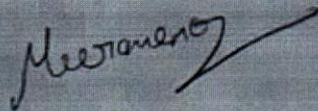
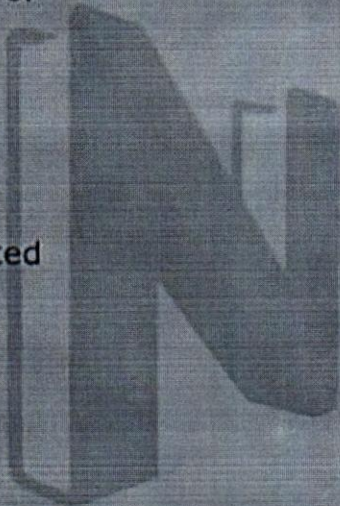
This letter of Appointment is issued in duplicate; please sign all pages of the document including the annexure.

Yours Sincerely,

Notion Press Media Private Limited



Authorised Signatory



Signature of Candidate