


**List of Students of Lanka Mahavidyalaya got Placement during the Session 2018-19 as per MoU with MS-7, Hojai, Lanka, Assam**

Sl No	Name	Placement (Y/N)
1	CHIRANJIT MAJUMDAR	Y
2	RAJIB DAS	Y
3	BULTI PANDIT	Y
4	MINTU TALUKDAR	Y
5	PADDAM DUTTA	Y
6	PANKAJ BISWAS	Y
7	RAM MOHAN SINGHA	Y
8	ROBINDRA SINGHA	Y
9	SUNIL KUMAR SINGHA	Y
10	MOLLIKA BORA	Y
11	ANKITA SARKAR	Y
12	BHABANA BISWAS	Y
13	DIPTI ROY	Y
14	MADHUSMITA SHARMA	Y
15	MITALI DUTTA CHOUDHURY	Y
16	MOMOTA ROY	Y
17	PAPORI BASA	Y
18	PARISHMA HAZARIKA	Y
19	PAYEL NANDI	Y
20	POPY MAZUMDER	Y
21	RAM DAS	Y
22	GOPAL SAHU	Y
23	ALOK DAS	Y
24	BAPPI DHAR	Y
25	GURPRIT SINGH SANDHU	Y
26	TUTU RAI	Y
27	TARAK BANIK	Y
28	SUKUMAR MAZUMDAR	Y
29	SANJIB GHOSH	Y
30	RUDRAJIT DAS	Y
31	NUR AHMED	Y
32	Dipon Biswas	Y
33	Pinki Majumder	Y
34	Monali Devi	Y

  
 (Dr. Amarjit Singh Bhui)  
 Principal  
 Lanka Mahavidyalaya  
 Lanka: Hojai: Assam

**Principal**  
**Lanka Mahavidyalaya**  
**Lanka, Hojai, Assam**

PRIVATE &amp; CONFIDENTIAL

27 Nov 2019

**Alok Das**  
**Bangalore Karnataka.****Dear Alok Das**

We have pleasure to appoint you in our Company, as per below:

Role :CUSTOMER RELATIONSHIP EXE  
Designation :Assistant  
Grade :A3

**1. Date of Appointment**

Your appointment is effective from **27 Nov 2019**. This is to inform you that this letter will be null and void in case you do not report **within 10 working days**.

**2. Place of Posting & Nature of work**

Your posting shall be at **Bangalore, Karnataka**. However, during the employment with the Company, you may be posted / transferred to any of the offices / projects / divisions of the Company or group companies existing or to be set up at any other location in India. Your assignment or work can be changed or altered whenever necessary at the discretion of the Management to suit any new developments or requirements of the company on the same terms and conditions, without any additional benefits.

**3. Compensation & Benefits Program**

You shall be paid an annual Gross Potential Earning of **INR.175000/- (One Lakh Seventy Five Thousand Rupees)**. Other perquisites/benefits applicable to your grade shall be payable as per company policy in force. Compensation & Benefit Program applicable to you is provided in **ANNEXURE I**. Your compensation is confidential and if need arises, you may discuss it only with your Reporting Manager or Human Resource Manager.

**4. Probation / Confirmation**

You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. On completion of initial probation period you shall continue to be on probation, till such time it is intimated to you in writing regarding your confirmation.

**5. Insurance**

You shall be covered under Mediclaim Insurance Policy for Hospitalization as per eligibility and Company rules as applicable from time to time.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77 Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037,  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{CIN - U52190KA1997PTC046775}

You shall be covered under the Personal Accident Insurance Policy as per the rules of the Company as applicable from time to time.

#### **6. Provident Fund**

You shall be covered under Provident Fund, which shall be governed by The Employees Provident Funds and Miscellaneous Provisions Act, 1952.

#### **7. Gratuity**

You shall be covered under Gratuity Fund, which shall be governed by the Payment of Gratuity Act, 1972.

#### **8. Leave**

You shall be entitled to leave in accordance with the Company's leave policy in effect from time to time.

#### **9. Retirement**

The retirement age shall be 58 years.

#### **10. Medical Fitness**

Your appointment and continuation in employment in the organization shall be further subject to your remaining medically fit. The Management will have the right subject to medical examination by a Registered Medical Practitioner/Surgeon/Physician appointed by the company whose decision with regard to your fitness shall be final and binding on you.

#### **11. Company Policies**

You shall abide by the rules, regulations, instructions, personnel policies, ethics policy and the policies of the Company and any change thereof, which may be adopted by the Company from time to time and the same shall be deemed to form part of this appointment. A list of misconduct, which are not by themselves exhaustive, are enumerated in Code of Conduct, which shall form part of this Appointment letter.

#### **12. Protection of Interest**

- (i) Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company only. You will not take up any other employment or assignment whether for remuneration or not (part time or otherwise) or work in advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the written permission of the Managing Director / Executive Director of the Company.
- (ii) You shall keep confidential all the information and material provided to you by the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{ CN - U52190KA1997PTC046775 }

(iii) You shall be responsible for safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or in your charge.

(iv) If you conceive any new or advanced method of improving processes, formulae system in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

### 13. Travel

You shall be required to undertake travel on Company's work and you will be paid travel expenses and other allowances as per the Company rules applicable from time to time.

### 14. Address for Correspondence

You shall communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.

### 15. Past Record

Your appointment is being made on the basis of your declaration, pending verification from relevant authorities. In the event of any of the declarations made by you are found to be incorrect or false or any material information has been suppressed or omitted and or if documents has discrepancy or manipulated, fabricated, forged, etc your appointment in the Company would be liable for termination forthwith without assigning any reason and without any notice.

### 16. Notice Period and Termination

(i) Your employment can be terminated by the Company at any time either during the period of probation or upon confirmation, by giving **30 Days** notice or payment of **30 Days** salary in lieu thereof

(ii) At any time during your employment you can resign from the services of the Company by giving **15 Days** notice at the time of probation and **30 Days** notice after confirmation. The Company reserves the right, to waive, either fully or partially, the notice period either on receipt of Salary in lieu thereof or otherwise.

For the purposes of sub clause (i) and (ii) above salary means Basic salary and DA (wherever applicable) only.

(iii) Notwithstanding the above, your employment with the Company can be terminated by the Company without prior notice or payment of salary in lieu thereof, if at any time in the opinion of the Company (which shall be final and binding on you), you have violated any of your obligations under General Terms and Conditions of Employment & Code of Conduct as set out in the Annexure II hereto.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yankur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**17. Return of Property upon Termination**

On termination of this contract of employment, you shall immediately handover to the Reporting Manager/person nominated by the management all correspondence, specifications, formulae, books, assets, documents, cost data, market data, literature, drawings, effects or records etc, belonged to the Company or with relation to its business and shall not make or retain any copies of the above upon which you will be relieved from the Service.

The above terms and conditions are subject to Company policy.

We welcome you aboard & wish you the very best in your career with us.

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

Yours truly,  
For Max Retail,



**Arun Mathews**  
Regional Manager

I agree and accept the terms and conditions mentioned above.

-----  
Alok Das

**max**

Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)



**ANNEXURE I**

COMPENSATION & BENEFITS SHEET		
Name	Alok Das	
Grade	A3	
Date of Joining	27 Nov 2019	
Designation	Assistant	
Department	Store Operations	
Component	CTC (p.m)	CTC (p.a)
BASIC PAY	8,694.00	104,328.00
HOUSE RENT ALLOWANCE	2,858.00	34,300.00
PERFORMANCE LINKED PAY #	1,021.00	12,250.00
GROSS PAY	12,573.00	150,878.00
EMPLOYER PF CONTRIBUTION	1,043.00	12,519.00
GRATUITY-EMPLOYER CONTRI	418.00	5,018.00
EMPLOYER ESI CONTRIBUTION	549.00	6,585.00
FIXED PAY	14,583.00	175,000.00
Gross Potential Earning	14,583.00	175,000.00

Plus: Health Insurance coverage for Self & Family & Accident Insurance coverage for self as per policy  
Official calls reimbursed on mobile phone as per policy.

**Note:**

- #For employees entitled to Statutory Bonus under Payment of Bonus Act, 1965, Performance Linked Pay will be deemed as and accounted against such Statutory Bonus.
- #Performance Linked Pay shall be payable as per policy.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur P.O.,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CIN - US2190KA1997PTC046775)

**ANNEXURE - II  
LIST OF MISCONDUCT**

**Misconduct includes, but is not limited to:**

- Willful insubordination or disobedience, whether alone or with others to any lawful and reasonable order of a superior, which includes refusal to accept transfer also.
- Theft, fraud or dishonesty in connection with the Company's business or property.
- Willful damage to or causing loss of goods or property.
- Taking or giving bribe or commission for purchase/contracts made for on behalf of the company.
- Remaining absent without information beyond 3 consecutive days.
- Habitual late attendance or leaving the work spot before the scheduled time or absence from place of work without proper permission.
- Entering or remaining within the Company's premises, except on duty or for any lawful purpose.
- Riotous or disorderly behavior during working hours or any act subversive of discipline.
- Negligence or neglect of work.
- Refusal to work regular office hours whilst on premises or stopping co-workers from working or entering office premises.
- Engaging in private work or trade within the Company premises or engaging in any other employment calling for profit while still under service of the Company without the written permission of the Company.
- Displaying, distributing in the company premises any bills, pamphlets, placards, Posters, banners.
- Disclosing to any person any confidential information in regard to work or any process used in the company, which comes into your possession during the course of your employment.
- Coming to work after consuming liquor.
- Convicted by a Court of Law for any criminal offense involving moral turpitude.
- Quarrelling, fighting and using abusive language within the Company's premises.
- Falsification of record and / or defalcation.
- Misbehaving in any manner with any customer / contractor of the Company.
- Using for commercializing any invention, discovery or patent invented, discovered or patented as the case may be, in the course of your employment under the company to the benefit of yourself or any other person.
- Indulging in sexual harassment of an employee of the Company either during the working hours or outside. For this purpose sexual harassment shall mean and include:
  - Physical contact and advances
  - Demand of request for sexual favours
  - Sexually coloured oral remarks
  - Any other unwelcome physical, verbal or non verbal conduct of sexual nature of causing annoyance to coworker/vendor/customer.
- Abetment of any other acts or omission mentioned above shall amount of acts subversive of discipline and misconduct.

**max**

**Lifestyle International Pvt. Ltd.**  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur PO,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CN - US2190KA1997PTC046775)

Ref No. 23031

Date: 2 Dec 2019

**Ms. Ankita Sarkar**

Hojai Assam. 782435

**Dear, Ankita Sarkar**      **Subject : Offer letter**

It was a pleasure meeting you to explore a career opportunity with **Karvy Digi Konnect Limited**. Please find your Offer letter detailing the terms and conditions for your employment with us.

### **1. Date of joining, posting & location**

We look forward to you joining us on **2 Dec 2019** in our KDKL Division at **Bangalore - Skanda**. Your title will be **Trainee Customer Support Officer in L1 (Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

### **2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.1,56,000/- (Rupees One Lakhs Fifty Six Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

### **3. Hours of Work**

- 3.1. A working day shall comprise of nine hours.
- 3.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 3.3. Employees at the client site shall follow the working hours as applicable at client site.



**4. Salary and Benefits**

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is KDKL’ policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under KDKL’ policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you

**5. Leave Entitlement Policy**

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company’s leave and vacation policy.

**6. Separation of Employment**

- 6.1. Your employment with KDKL is subject to Separation on:

Employee Band	Period of Employment	Notice Period
Level 1 &2	Less than 1 Month	07 Days
Level 1 &2	More than 1 Month	30 Days
Level 3,4,&5	from commencement of employment	30 Days
Level 6 &Above	from commencement of employment	60 Days

- 6.2. KDKL reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 6.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with KDKL, and that your termination/resignation letter (by whatever name it is called) will be accepted by KDKL only on your satisfying the mandatory notice period as stated in KDKL HR handbook. Further, till such time as KDKL accepts your resignation letter, you will be deemed to be an employee of KDKL and the terms and conditions of your employment will still continue to bind you.
- 6.4. KDKL shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - 6.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with KDKL' policies and code of conduct; or
  - 6.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of KDKL is likely to bring KDKL any disrepute whether or not such act is directly related to the affairs of KDKL; or

- 6.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of KDKL.
- 6.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause.
- 6.4.5. You shall not be entitled to any benefits whatsoever.
- 6.4.6. 3 days of continuous uninformed absence from your employment with KDKL will be deemed terminated.

## **7. Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **8. Confidentiality**

- 8.1. You agree at all times during the term of your employment and thereafter (Without limit of time);
  - 8.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of KDKL, and
  - 8.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of KDKL.
  - 8.1.3. You agree to return to KDKL all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with KDKL IT Services.
- 8.2. For the purposes of Clause 10.1., "Confidential Information" means any of KDKL proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of KDKL with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by KDKL in any country or jurisdiction (until the same is generally available to the public), and any other business information of KDKL including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of KDKL, or which is generally known outside KDKL.

- 8.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of KDKL and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with KDKL.

## 9. Code of conduct

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in over all conduct.
- (iii) You will help in maintaining & enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.
- iv) You will adhere to the guideless of the company with respect to social media and desist yourself from posting or publishing in social media (blogs, articles, video content or images) or releasing to print media any information which is of proprietary or confidential in nature or defamatory or harassing or libellous or any information that will contribute to hostile environment at work place.

## 10. Intellectual Property

- 10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive discover or create during or in consequence of this employment with KDKL shall belong to KDKL absolutely.
- 10.2. You agree, at KDKL expense, to provide, during and after this employment, all such assistance as KDKL reasonably considers necessary, to secure the vesting of such rights in KDKL or Terms of Employment KDKL its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:

- 11.1. You consent to the processing of your personal data in accordance with KDKL data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2. In particular, you explicitly consent to:
  - The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - The transfer worldwide of personal data held about you by KDKL to other employees and offices of KDKL worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

- 11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to KDKL by you on their behalf. The reference to 'sensitive personal Data' may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other KDKL' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12. Non-Compete**

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by KDKL to such client, either directly or indirectly with any of KDKL, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to KDKL as damages.

## **13. Non Solicitation of Employees and Clients**

You agree that during the period of your employment with KDKL, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of KDKL, you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of KDKL; or
- (B) adversely affect the business prospects of KDKL by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the KDKL for any purpose related in any manner to the business of KDKL.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of KDKL present business and the duties of your employment.

**14. Warranty**

- 14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with KDKL.
- 14.3. You warrant that you will comply with all KDKL applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of KDKL.
- 14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

**15. Indemnification**

You agree to indemnify KDKL for any losses or damages sustained by KDKL caused by or related to your breach of any of the provisions contained in this Terms of Employment.

**16. Retirement**

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.

**17. General**

This agreement contains the entire agreement between the employee and KDKL, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure.

- 17.1. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Hyderabad (Telangana).
- 17.2. This agreement shall remain current and in force, irrespective of whether you are under employment of KDKL or not.
- 17.3. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will cooperate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.
- 17.4. In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining , all or any expenses incurred by the Company on account of your Relocation.



**18. Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,  
for **Karvy Digi Konnect Limited**  
Sd/-

Bharath Balan  
Vice President  
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

**Acknowledgement and Acceptance of Appointment with KDKL**

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

*I confirm my acceptance of the offer and shall report **within working 10 days.***

Name: **Ankita Sarkar** Place : (.....)



PRIVATE &amp; CONFIDENTIAL

27 Nov 2019

**Bappi Dhar**  
**Bangalore Karnataka.****Dear Bappi Dhar**

We have pleasure to appoint you in our Company, as per below:

Role :CUSTOMER RELATIONSHIP EXE  
Designation :Assistant  
Grade :A3

**1. Date of Appointment**

Your appointment is effective from **27 Nov 2019**. This is to inform you that this letter will be null and void in case you do not report **within 10 working days**.

**2. Place of Posting & Nature of work**

Your posting shall be at **Bangalore, Karnataka**. However, during the employment with the Company, you may be posted / transferred to any of the offices / projects / divisions of the Company or group companies existing or to be set up at any other location in India. Your assignment or work can be changed or altered whenever necessary at the discretion of the Management to suit any new developments or requirements of the company on the same terms and conditions, without any additional benefits.

**3. Compensation & Benefits Program**

You shall be paid an annual Gross Potential Earning of **INR.175000/- (One Lakh Seventy Five Thousand Rupees)**. Other perquisites/benefits applicable to your grade shall be payable as per company policy in force. Compensation & Benefit Program applicable to you is provided in **ANNEXURE I**. Your compensation is confidential and if need arises, you may discuss it only with your Reporting Manager or Human Resource Manager.

**4. Probation / Confirmation**

You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. On completion of initial probation period you shall continue to be on probation, till such time it is intimated to you in writing regarding your confirmation.

**5. Insurance**

You shall be covered under Mediclaim Insurance Policy for Hospitalization as per eligibility and Company rules as applicable from time to time.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77 Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037,  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{CIN - U52190KA1997PTC046775}

You shall be covered under the Personal Accident Insurance Policy as per the rules of the Company as applicable from time to time.

#### **6. Provident Fund**

You shall be covered under Provident Fund, which shall be governed by The Employees Provident Funds and Miscellaneous Provisions Act, 1952.

#### **7. Gratuity**

You shall be covered under Gratuity Fund, which shall be governed by the Payment of Gratuity Act, 1972.

#### **8. Leave**

You shall be entitled to leave in accordance with the Company's leave policy in effect from time to time.

#### **9. Retirement**

The retirement age shall be 58 years.

#### **10. Medical Fitness**

Your appointment and continuation in employment in the organization shall be further subject to your remaining medically fit. The Management will have the right subject to medical examination by a Registered Medical Practitioner/Surgeon/Physician appointed by the company whose decision with regard to your fitness shall be final and binding on you.

#### **11. Company Policies**

You shall abide by the rules, regulations, instructions, personnel policies, ethics policy and the policies of the Company and any change thereof, which may be adopted by the Company from time to time and the same shall be deemed to form part of this appointment. A list of misconduct, which are not by themselves exhaustive, are enumerated in Code of Conduct, which shall form part of this Appointment letter.

#### **12. Protection of Interest**

- (i) Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company only. You will not take up any other employment or assignment whether for remuneration or not (part time or otherwise) or work in advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the written permission of the Managing Director / Executive Director of the Company.
- (ii) You shall keep confidential all the information and material provided to you by the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{ CN - U52190KA1997PTC046775 }

(iii) You shall be responsible for safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or in your charge.

(iv) If you conceive any new or advanced method of improving processes, formulae system in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

### 13. Travel

You shall be required to undertake travel on Company's work and you will be paid travel expenses and other allowances as per the Company rules applicable from time to time.

### 14. Address for Correspondence

You shall communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.

### 15. Past Record

Your appointment is being made on the basis of your declaration, pending verification from relevant authorities. In the event of any of the declarations made by you are found to be incorrect or false or any material information has been suppressed or omitted and or if documents has discrepancy or manipulated, fabricated, forged, etc your appointment in the Company would be liable for termination forthwith without assigning any reason and without any notice.

### 16. Notice Period and Termination

(i) Your employment can be terminated by the Company at any time either during the period of probation or upon confirmation, by giving **30 Days** notice or payment of **30 Days** salary in lieu thereof

(ii) At any time during your employment you can resign from the services of the Company by giving **15 Days** notice at the time of probation and **30 Days** notice after confirmation. The Company reserves the right, to waive, either fully or partially, the notice period either on receipt of Salary in lieu thereof or otherwise.

For the purposes of sub clause (i) and (ii) above salary means Basic salary and DA (wherever applicable) only.

(iii) Notwithstanding the above, your employment with the Company can be terminated by the Company without prior notice or payment of salary in lieu thereof, if at any time in the opinion of the Company (which shall be final and binding on you), you have violated any of your obligations under General Terms and Conditions of Employment & Code of Conduct as set out in the Annexure II hereto.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yankur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)



**17. Return of Property upon Termination**

On termination of this contract of employment, you shall immediately handover to the Reporting Manager/person nominated by the management all correspondence, specifications, formulae, books, assets, documents, cost data, market data, literature, drawings, effects or records etc, belonged to the Company or with relation to its business and shall not make or retain any copies of the above upon which you will be relieved from the Service.

The above terms and conditions are subject to Company policy.

We welcome you aboard & wish you the very best in your career with us.

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

Yours truly,  
For Max Retail,



**Arun Mathews**  
Regional Manager

I agree and accept the terms and conditions mentioned above.

-----  
**Bappi Dhar**

**max**

Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**ANNEXURE I**

COMPENSATION & BENEFITS SHEET		
Name	Bappi Dhar	
Grade	A3	
Date of Joining	27 Nov 2019	
Designation	Assistant	
Department	Store Operations	
Component	CTC (p.m)	CTC (p.a)
BASIC PAY	8,694.00	104,328.00
HOUSE RENT ALLOWANCE	2,858.00	34,300.00
PERFORMANCE LINKED PAY #	1,021.00	12,250.00
GROSS PAY	12,573.00	150,878.00
EMPLOYER PF CONTRIBUTION	1,043.00	12,519.00
GRATUITY-EMPLOYER CONTRI	418.00	5,018.00
EMPLOYER ESI CONTRIBUTION	549.00	6,585.00
FIXED PAY	14,583.00	175,000.00
Gross Potential Earning	14,583.00	175,000.00

Plus: Health Insurance coverage for Self & Family & Accident Insurance coverage for self as per policy  
Official calls reimbursed on mobile phone as per policy.

**Note:**

- #For employees entitled to Statutory Bonus under Payment of Bonus Act, 1965, Performance Linked Pay will be deemed as and accounted against such Statutory Bonus.
- #Performance Linked Pay shall be payable as per policy.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur P.O.,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CIN - US2190KA1997PTC046775 )

**ANNEXURE - II  
LIST OF MISCONDUCT**

**Misconduct includes, but is not limited to:**

- Willful insubordination or disobedience, whether alone or with others to any lawful and reasonable order of a superior, which includes refusal to accept transfer also.
- Theft, fraud or dishonesty in connection with the Company's business or property.
- Willful damage to or causing loss of goods or property.
- Taking or giving bribe or commission for purchase/contracts made for on behalf of the company.
- Remaining absent without information beyond 3 consecutive days.
- Habitual late attendance or leaving the work spot before the scheduled time or absence from place of work without proper permission.
- Entering or remaining within the Company's premises, except on duty or for any lawful purpose.
- Riotous or disorderly behavior during working hours or any act subversive of discipline.
- Negligence or neglect of work.
- Refusal to work regular office hours whilst on premises or stopping co-workers from working or entering office premises.
- Engaging in private work or trade within the Company premises or engaging in any other employment calling for profit while still under service of the Company without the written permission of the Company.
- Displaying, distributing in the company premises any bills, pamphlets, placards, Posters, banners.
- Disclosing to any person any confidential information in regard to work or any process used in the company, which comes into your possession during the course of your employment.
- Coming to work after consuming liquor.
- Convicted by a Court of Law for any criminal offense involving moral turpitude.
- Quarrelling, fighting and using abusive language within the Company's premises.
- Falsification of record and / or defalcation.
- Misbehaving in any manner with any customer / contractor of the Company.
- Using for commercializing any invention, discovery or patent invented, discovered or patented as the case may be, in the course of your employment under the company to the benefit of yourself or any other person.
- Indulging in sexual harassment of an employee of the Company either during the working hours or outside. For this purpose sexual harassment shall mean and include:
  - Physical contact and advances
  - Demand of request for sexual favours
  - Sexually coloured oral remarks
  - Any other unwelcome physical, verbal or non verbal conduct of sexual nature of causing annoyance to coworker/vendor/customer.
- Abetment of any other acts or omission mentioned above shall amount of acts subversive of discipline and misconduct.

**max**

**Lifestyle International Pvt. Ltd.**  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur PO,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CN - US2190KA1997PTC046775)

Ref No.230936

Date: 2 Dec 2019

**Ms. Bhabana Biswas**

Hojai Assam. 782435

**Dear, Bhabana Biswas** Subject : Offer letter

It was a pleasure meeting you to explore a career opportunity with **Karvy Digi Konnect Limited**. Please find your Offer letter detailing the terms and conditions for your employment with us.

### **1. Date of joining, posting & location**

We look forward to you joining us on **2 Dec 2019** in our KDKL Division at **Bangalore - Skanda**. Your title will be **Trainee Customer Support Officer in L1 (Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

### **2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.1,56,000/- (Rupees One Lakhs Fifty Six Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

### **3. Hours of Work**

- 3.1. A working day shall comprise of nine hours.
- 3.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 3.3. Employees at the client site shall follow the working hours as applicable at client site.

#### 4. Salary and Benefits

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is KDKL' policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under KDKL' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you

#### 5. Leave Entitlement Policy

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

#### 6. Separation of Employment

- 6.1. Your employment with KDKL is subject to Separation on:

Employee Band	Period of Employment	Notice Period
Level 1 &2	Less than 1 Month	07 Days
Level 1 &2	More than 1 Month	30 Days
Level 3,4,&5	from commencement of employment	30 Days
Level 6 &Above	from commencement of employment	60 Days

- 6.2. KDKL reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 6.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with KDKL, and that your termination/resignation letter (by whatever name it is called) will be accepted by KDKL only on your satisfying the mandatory notice period as stated in KDKL HR handbook. Further, till such time as KDKL accepts your resignation letter, you will be deemed to be an employee of KDKL and the terms and conditions of your employment will still continue to bind you.
- 6.4. KDKL shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - 6.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with KDKL' policies and code of conduct; or
  - 6.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of KDKL is likely to bring KDKL any disrepute whether or not such act is directly related to the affairs of KDKL; or



- 6.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of KDKL.
- 6.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause.
- 6.4.5. You shall not be entitled to any benefits whatsoever.
- 6.4.6. 3 days of continuous uninformed absence from your employment with KDKL will be deemed terminated.

## **7. Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **8. Confidentiality**

- 8.1. You agree at all times during the term of your employment and thereafter (Without limit of time);
  - 8.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of KDKL, and
  - 8.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of KDKL.
  - 8.1.3. You agree to return to KDKL all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with KDKL IT Services.
- 8.2. For the purposes of Clause 10.1., "Confidential Information" means any of KDKL proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of KDKL with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by KDKL in any country or jurisdiction (until the same is generally available to the public), and any other business information of KDKL including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of KDKL, or which is generally known outside KDKL.

- 8.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of KDKL and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with KDKL.

## 9. Code of conduct

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in over all conduct.
- (iii) You will help in maintaining & enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.
- iv) You will adhere to the guideless of the company with respect to social media and desist yourself from posting or publishing in social media (blogs, articles, video content or images) or releasing to print media any information which is of proprietary or confidential in nature or defamatory or harassing or libellous or any information that will contribute to hostile environment at work place.

## 10. Intellectual Property

- 10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive discover or create during or in consequence of this employment with KDKL shall belong to KDKL absolutely.
- 10.2. You agree, at KDKL expense, to provide, during and after this employment, all such assistance as KDKL reasonably considers necessary, to secure the vesting of such rights in KDKL or Terms of Employment KDKL its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:

- 11.1. You consent to the processing of your personal data in accordance with KDKL data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2. In particular, you explicitly consent to:
- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - The transfer worldwide of personal data held about you by KDKL to other employees and offices of KDKL worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

- 11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to KDKL by you on their behalf. The reference to 'sensitive personal Data' may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other KDKL' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12. Non-Compete**

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by KDKL to such client, either directly or indirectly with any of KDKL, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to KDKL as damages.

## **13. Non Solicitation of Employees and Clients**

You agree that during the period of your employment with KDKL, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of KDKL, you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of KDKL; or
- (B) adversely affect the business prospects of KDKL by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the KDKL for any purpose related in any manner to the business of KDKL.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of KDKL present business and the duties of your employment.

**14. Warranty**

- 14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with KDKL.
- 14.3. You warrant that you will comply with all KDKL applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of KDKL.
- 14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

**15. Indemnification**

You agree to indemnify KDKL for any losses or damages sustained by KDKL caused by or related to your breach of any of the provisions contained in this Terms of Employment.

**16. Retirement**

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.

**17. General**

This agreement contains the entire agreement between the employee and KDKL, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure.

- 17.1. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Hyderabad (Telangana).
- 17.2. This agreement shall remain current and in force, irrespective of whether you are under employment of KDKL or not.
- 17.3. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will cooperate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.
- 17.4. In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining , all or any expenses incurred by the Company on account of your Relocation.

**18. Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,  
for **Karvy Digi Konnect Limited**  
Sd/-

Bharath Balan  
Vice President  
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

**Acknowledgement and Acceptance of Appointment with KDKL**

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

*I confirm my acceptance of the offer and shall report **within working 10 days.***

Name: **Bhabana Biswas**

Place : (.....)

**Annexure – I**

Name: **Bhabana Biswas**      Designation:      Trainee Customer Support Officer  
 Grade:      L1 (Trainee)      Location:      Bangalore - Skanda

---

**Compensation Structure**

Particulars	Amount in INR per month	Amount in INR per annum
Basic	3,900	46,800
HRA	1,950	23,400
Advance Bonus	325	3,900
Conveyance Allowance	800	9,600
Medical Reimbursement	1,250	15,000
Other Allowance	3,590	43080
<b>Total Gross Earnings</b>	<b>11815</b>	<b>141784</b>
Employer PF	507	6,084
Employer ESI	561	6732
Mediclaime Insurance	117	1,400
<b>Total CTC</b>	<b>13,000</b>	<b>1,56,000</b>

(Rupees One Lakhs Fifty Six Thousand only)

**Other benefits:**

Personal Accident Cover:      :      Personal accident cover for self in cases of death or disability  
 Mediclaime      :      Covered under ESIC or Mediclaime Insurance for Self, Spouse and Two children, whichever is applicable.  
 Gratuity      :      As per Gratuity Act

**Note:**

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

-----x-----



Date : 4 Dec 2019

**Dipon Biswas**  
**Nagaon Assam.**

Offer No : QS1641968  
Location: **BANGALORE**

### **LETTER OF INTENT**

Dear **Dipon Biswas**

We are pleased to inform that you have been shortlisted for a OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at BATA INDIA LIMITED at BANGALORE as SALES PROMOTER for a fixed term on the following terms and conditions:

**1. You shall report to work within working 10 days.**

2. Date of joining mentioned above is tentative. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.

3. This letter is valid subject to your completion of on-boarding documentation and submission of necessary proofs. It is recommended to use POP link shared on your mobile phone and complete your joining formalities As validity of this letter is purely subjected to completion of your documentation on POP.

4. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.

5. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.

6. The Annual CTC salary offered to you will be INR 164448/- Details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.

7. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. 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.



The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best !!!

With warm regards,  
For **QUESS Corp Limited**.

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

---

I hereby accept the above mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **DISCLAIMER**

### **To whomsoever it may Concern**

I, Dipon Biswas, Offer ID QS1641968 hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**

Ref No. 23032

Date: 2 Dec 2019

**Ms. Dipti Roy**

Hojai Assam. 782435

**Dear, Dipti Roy**

**Subject : Offer letter**

It was a pleasure meeting you to explore a career opportunity with **Karvy Digi Konnect Limited**. Please find your Offer letter detailing the terms and conditions for your employment with us.

**1. Date of joining, posting & location**

We look forward to you joining us on **2 Dec 2019** in our KDKL Division at **Bangalore - Skanda**. Your title will be **Trainee Customer Support Officer in L1 (Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

**2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.1,56,000/- (Rupees One Lakhs Fifty Six Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

**3. Hours of Work**

- 3.1. A working day shall comprise of nine hours.
- 3.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 3.3. Employees at the client site shall follow the working hours as applicable at client site.

#### 4. Salary and Benefits

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is KDKL' policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under KDKL' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you

#### 5. Leave Entitlement Policy

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

#### 6. Separation of Employment

- 6.1. Your employment with KDKL is subject to Separation on:

Employee Band	Period of Employment	Notice Period
Level 1 &2	Less than 1 Month	07 Days
Level 1 &2	More than 1 Month	30 Days
Level 3,4,&5	from commencement of employment	30 Days
Level 6 &Above	from commencement of employment	60 Days

- 6.2. KDKL reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 6.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with KDKL, and that your termination/resignation letter (by whatever name it is called) will be accepted by KDKL only on your satisfying the mandatory notice period as stated in KDKL HR handbook. Further, till such time as KDKL accepts your resignation letter, you will be deemed to be an employee of KDKL and the terms and conditions of your employment will still continue to bind you.
- 6.4. KDKL shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - 6.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with KDKL' policies and code of conduct; or
  - 6.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of KDKL is likely to bring KDKL any disrepute whether or not such act is directly related to the affairs of KDKL; or

- 6.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of KDKL.
- 6.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause.
- 6.4.5. You shall not be entitled to any benefits whatsoever.
- 6.4.6. 3 days of continuous uninformed absence from your employment with KDKL will be deemed terminated.

## **7. Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **8. Confidentiality**

- 8.1. You agree at all times during the term of your employment and thereafter (Without limit of time);
  - 8.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of KDKL, and
  - 8.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of KDKL.
  - 8.1.3. You agree to return to KDKL all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with KDKL IT Services.
- 8.2. For the purposes of Clause 10.1., "Confidential Information" means any of KDKL proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of KDKL with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by KDKL in any country or jurisdiction (until the same is generally available to the public), and any other business information of KDKL including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of KDKL, or which is generally known outside KDKL.



- 8.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of KDKL and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with KDKL.

## 9. Code of conduct

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in over all conduct.
- (iii) You will help in maintaining & enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.
- iv) You will adhere to the guideless of the company with respect to social media and desist yourself from posting or publishing in social media (blogs, articles, video content or images) or releasing to print media any information which is of proprietary or confidential in nature or defamatory or harassing or libellous or any information that will contribute to hostile environment at work place.

## 10. Intellectual Property

- 10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive discover or create during or in consequence of this employment with KDKL shall belong to KDKL absolutely.
- 10.2. You agree, at KDKL expense, to provide, during and after this employment, all such assistance as KDKL reasonably considers necessary, to secure the vesting of such rights in KDKL or Terms of Employment KDKL its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:

- 11.1. You consent to the processing of your personal data in accordance with KDKL data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2. In particular, you explicitly consent to:
  - The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - The transfer worldwide of personal data held about you by KDKL to other employees and offices of KDKL worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

- 11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to KDKL by you on their behalf. The reference to 'sensitive personal Data' may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other KDKL' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12. Non-Compete**

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by KDKL to such client, either directly or indirectly with any of KDKL, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to KDKL as damages.

## **13. Non Solicitation of Employees and Clients**

You agree that during the period of your employment with KDKL, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of KDKL, you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of KDKL; or
- (B) adversely affect the business prospects of KDKL by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the KDKL for any purpose related in any manner to the business of KDKL.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of KDKL present business and the duties of your employment.

**14. Warranty**

- 14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with KDKL.
- 14.3. You warrant that you will comply with all KDKL applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of KDKL.
- 14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

**15. Indemnification**

You agree to indemnify KDKL for any losses or damages sustained by KDKL caused by or related to your breach of any of the provisions contained in this Terms of Employment.

**16. Retirement**

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.

**17. General**

This agreement contains the entire agreement between the employee and KDKL, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure.

- 17.1. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Hyderabad (Telangana).
- 17.2. This agreement shall remain current and in force, irrespective of whether you are under employment of KDKL or not.
- 17.3. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will cooperate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.
- 17.4. In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining , all or any expenses incurred by the Company on account of your Relocation.

**18. Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,  
for **Karvy Digi Konnect Limited**  
Sd/-

Bharath Balan  
Vice President  
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

**Acknowledgement and Acceptance of Appointment with KDKL**

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

*I confirm my acceptance of the offer and shall report **within working 10 days.***

Name: **Dipti Roy** Place : (.....)



PRIVATE &amp; CONFIDENTIAL

27 Nov 2019

**Gopal Sahu**  
**Bangalore Karnataka.****Dear Gopal Sahu**

We have pleasure to appoint you in our Company, as per below:

Role :CUSTOMER RELATIONSHIP EXE  
Designation :Assistant  
Grade :A3

**1. Date of Appointment**

Your appointment is effective from **27 Nov 2019**. This is to inform you that this letter will be null and void in case you do not report **within 10 working days**.

**2. Place of Posting & Nature of work**

Your posting shall be at **Bangalore, Karnataka**. However, during the employment with the Company, you may be posted / transferred to any of the offices / projects / divisions of the Company or group companies existing or to be set up at any other location in India. Your assignment or work can be changed or altered whenever necessary at the discretion of the Management to suit any new developments or requirements of the company on the same terms and conditions, without any additional benefits.

**3. Compensation & Benefits Program**

You shall be paid an annual Gross Potential Earning of **INR.175000/- (One Lakh Seventy Five Thousand Rupees)**. Other perquisites benefits applicable to your grade shall be payable as per company policy in force. Compensation & Benefit Program applicable to you is provided in **ANNEXURE I**. Your compensation is confidential and if need arises, you may discuss it only with your Reporting Manager or Human Resource Manager.

**4. Probation / Confirmation**

You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. On completion of initial probation period you shall continue to be on probation, till such time it is intimated to you in writing regarding your confirmation.

**5. Insurance**

You shall be covered under Mediclaim Insurance Policy for Hospitalization as per eligibility and Company rules as applicable from time to time.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77 Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037,  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{CIN - U52190KA1997PTC046775}



You shall be covered under the Personal Accident Insurance Policy as per the rules of the Company as applicable from time to time.

#### **6. Provident Fund**

You shall be covered under Provident Fund, which shall be governed by The Employees Provident Funds and Miscellaneous Provisions Act, 1952.

#### **7. Gratuity**

You shall be covered under Gratuity Fund, which shall be governed by the Payment of Gratuity Act, 1972.

#### **8. Leave**

You shall be entitled to leave in accordance with the Company's leave policy in effect from time to time.

#### **9. Retirement**

The retirement age shall be 58 years.

#### **10. Medical Fitness**

Your appointment and continuation in employment in the organization shall be further subject to your remaining medically fit. The Management will have the right subject to medical examination by a Registered Medical Practitioner/Surgeon/Physician appointed by the company whose decision with regard to your fitness shall be final and binding on you.

#### **11. Company Policies**

You shall abide by the rules, regulations, instructions, personnel policies, ethics policy and the policies of the Company and any change thereof, which may be adopted by the Company from time to time and the same shall be deemed to form part of this appointment. A list of misconduct, which are not by themselves exhaustive, are enumerated in Code of Conduct, which shall form part of this Appointment letter.

#### **12. Protection of Interest**

- (i) Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company only. You will not take up any other employment or assignment whether for remuneration or not (part time or otherwise) or work in advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the written permission of the Managing Director / Executive Director of the Company.
- (ii) You shall keep confidential all the information and material provided to you by the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{ CN - US2190KA1997PTC046775 }

(iii) You shall be responsible for safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or in your charge.

(iv) If you conceive any new or advanced method of improving processes, formulae system in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

### 13. Travel

You shall be required to undertake travel on Company's work and you will be paid travel expenses and other allowances as per the Company rules applicable from time to time.

### 14. Address for Correspondence

You shall communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.

### 15. Past Record

Your appointment is being made on the basis of your declaration, pending verification from relevant authorities. In the event of any of the declarations made by you are found to be incorrect or false or any material information has been suppressed or omitted and or if documents has discrepancy or manipulated, fabricated, forged, etc your appointment in the Company would be liable for termination forthwith without assigning any reason and without any notice.

### 16. Notice Period and Termination

(i) Your employment can be terminated by the Company at any time either during the period of probation or upon confirmation, by giving **30 Days** notice or payment of **30 Days** salary in lieu thereof

(ii) At any time during your employment you can resign from the services of the Company by giving **15 Days** notice at the time of probation and **30 Days** notice after confirmation. The Company reserves the right, to waive, either fully or partially, the notice period either on receipt of Salary in lieu thereof or otherwise.

For the purposes of sub clause (i) and (ii) above salary means Basic salary and DA (wherever applicable) only.

(iii) Notwithstanding the above, your employment with the Company can be terminated by the Company without prior notice or payment of salary in lieu thereof, if at any time in the opinion of the Company (which shall be final and binding on you), you have violated any of your obligations under General Terms and Conditions of Employment & Code of Conduct as set out in the Annexure II hereto.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yankur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**17. Return of Property upon Termination**

On termination of this contract of employment, you shall immediately handover to the Reporting Manager/person nominated by the management all correspondence, specifications, formulae, books, assets, documents, cost data, market data, literature, drawings, effects or records etc, belonged to the Company or with relation to its business and shall not make or retain any copies of the above upon which you will be relieved from the Service.

The above terms and conditions are subject to Company policy.

We welcome you aboard & wish you the very best in your career with us.

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

Yours truly,  
For Max Retail,



**Arun Mathews**  
Regional Manager

I agree and accept the terms and conditions mentioned above.

-----  
**Gopal Sahu**

**max**

Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**ANNEXURE I**

COMPENSATION & BENEFITS SHEET		
Name	Gopal Sahu	
Grade	A3	
Date of Joining	27 Nov 2019	
Designation	Assistant	
Department	Store Operations	
Component	CTC (p.m)	CTC (p.a)
BASIC PAY	8,694.00	104,328.00
HOUSE RENT ALLOWANCE	2,858.00	34,300.00
PERFORMANCE LINKED PAY #	1,021.00	12,250.00
GROSS PAY	12,573.00	150,878.00
EMPLOYER PF CONTRIBUTION	1,043.00	12,519.00
GRATUITY-EMPLOYER CONTRI	418.00	5,018.00
EMPLOYER ESI CONTRIBUTION	549.00	6,585.00
FIXED PAY	14,583.00	175,000.00
Gross Potential Earning	14,583.00	175,000.00

Plus: Health Insurance coverage for Self & Family & Accident Insurance coverage for self as per policy  
Official calls reimbursed on mobile phone as per policy.

**Note:**

- #For employees entitled to Statutory Bonus under Payment of Bonus Act, 1965, Performance Linked Pay will be deemed as and accounted against such Statutory Bonus.
- #Performance Linked Pay shall be payable as per policy.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur P.O.,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CIN - US2190KA1997PTC046775)



**ANNEXURE - II  
LIST OF MISCONDUCT**

**Misconduct includes, but is not limited to:**

- Willful insubordination or disobedience, whether alone or with others to any lawful and reasonable order of a superior, which includes refusal to accept transfer also.
- Theft, fraud or dishonesty in connection with the Company's business or property.
- Willful damage to or causing loss of goods or property.
- Taking or giving bribe or commission for purchase/contracts made for on behalf of the company.
- Remaining absent without information beyond 3 consecutive days.
- Habitual late attendance or leaving the work spot before the scheduled time or absence from place of work without proper permission.
- Entering or remaining within the Company's premises, except on duty or for any lawful purpose.
- Riotous or disorderly behavior during working hours or any act subversive of discipline.
- Negligence or neglect of work.
- Refusal to work regular office hours whilst on premises or stopping co-workers from working or entering office premises.
- Engaging in private work or trade within the Company premises or engaging in any other employment calling for profit while still under service of the Company without the written permission of the Company.
- Displaying, distributing in the company premises any bills, pamphlets, placards, Posters, banners.
- Disclosing to any person any confidential information in regard to work or any process used in the company, which comes into your possession during the course of your employment.
- Coming to work after consuming liquor.
- Convicted by a Court of Law for any criminal offense involving moral turpitude.
- Quarrelling, fighting and using abusive language within the Company's premises.
- Falsification of record and / or defalcation.
- Misbehaving in any manner with any customer / contractor of the Company.
- Using for commercializing any invention, discovery or patent invented, discovered or patented as the case may be, in the course of your employment under the company to the benefit of yourself or any other person.
- Indulging in sexual harassment of an employee of the Company either during the working hours or outside. For this purpose sexual harassment shall mean and include:
  - Physical contact and advances
  - Demand of request for sexual favours
  - Sexually coloured oral remarks
  - Any other unwelcome physical, verbal or non verbal conduct of sexual nature of causing annoyance to coworker/vendor/customer.
- Abetment of any other acts or omission mentioned above shall amount of acts subversive of discipline and misconduct.

**max**

**Lifestyle International Pvt. Ltd.**  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur PO,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CN - US2190KA1997PTC046775)

PRIVATE &amp; CONFIDENTIAL

27 Nov 2019

**Gurprit Sing Sandhu**  
**Bangalore Karnataka.****Dear Gurprit Sing Sandhu**

We have pleasure to appoint you in our Company, as per below:

Role :CUSTOMER RELATIONSHIP EXE  
Designation :Assistant  
Grade :A3

**1. Date of Appointment**

Your appointment is effective from **27 Nov 2019**. This is to inform you that this letter will be null and void in case you do not report **within 10 working days**.

**2. Place of Posting & Nature of work**

Your posting shall be at **Bangalore, Karnataka**. However, during the employment with the Company, you may be posted / transferred to any of the offices / projects / divisions of the Company or group companies existing or to be set up at any other location in India. Your assignment or work can be changed or altered whenever necessary at the discretion of the Management to suit any new developments or requirements of the company on the same terms and conditions, without any additional benefits.

**3. Compensation & Benefits Program**

You shall be paid an annual Gross Potential Earning of **INR.175000/- (One Lakh Seventy Five Thousand Rupees)**. Other perquisites benefits applicable to your grade shall be payable as per company policy in force. Compensation & Benefit Program applicable to you is provided in **ANNEXURE I**. Your compensation is confidential and if need arises, you may discuss it only with your Reporting Manager or Human Resource Manager.

**4. Probation / Confirmation**

You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. On completion of initial probation period you shall continue to be on probation, till such time it is intimated to you in writing regarding your confirmation.

**5. Insurance**

You shall be covered under Mediclaim Insurance Policy for Hospitalization as per eligibility and Company rules as applicable from time to time.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77 Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037,  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{CIN - U52190KA1997PTC046775}



You shall be covered under the Personal Accident Insurance Policy as per the rules of the Company as applicable from time to time.

#### **6. Provident Fund**

You shall be covered under Provident Fund, which shall be governed by The Employees Provident Funds and Miscellaneous Provisions Act, 1952.

#### **7. Gratuity**

You shall be covered under Gratuity Fund, which shall be governed by the Payment of Gratuity Act, 1972.

#### **8. Leave**

You shall be entitled to leave in accordance with the Company's leave policy in effect from time to time.

#### **9. Retirement**

The retirement age shall be 58 years.

#### **10. Medical Fitness**

Your appointment and continuation in employment in the organization shall be further subject to your remaining medically fit. The Management will have the right subject to medical examination by a Registered Medical Practitioner/Surgeon/Physician appointed by the company whose decision with regard to your fitness shall be final and binding on you.

#### **11. Company Policies**

You shall abide by the rules, regulations, instructions, personnel policies, ethics policy and the policies of the Company and any change thereof, which may be adopted by the Company from time to time and the same shall be deemed to form part of this appointment. A list of misconduct, which are not by themselves exhaustive, are enumerated in Code of Conduct, which shall form part of this Appointment letter.

#### **12. Protection of Interest**

- (i) Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company only. You will not take up any other employment or assignment whether for remuneration or not (part time or otherwise) or work in advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the written permission of the Managing Director / Executive Director of the Company.
- (ii) You shall keep confidential all the information and material provided to you by the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{ CN - U52190KA1997PTC046775 }

(iii) You shall be responsible for safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or in your charge.

(iv) If you conceive any new or advanced method of improving processes, formulae system in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

### 13. Travel

You shall be required to undertake travel on Company's work and you will be paid travel expenses and other allowances as per the Company rules applicable from time to time.

### 14. Address for Correspondence

You shall communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.

### 15. Past Record

Your appointment is being made on the basis of your declaration, pending verification from relevant authorities. In the event of any of the declarations made by you are found to be incorrect or false or any material information has been suppressed or omitted and or if documents has discrepancy or manipulated, fabricated, forged, etc your appointment in the Company would be liable for termination forthwith without assigning any reason and without any notice.

### 16. Notice Period and Termination

(i) Your employment can be terminated by the Company at any time either during the period of probation or upon confirmation, by giving **30 Days** notice or payment of **30 Days** salary in lieu thereof

(ii) At any time during your employment you can resign from the services of the Company by giving **15 Days** notice at the time of probation and **30 Days** notice after confirmation. The Company reserves the right, to waive, either fully or partially, the notice period either on receipt of Salary in lieu thereof or otherwise.

For the purposes of sub clause (i) and (ii) above salary means Basic salary and DA (wherever applicable) only.

(iii) Notwithstanding the above, your employment with the Company can be terminated by the Company without prior notice or payment of salary in lieu thereof, if at any time in the opinion of the Company (which shall be final and binding on you), you have violated any of your obligations under General Terms and Conditions of Employment & Code of Conduct as set out in the Annexure II hereto.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yankur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**17. Return of Property upon Termination**

On termination of this contract of employment, you shall immediately handover to the Reporting Manager/person nominated by the management all correspondence, specifications, formulae, books, assets, documents, cost data, market data, literature, drawings, effects or records etc, belonged to the Company or with relation to its business and shall not make or retain any copies of the above upon which you will be relieved from the Service.

The above terms and conditions are subject to Company policy.

We welcome you aboard & wish you the very best in your career with us.

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

Yours truly,  
For Max Retail,



**Arun Mathews**  
Regional Manager

I agree and accept the terms and conditions mentioned above.

-----  
**Gurprit Sing Sandhu**

**max**

Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**ANNEXURE I**

COMPENSATION & BENEFITS SHEET		
Name	Gurprit Sing Sandhu	
Grade	A3	
Date of Joining	27 Nov 2019	
Designation	Assistant	
Department	Store Operations	
Component	CTC (p.m)	CTC (p.a)
BASIC PAY	8,694.00	104,328.00
HOUSE RENT ALLOWANCE	2,858.00	34,300.00
PERFORMANCE LINKED PAY #	1,021.00	12,250.00
GROSS PAY	12,573.00	150,878.00
EMPLOYER PF CONTRIBUTION	1,043.00	12,519.00
GRATUITY-EMPLOYER CONTRI	418.00	5,018.00
EMPLOYER ESI CONTRIBUTION	549.00	6,585.00
FIXED PAY	14,583.00	175,000.00
Gross Potential Earning	14,583.00	175,000.00

Plus: Health Insurance coverage for Self & Family & Accident Insurance coverage for self as per policy  
Official calls reimbursed on mobile phone as per policy.

**Note:**

- #For employees entitled to Statutory Bonus under Payment of Bonus Act, 1965, Performance Linked Pay will be deemed as and accounted against such Statutory Bonus.
- #Performance Linked Pay shall be payable as per policy.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur P.O.,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CIN - US2190KA1997PTC046775 )



**ANNEXURE - II  
LIST OF MISCONDUCT**

**Misconduct includes, but is not limited to:**

- Willful insubordination or disobedience, whether alone or with others to any lawful and reasonable order of a superior, which includes refusal to accept transfer also.
- Theft, fraud or dishonesty in connection with the Company's business or property.
- Willful damage to or causing loss of goods or property.
- Taking or giving bribe or commission for purchase/contracts made for on behalf of the company.
- Remaining absent without information beyond 3 consecutive days.
- Habitual late attendance or leaving the work spot before the scheduled time or absence from place of work without proper permission.
- Entering or remaining within the Company's premises, except on duty or for any lawful purpose.
- Riotous or disorderly behavior during working hours or any act subversive of discipline.
- Negligence or neglect of work.
- Refusal to work regular office hours whilst on premises or stopping co-workers from working or entering office premises.
- Engaging in private work or trade within the Company premises or engaging in any other employment calling for profit while still under service of the Company without the written permission of the Company.
- Displaying, distributing in the company premises any bills, pamphlets, placards, Posters, banners.
- Disclosing to any person any confidential information in regard to work or any process used in the company, which comes into your possession during the course of your employment.
- Coming to work after consuming liquor.
- Convicted by a Court of Law for any criminal offense involving moral turpitude.
- Quarrelling, fighting and using abusive language within the Company's premises.
- Falsification of record and / or defalcation.
- Misbehaving in any manner with any customer / contractor of the Company.
- Using for commercializing any invention, discovery or patent invented, discovered or patented as the case may be, in the course of your employment under the company to the benefit of yourself or any other person.
- Indulging in sexual harassment of an employee of the Company either during the working hours or outside. For this purpose sexual harassment shall mean and include:
  - Physical contact and advances
  - Demand of request for sexual favours
  - Sexually coloured oral remarks
  - Any other unwelcome physical, verbal or non verbal conduct of sexual nature of causing annoyance to coworker/vendor/customer.
- Abetment of any other acts or omission mentioned above shall amount of acts subversive of discipline and misconduct.

**max**

**Lifestyle International Pvt. Ltd.**  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur PO,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CN - US2190KA1997PTC046775)



12 Dec 2019

Dear, Madhushmita Sharma

Sub: Offer Letter

Greetings from Finnovation Tech Solutions Pvt. Ltd.

This is further with reference to our discussions; the Management is pleased to offer you a position of **"Operations Executive"** with Finnovation Tech Solutions Pvt. Ltd. ("Company"), under the following terms and conditions:

**TERMS AND CONDITIONS**

- 1. You shall report to work within working 10 days. 10, Working days.**
- 2. Reporting Structure:** You will be part of **Operations Team** and shall report to **"Manager – Collections-YP"** of the Company.
- 3. Duties:** In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.
- 4. Leave:** You will be entitled to leaves as per Company rules.
- 5. Salary and Benefits:** The Compensation and Benefits package applicable to you is given as **Salary Annexure - I**. We would like to treat all such compensation-related information as personal and confidential. Your compensation and benefits program will be subject to the statutory deductions in force.
- 6. Probation & Notice Period:** You will have a probation period of 3 months from the date of joining. You will be confirmed at the end of 3 months. If your performance during this period is not satisfactory, your service is liable to be terminated without notice. The organization will have the right to terminate your services at the end of this period or extend this period of probation for a period deemed fit by the organization. This offer may be terminated by either side, by serving a written notice of 2 months or by surrendering two month's Salary in lieu thereof.
- 7. Place of Posting:** Your place of posting will be at **Bangalore**. However, during your employment with us you may be posted or transferred / attached to any other Units / Companies / Offices of Company in India or abroad at the sole discretion of the management.

**Salary Annexure - I****Madhushmita Sharma**

<b>PARTICULARS</b>	<b>MONTHLY (INR)</b>	<b>ANNUAL (INR)</b>
Basic	13430	161160
House Rent Allowance	500	6000
<b>Gross Salary (A)</b>	<b>13930</b>	<b>167160</b>
Standard Deduction		
Provident Fund (12% )	1612	19344
ESIC	244	2928
Professional Tax	0	0
Total Standard Deduction	1856	22272
Net Salary	12074	144888
Non-Cash Components		
Gratuity	646	7752
Provident Fund (12% )	1612	19344
ESIC	662	7944
<b>Total Non-Cash Components (B)</b>	<b>2920</b>	<b>35040</b>
<b>Performance Incentives* (C)</b>	<b>3000</b>	<b>36000</b>
<b>Cost to Company (A + B + C)</b>	<b>19850</b>	<b>238200</b>

\* Note: Performance Incentive (C) if applicable will be paid on monthly basis and will be based on the achievement of the set targets by individual and the team.

For **Finnovation Tech Solutions Pvt. Ltd****Sameera Rahman**

Manager - Human Resources



Ref No. 23030

Date: 2 Dec 2019

**Ms. Mitali Dutta Choudhury**

Hojai Assam. 782435

**Dear, Mitali Dutta  
Choudhury**

**Subject : Offer letter**

It was a pleasure meeting you to explore a career opportunity with **Karvy Digi Konnect Limited**. Please find your Offer letter detailing the terms and conditions for your employment with us.

**1. Date of joining, posting & location**

We look forward to you joining us on **2 Dec 2019** in our KDKL Division at **Bangalore - Skanda**. Your title will be **Trainee Customer Support Officer in L1 (Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

**2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.1,56,000/- (Rupees One Lakhs Fifty Six Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

**3. Hours of Work**

- 3.1. A working day shall comprise of nine hours.
- 3.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 3.3. Employees at the client site shall follow the working hours as applicable at client site.

#### 4. Salary and Benefits

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is KDKL' policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under KDKL' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you

#### 5. Leave Entitlement Policy

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

#### 6. Separation of Employment

- 6.1. Your employment with KDKL is subject to Separation on:

Employee Band	Period of Employment	Notice Period
Level 1 &2	Less than 1 Month	07 Days
Level 1 &2	More than 1 Month	30 Days
Level 3,4,&5	from commencement of employment	30 Days
Level 6 &Above	from commencement of employment	60 Days

- 6.2. KDKL reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 6.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with KDKL, and that your termination/resignation letter (by whatever name it is called) will be accepted by KDKL only on your satisfying the mandatory notice period as stated in KDKL HR handbook. Further, till such time as KDKL accepts your resignation letter, you will be deemed to be an employee of KDKL and the terms and conditions of your employment will still continue to bind you.
- 6.4. KDKL shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - 6.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with KDKL' policies and code of conduct; or
  - 6.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of KDKL is likely to bring KDKL any disrepute whether or not such act is directly related to the affairs of KDKL; or

- 6.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of KDKL.
- 6.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause.
- 6.4.5. You shall not be entitled to any benefits whatsoever.
- 6.4.6. 3 days of continuous uninformed absence from your employment with KDKL will be deemed terminated.

## 7. Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## 8. Confidentiality

- 8.1. You agree at all times during the term of your employment and thereafter (Without limit of time);
  - 8.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of KDKL, and
  - 8.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of KDKL.
  - 8.1.3. You agree to return to KDKL all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with KDKL IT Services.
- 8.2. For the purposes of Clause 10.1., "Confidential Information" means any of KDKL proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of KDKL with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by KDKL in any country or jurisdiction (until the same is generally available to the public), and any other business information of KDKL including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of KDKL, or which is generally known outside KDKL.

- 8.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of KDKL and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with KDKL.

## 9. Code of conduct

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in over all conduct.
- (iii) You will help in maintaining & enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.
- iv) You will adhere to the guideless of the company with respect to social media and desist yourself from posting or publishing in social media (blogs, articles, video content or images) or releasing to print media any information which is of proprietary or confidential in nature or defamatory or harassing or libellous or any information that will contribute to hostile environment at work place.

## 10. Intellectual Property

- 10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive discover or create during or in consequence of this employment with KDKL shall belong to KDKL absolutely.
- 10.2. You agree, at KDKL expense, to provide, during and after this employment, all such assistance as KDKL reasonably considers necessary, to secure the vesting of such rights in KDKL or Terms of Employment KDKL its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:

- 11.1. You consent to the processing of your personal data in accordance with KDKL data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2. In particular, you explicitly consent to:
- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - The transfer worldwide of personal data held about you by KDKL to other employees and offices of KDKL worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

- 11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to KDKL by you on their behalf. The reference to 'sensitive personal Data' may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other KDKL' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12. Non-Compete**

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by KDKL to such client, either directly or indirectly with any of KDKL, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to KDKL as damages.

## **13. Non Solicitation of Employees and Clients**

You agree that during the period of your employment with KDKL, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of KDKL, you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of KDKL; or
- (B) adversely affect the business prospects of KDKL by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the KDKL for any purpose related in any manner to the business of KDKL.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of KDKL present business and the duties of your employment.

**14. Warranty**

- 14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with KDKL.
- 14.3. You warrant that you will comply with all KDKL applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of KDKL.
- 14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

**15. Indemnification**

You agree to indemnify KDKL for any losses or damages sustained by KDKL caused by or related to your breach of any of the provisions contained in this Terms of Employment.

**16. Retirement**

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.

**17. General**

This agreement contains the entire agreement between the employee and KDKL, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure.

- 17.1. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Hyderabad (Telangana).
- 17.2. This agreement shall remain current and in force, irrespective of whether you are under employment of KDKL or not.
- 17.3. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will cooperate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.
- 17.4. In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining , all or any expenses incurred by the Company on account of your Relocation.

**18. Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,  
for **Karvy Digi Konnect Limited**  
Sd/-

Bharath Balan  
Vice President  
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

**Acknowledgement and Acceptance of Appointment with KDKL**

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

*I confirm my acceptance of the offer and shall report **within working 10 days.***

Name: **Mitali Dutta Choudhury**

Place : (.....)



**Annexure – I**

Name: **Mitali Dutta Choudhury** Designation: Trainee Customer Support Officer  
 Grade: L1 (Trainee) Location: Bangalore - Skanda

---

**Compensation Structure**

Particulars	Amount in INR per month	Amount in INR per annum
Basic	3,900	46,800
HRA	1,950	23,400
Advance Bonus	325	3,900
Conveyance Allowance	800	9,600
Medical Reimbursement	1,250	15,000
Other Allowance	3,590	43080
<b>Total Gross Earnings</b>	<b>11815</b>	<b>141784</b>
Employer PF	507	6,084
Employer ESI	561	6732
Mediclaime Insurance	117	1,400
<b>Total CTC</b>	<b>13,000</b>	<b>1,56,000</b>

(Rupees One Lakhs Fifty Six Thousand only)

**Other benefits:**

Personal Accident Cover: : Personal accident cover for self in cases of death or disability  
 Mediclaime : Covered under ESIC or Mediclaime Insurance for Self, Spouse and Two children, whichever is applicable.  
 Gratuity : As per Gratuity Act

**Note:**

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

-----x-----



12 Dec 2019

Dear, Momota Roy

Sub: Offer Letter

Greetings from Finnovation Tech Solutions Pvt. Ltd.

This is further with reference to our discussions; the Management is pleased to offer you a position of "**Operations Executive**" with Finnovation Tech Solutions Pvt. Ltd. ("Company"), under the following terms and conditions:

**TERMS AND CONDITIONS**

- 1. You shall report to work within working 10 days. 10, Working days.**
- 2. Reporting Structure:** You will be part of **Operations Team** and shall report to "**Manager – Collections-YP**" of the Company.
- 3. Duties:** In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.
- 4. Leave:** You will be entitled to leaves as per Company rules.
- 5. Salary and Benefits:** The Compensation and Benefits package applicable to you is given as **Salary Annexure - I**. We would like to treat all such compensation-related information as personal and confidential. Your compensation and benefits program will be subject to the statutory deductions in force.
- 6. Probation & Notice Period:** You will have a probation period of 3 months from the date of joining. You will be confirmed at the end of 3 months. If your performance during this period is not satisfactory, your service is liable to be terminated without notice. The organization will have the right to terminate your services at the end of this period or extend this period of probation for a period deemed fit by the organization. This offer may be terminated by either side, by serving a written notice of 2 months or by surrendering two month's Salary in lieu thereof.
- 7. Place of Posting:** Your place of posting will be at **Bangalore**. However, during your employment with us you may be posted or transferred / attached to any other Units / Companies / Offices of Company in India or abroad at the sole discretion of the management.

**Salary Annexure - I****Momota Roy**

<b>PARTICULARS</b>	<b>MONTHLY (INR)</b>	<b>ANNUAL (INR)</b>
Basic	13430	161160
House Rent Allowance	500	6000
<b>Gross Salary (A)</b>	<b>13930</b>	<b>167160</b>
Standard Deduction		
Provident Fund (12% )	1612	19344
ESIC	244	2928
Professional Tax	0	0
Total Standard Deduction	1856	22272
Net Salary	12074	144888
Non-Cash Components		
Gratuity	646	7752
Provident Fund (12% )	1612	19344
ESIC	662	7944
<b>Total Non-Cash Components (B)</b>	<b>2920</b>	<b>35040</b>
<b>Performance Incentives* (C)</b>	<b>3000</b>	<b>36000</b>
<b>Cost to Company (A + B + C)</b>	<b>19850</b>	<b>238200</b>

\* Note: Performance Incentive (C) if applicable will be paid on monthly basis and will be based on the achievement of the set targets by individual and the team.

For **Finnovation Tech Solutions Pvt. Ltd****Sameera Rahman**

Manager - Human Resources



12 Dec 2019

Dear, Monali Devi

Sub: Offer Letter

Greetings from Finnovation Tech Solutions Pvt. Ltd.

This is further with reference to our discussions; the Management is pleased to offer you a position of "**Operations Executive**" with Finnovation Tech Solutions Pvt. Ltd. ("Company"), under the following terms and conditions:

**TERMS AND CONDITIONS**

- 1. You shall report to work within working 10 days. 10, Working days.**
- 2. Reporting Structure:** You will be part of **Operations Team** and shall report to "**Manager – Collections-YP**" of the Company.
- 3. Duties:** In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.
- 4. Leave:** You will be entitled to leaves as per Company rules.
- 5. Salary and Benefits:** The Compensation and Benefits package applicable to you is given as **Salary Annexure - I**. We would like to treat all such compensation-related information as personal and confidential. Your compensation and benefits program will be subject to the statutory deductions in force.
- 6. Probation & Notice Period:** You will have a probation period of 3 months from the date of joining. You will be confirmed at the end of 3 months. If your performance during this period is not satisfactory, your service is liable to be terminated without notice. The organization will have the right to terminate your services at the end of this period or extend this period of probation for a period deemed fit by the organization. This offer may be terminated by either side, by serving a written notice of 2 months or by surrendering two month's Salary in lieu thereof.
- 7. Place of Posting:** Your place of posting will be at **Bangalore**. However, during your employment with us you may be posted or transferred / attached to any other Units / Companies / Offices of Company in India or abroad at the sole discretion of the management.



**Salary Annexure - I****Monali Devi**

<b>PARTICULARS</b>	<b>MONTHLY (INR)</b>	<b>ANNUAL (INR)</b>
Basic	13430	161160
House Rent Allowance	500	6000
<b>Gross Salary (A)</b>	<b>13930</b>	<b>167160</b>
Standard Deduction		
Provident Fund (12% )	1612	19344
ESIC	244	2928
Professional Tax	0	0
Total Standard Deduction	1856	22272
Net Salary	12074	144888
Non-Cash Components		
Gratuity	646	7752
Provident Fund (12% )	1612	19344
ESIC	662	7944
<b>Total Non-Cash Components (B)</b>	<b>2920</b>	<b>35040</b>
<b>Performance Incentives* (C)</b>	<b>3000</b>	<b>36000</b>
<b>Cost to Company (A + B + C)</b>	<b>19850</b>	<b>238200</b>

\* Note: Performance Incentive (C) if applicable will be paid on monthly basis and will be based on the achievement of the set targets by individual and the team.

For **Finnovation Tech Solutions Pvt. Ltd****Sameera Rahman**

Manager - Human Resources

Date : 4 Dec 2019

**Nur Ahmed**  
**Nagaon Assam.**

Offer No : QS1641974  
Location: **BANGALORE**

### **LETTER OF INTENT**

Dear **Nur Ahmed**

We are pleased to inform that you have been shortlisted for a OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at BATA INDIA LIMITED at BANGALORE as SALES PROMOTER for a fixed term on the following terms and conditions:

**1. You shall report to work within working 10 days.**

2. Date of joining mentioned above is tentative. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.

3. This letter is valid subject to your completion of on-boarding documentation and submission of necessary proofs. It is recommended to use POP link shared on your mobile phone and complete your joining formalities As validity of this letter is purely subjected to completion of your documentation on POP.

4. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.

5. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.

6. The Annual CTC salary offered to you will be INR 164448/- Details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.

7. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. 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.



The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best !!!

With warm regards,  
For **QUESS Corp Limited**.

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

---

I hereby accept the above mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **DISCLAIMER**

### **To whomsoever it may Concern**

I, Nur Ahmed, Offer ID QS1641974 hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**

Ref No.230937

Date: 2 Dec 2019

**Ms. Papori Basa**

Hojai Assam. 782435

**Dear, Papori Basa**                      **Subject : Offer letter**

It was a pleasure meeting you to explore a career opportunity with **Karvy Digi Konnect Limited**. Please find your Offer letter detailing the terms and conditions for your employment with us.

**1. Date of joining, posting & location**

We look forward to you joining us on **2 Dec 2019** in our KDKL Division at **Bangalore - Skanda**. Your title will be **Trainee Customer Support Officer in L1 (Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

**2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.1,56,000/- (Rupees One Lakhs Fifty Six Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

**3. Hours of Work**

- 3.1. A working day shall comprise of nine hours.
- 3.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 3.3. Employees at the client site shall follow the working hours as applicable at client site.

**4. Salary and Benefits**

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is KDKL’ policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under KDKL’ policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you

**5. Leave Entitlement Policy**

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company’s leave and vacation policy.

**6. Separation of Employment**

- 6.1. Your employment with KDKL is subject to Separation on:

Employee Band	Period of Employment	Notice Period
Level 1 &2	Less than 1 Month	07 Days
Level 1 &2	More than 1 Month	30 Days
Level 3,4,&5	from commencement of employment	30 Days
Level 6 &Above	from commencement of employment	60 Days

- 6.2. KDKL reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 6.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with KDKL, and that your termination/resignation letter (by whatever name it is called) will be accepted by KDKL only on your satisfying the mandatory notice period as stated in KDKL HR handbook. Further, till such time as KDKL accepts your resignation letter, you will be deemed to be an employee of KDKL and the terms and conditions of your employment will still continue to bind you.
- 6.4. KDKL shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - 6.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with KDKL' policies and code of conduct; or
  - 6.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of KDKL is likely to bring KDKL any disrepute whether or not such act is directly related to the affairs of KDKL; or

- 6.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of KDKL.
- 6.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause.
- 6.4.5. You shall not be entitled to any benefits whatsoever.
- 6.4.6. 3 days of continuous uninformed absence from your employment with KDKL will be deemed terminated.

## **7. Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **8. Confidentiality**

- 8.1. You agree at all times during the term of your employment and thereafter (Without limit of time);
  - 8.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of KDKL, and
  - 8.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of KDKL.
  - 8.1.3. You agree to return to KDKL all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with KDKL IT Services.
- 8.2. For the purposes of Clause 10.1., "Confidential Information" means any of KDKL proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of KDKL with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by KDKL in any country or jurisdiction (until the same is generally available to the public), and any other business information of KDKL including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of KDKL, or which is generally known outside KDKL.

- 8.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of KDKL and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with KDKL.

## 9. Code of conduct

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in over all conduct.
- (iii) You will help in maintaining & enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.
- iv) You will adhere to the guideless of the company with respect to social media and desist yourself from posting or publishing in social media (blogs, articles, video content or images) or releasing to print media any information which is of proprietary or confidential in nature or defamatory or harassing or libellous or any information that will contribute to hostile environment at work place.

## 10. Intellectual Property

- 10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive discover or create during or in consequence of this employment with KDKL shall belong to KDKL absolutely.
- 10.2. You agree, at KDKL expense, to provide, during and after this employment, all such assistance as KDKL reasonably considers necessary, to secure the vesting of such rights in KDKL or Terms of Employment KDKL its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:

- 11.1. You consent to the processing of your personal data in accordance with KDKL data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2. In particular, you explicitly consent to:
- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - The transfer worldwide of personal data held about you by KDKL to other employees and offices of KDKL worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

- 11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to KDKL by you on their behalf. The reference to 'sensitive personal Data' may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other KDKL' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12. Non-Compete**

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by KDKL to such client, either directly or indirectly with any of KDKL, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to KDKL as damages.

## **13. Non Solicitation of Employees and Clients**

You agree that during the period of your employment with KDKL, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of KDKL, you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of KDKL; or
- (B) adversely affect the business prospects of KDKL by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the KDKL for any purpose related in any manner to the business of KDKL.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of KDKL present business and the duties of your employment.

**14. Warranty**

- 14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with KDKL.
- 14.3. You warrant that you will comply with all KDKL applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of KDKL.
- 14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

**15. Indemnification**

You agree to indemnify KDKL for any losses or damages sustained by KDKL caused by or related to your breach of any of the provisions contained in this Terms of Employment.

**16. Retirement**

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.

**17. General**

This agreement contains the entire agreement between the employee and KDKL, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure.

- 17.1. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Hyderabad (Telangana).
- 17.2. This agreement shall remain current and in force, irrespective of whether you are under employment of KDKL or not.
- 17.3. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will cooperate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.
- 17.4. In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining , all or any expenses incurred by the Company on account of your Relocation.



**18. Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,  
for **Karvy Digi Konnect Limited**  
Sd/-

Bharath Balan  
Vice President  
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

**Acknowledgement and Acceptance of Appointment with KDKL**

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

*I confirm my acceptance of the offer and shall report **within working 10 days.***

Name: **Papori Basa** Place : (.....)





12 Dec 2019

Dear, Parishma Hazarika

Sub: Offer Letter

Greetings from Finnovation Tech Solutions Pvt. Ltd.

This is further with reference to our discussions; the Management is pleased to offer you a position of **"Operations Executive"** with Finnovation Tech Solutions Pvt. Ltd. ("Company"), under the following terms and conditions:

**TERMS AND CONDITIONS**

- 1. You shall report to work within working 10 days. 10, Working days.**
- 2. Reporting Structure:** You will be part of **Operations Team** and shall report to **"Manager – Collections-YP"** of the Company.
- 3. Duties:** In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.
- 4. Leave:** You will be entitled to leaves as per Company rules.
- 5. Salary and Benefits:** The Compensation and Benefits package applicable to you is given as **Salary Annexure - I**. We would like to treat all such compensation-related information as personal and confidential. Your compensation and benefits program will be subject to the statutory deductions in force.
- 6. Probation & Notice Period:** You will have a probation period of 3 months from the date of joining. You will be confirmed at the end of 3 months. If your performance during this period is not satisfactory, your service is liable to be terminated without notice. The organization will have the right to terminate your services at the end of this period or extend this period of probation for a period deemed fit by the organization. This offer may be terminated by either side, by serving a written notice of 2 months or by surrendering two month's Salary in lieu thereof.
- 7. Place of Posting:** Your place of posting will be at **Bangalore**. However, during your employment with us you may be posted or transferred / attached to any other Units / Companies / Offices of Company in India or abroad at the sole discretion of the management.

**Salary Annexure - I****Parishma Hazarika**

<b>PARTICULARS</b>	<b>MONTHLY (INR)</b>	<b>ANNUAL (INR)</b>
Basic	13430	161160
House Rent Allowance	500	6000
<b>Gross Salary (A)</b>	<b>13930</b>	<b>167160</b>
Standard Deduction		
Provident Fund (12% )	1612	19344
ESIC	244	2928
Professional Tax	0	0
Total Standard Deduction	1856	22272
Net Salary	12074	144888
Non-Cash Components		
Gratuity	646	7752
Provident Fund (12% )	1612	19344
ESIC	662	7944
<b>Total Non-Cash Components (B)</b>	<b>2920</b>	<b>35040</b>
<b>Performance Incentives* (C)</b>	<b>3000</b>	<b>36000</b>
<b>Cost to Company (A + B + C)</b>	<b>19850</b>	<b>238200</b>

\* Note: Performance Incentive (C) if applicable will be paid on monthly basis and will be based on the achievement of the set targets by individual and the team.

For **Finnovation Tech Solutions Pvt. Ltd**



**Sameera Rahman**

Manager - Human Resources



12 Dec 2019

Dear, Payel Nandi

Sub: Offer Letter

Greetings from Finnovation Tech Solutions Pvt. Ltd.

This is further with reference to our discussions; the Management is pleased to offer you a position of "**Operations Executive**" with Finnovation Tech Solutions Pvt. Ltd. ("Company"), under the following terms and conditions:

**TERMS AND CONDITIONS**

- 1. You shall report to work within working 10 days. 10, Working days.**
- 2. Reporting Structure:** You will be part of **Operations Team** and shall report to "**Manager – Collections-YP**" of the Company.
- 3. Duties:** In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.
- 4. Leave:** You will be entitled to leaves as per Company rules.
- 5. Salary and Benefits:** The Compensation and Benefits package applicable to you is given as **Salary Annexure - I**. We would like to treat all such compensation-related information as personal and confidential. Your compensation and benefits program will be subject to the statutory deductions in force.
- 6. Probation & Notice Period:** You will have a probation period of 3 months from the date of joining. You will be confirmed at the end of 3 months. If your performance during this period is not satisfactory, your service is liable to be terminated without notice. The organization will have the right to terminate your services at the end of this period or extend this period of probation for a period deemed fit by the organization. This offer may be terminated by either side, by serving a written notice of 2 months or by surrendering two month's Salary in lieu thereof.
- 7. Place of Posting:** Your place of posting will be at **Bangalore**. However, during your employment with us you may be posted or transferred / attached to any other Units / Companies / Offices of Company in India or abroad at the sole discretion of the management.



**Salary Annexure - I****Payel Nandi**

<b>PARTICULARS</b>	<b>MONTHLY (INR)</b>	<b>ANNUAL (INR)</b>
Basic	13430	161160
House Rent Allowance	500	6000
<b>Gross Salary (A)</b>	<b>13930</b>	<b>167160</b>
Standard Deduction		
Provident Fund (12% )	1612	19344
ESIC	244	2928
Professional Tax	0	0
Total Standard Deduction	1856	22272
Net Salary	12074	144888
Non-Cash Components		
Gratuity	646	7752
Provident Fund (12% )	1612	19344
ESIC	662	7944
<b>Total Non-Cash Components (B)</b>	<b>2920</b>	<b>35040</b>
<b>Performance Incentives* (C)</b>	<b>3000</b>	<b>36000</b>
<b>Cost to Company (A + B + C)</b>	<b>19850</b>	<b>238200</b>

\* Note: Performance Incentive (C) if applicable will be paid on monthly basis and will be based on the achievement of the set targets by individual and the team.

For **Finnovation Tech Solutions Pvt. Ltd****Sameera Rahman**

Manager - Human Resources



Ref No. 230939

Date: 2 Dec 2019

**Ms. Pinki Mazumdar**

Hojai Assam. 782435

**Dear, Pinki Mazumdar** Subject : Offer letter

It was a pleasure meeting you to explore a career opportunity with **Karvy Digi Konnect Limited**. Please find your Offer letter detailing the terms and conditions for your employment with us.

### **1. Date of joining, posting & location**

We look forward to you joining us on **2 Dec 2019** in our KDKL Division at **Bangalore - Skanda**. Your title will be **Trainee Customer Support Officer in L1 (Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

### **2. Compensation**

You shall be entitled to an all inclusive annual gross compensation of **Rs.1,56,000/- (Rupees One Lakhs Fifty Six Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

### **3. Hours of Work**

- 3.1. A working day shall comprise of nine hours.
- 3.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 3.3. Employees at the client site shall follow the working hours as applicable at client site.

#### 4. Salary and Benefits

- 4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is KDKL' policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under KDKL' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you

#### 5. Leave Entitlement Policy

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

#### 6. Separation of Employment

- 6.1. Your employment with KDKL is subject to Separation on:

Employee Band	Period of Employment	Notice Period
Level 1 &2	Less than 1 Month	07 Days
Level 1 &2	More than 1 Month	30 Days
Level 3,4,&5	from commencement of employment	30 Days
Level 6 &Above	from commencement of employment	60 Days

- 6.2. KDKL reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 6.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with KDKL, and that your termination/resignation letter (by whatever name it is called) will be accepted by KDKL only on your satisfying the mandatory notice period as stated in KDKL HR handbook. Further, till such time as KDKL accepts your resignation letter, you will be deemed to be an employee of KDKL and the terms and conditions of your employment will still continue to bind you.
- 6.4. KDKL shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - 6.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with KDKL' policies and code of conduct; or
  - 6.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of KDKL is likely to bring KDKL any disrepute whether or not such act is directly related to the affairs of KDKL; or

- 6.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of KDKL.
- 6.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause.
- 6.4.5. You shall not be entitled to any benefits whatsoever.
- 6.4.6. 3 days of continuous uninformed absence from your employment with KDKL will be deemed terminated.

## **7. Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **8. Confidentiality**

- 8.1. You agree at all times during the term of your employment and thereafter (Without limit of time);
  - 8.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of KDKL, and
  - 8.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of KDKL.
  - 8.1.3. You agree to return to KDKL all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with KDKL IT Services.
- 8.2. For the purposes of Clause 10.1., "Confidential Information" means any of KDKL proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of KDKL with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by KDKL in any country or jurisdiction (until the same is generally available to the public), and any other business information of KDKL including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of KDKL, or which is generally known outside KDKL.

- 8.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of KDKL and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with KDKL.

## 9. Code of conduct

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in over all conduct.
- (iii) You will help in maintaining & enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.
- iv) You will adhere to the guideless of the company with respect to social media and desist yourself from posting or publishing in social media (blogs, articles, video content or images) or releasing to print media any information which is of proprietary or confidential in nature or defamatory or harassing or libellous or any information that will contribute to hostile environment at work place.

## 10. Intellectual Property

- 10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive discover or create during or in consequence of this employment with KDKL shall belong to KDKL absolutely.
- 10.2. You agree, at KDKL expense, to provide, during and after this employment, all such assistance as KDKL reasonably considers necessary, to secure the vesting of such rights in KDKL or Terms of Employment KDKL its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below:

- 11.1. You consent to the processing of your personal data in accordance with KDKL data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2. In particular, you explicitly consent to:
- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - The transfer worldwide of personal data held about you by KDKL to other employees and offices of KDKL worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

- 11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to KDKL by you on their behalf. The reference to 'sensitive personal Data' may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other KDKL' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12. Non-Compete**

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by KDKL to such client, either directly or indirectly with any of KDKL, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to KDKL as damages.

## **13. Non Solicitation of Employees and Clients**

You agree that during the period of your employment with KDKL, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of KDKL, you will not, either directly or indirectly:

- (A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of KDKL; or
- (B) adversely affect the business prospects of KDKL by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the KDKL for any purpose related in any manner to the business of KDKL.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of KDKL present business and the duties of your employment.

**14. Warranty**

- 14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with KDKL.
- 14.3. You warrant that you will comply with all KDKL applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of KDKL.
- 14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

**15. Indemnification**

You agree to indemnify KDKL for any losses or damages sustained by KDKL caused by or related to your breach of any of the provisions contained in this Terms of Employment.

**16. Retirement**

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded with us, will be used to calculate your age of superannuation.

**17. General**

This agreement contains the entire agreement between the employee and KDKL, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure.

- 17.1. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Hyderabad (Telangana).
- 17.2. This agreement shall remain current and in force, irrespective of whether you are under employment of KDKL or not.
- 17.3. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will cooperate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.
- 17.4. In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining , all or any expenses incurred by the Company on account of your Relocation.

**18. Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative. Background Verification shall be done in line with the Background Verification Policy of the company.

We wish you a long and happy association with us.

Thanking you,  
for **Karvy Digi Konnect Limited**  
Sd/-

Bharath Balan  
Vice President  
Human Resources

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed : Compensation Structure - Annexure I

**Acknowledgement and Acceptance of Appointment with KDKL**

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

*I confirm my acceptance of the offer and shall report **within working 10 days.***

Name: **Pinki Mazumdar**

Place : (.....)



**Annexure – I**

Name: **Pinki Mazumdar**      Designation:      Trainee Customer Support Officer  
 Grade:      L1 (Trainee)      Location:      Bangalore - Skanda

---

**Compensation Structure**

Particulars	Amount in INR per month	Amount in INR per annum
Basic	3,900	46,800
HRA	1,950	23,400
Advance Bonus	325	3,900
Conveyance Allowance	800	9,600
Medical Reimbursement	1,250	15,000
Other Allowance	3,590	43080
<b>Total Gross Earnings</b>	<b>11815</b>	<b>141784</b>
Employer PF	507	6,084
Employer ESI	561	6732
Mediclaime Insurance	117	1,400
<b>Total CTC</b>	<b>13,000</b>	<b>1,56,000</b>

(Rupees One Lakhs Fifty Six Thousand only)

**Other benefits:**

Personal Accident Cover:      :      Personal accident cover for self in cases of death or disability  
 Mediclaim      :      Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.  
 Gratuity      :      As per Gratuity Act

**Note:**

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

-----x-----



12 Dec 2019

Dear, Popy Mazumdar

Sub: Offer Letter

Greetings from Finnovation Tech Solutions Pvt. Ltd.

This is further with reference to our discussions; the Management is pleased to offer you a position of "**Operations Executive**" with Finnovation Tech Solutions Pvt. Ltd. ("Company"), under the following terms and conditions:

**TERMS AND CONDITIONS**

- 1. You shall report to work within working 10 days. 10, Working days.**
- 2. Reporting Structure:** You will be part of **Operations Team** and shall report to "**Manager – Collections-YP**" of the Company.
- 3. Duties:** In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.
- 4. Leave:** You will be entitled to leaves as per Company rules.
- 5. Salary and Benefits:** The Compensation and Benefits package applicable to you is given as **Salary Annexure - I**. We would like to treat all such compensation-related information as personal and confidential. Your compensation and benefits program will be subject to the statutory deductions in force.
- 6. Probation & Notice Period:** You will have a probation period of 3 months from the date of joining. You will be confirmed at the end of 3 months. If your performance during this period is not satisfactory, your service is liable to be terminated without notice. The organization will have the right to terminate your services at the end of this period or extend this period of probation for a period deemed fit by the organization. This offer may be terminated by either side, by serving a written notice of 2 months or by surrendering two month's Salary in lieu thereof.
- 7. Place of Posting:** Your place of posting will be at **Bangalore**. However, during your employment with us you may be posted or transferred / attached to any other Units / Companies / Offices of Company in India or abroad at the sole discretion of the management.

**Salary Annexure - I****Popy Mazumdar**

<b>PARTICULARS</b>	<b>MONTHLY (INR)</b>	<b>ANNUAL (INR)</b>
Basic	13430	161160
House Rent Allowance	500	6000
<b>Gross Salary (A)</b>	<b>13930</b>	<b>167160</b>
Standard Deduction		
Provident Fund (12% )	1612	19344
ESIC	244	2928
Professional Tax	0	0
Total Standard Deduction	1856	22272
Net Salary	12074	144888
Non-Cash Components		
Gratuity	646	7752
Provident Fund (12% )	1612	19344
ESIC	662	7944
<b>Total Non-Cash Components (B)</b>	<b>2920</b>	<b>35040</b>
<b>Performance Incentives* (C)</b>	<b>3000</b>	<b>36000</b>
<b>Cost to Company (A + B + C)</b>	<b>19850</b>	<b>238200</b>

\* Note: Performance Incentive (C) if applicable will be paid on monthly basis and will be based on the achievement of the set targets by individual and the team.

For **Finnovation Tech Solutions Pvt. Ltd****Sameera Rahman**

Manager - Human Resources

Date : 4 Dec 2019

**Ram Das**  
**Nagaon Assam.**

Offer No : QS1641966  
Location: **BANGALORE**

### **LETTER OF INTENT**

Dear **Ram Das**

We are pleased to inform that you have been shortlisted for a OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at BATA INDIA LIMITED at BANGALORE as SALES PROMOTER for a fixed term on the following terms and conditions:

**1. You shall report to work within working 10 days.**

2. Date of joining mentioned above is tentative. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.

3. This letter is valid subject to your completion of on-boarding documentation and submission of necessary proofs. It is recommended to use POP link shared on your mobile phone and complete your joining formalities As validity of this letter is purely subjected to completion of your documentation on POP.

4. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.

5. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.

6. The Annual CTC salary offered to you will be INR 164448/- Details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.

7. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. 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.



The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best !!!

With warm regards,  
For **QUESS Corp Limited**.

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

---

I hereby accept the above mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **DISCLAIMER**

### **To whomsoever it may Concern**

I, Ram Das, Offer ID QS1641966 hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**

Date : 4 Dec 2019

**Rudrajit Das**  
**Nagaon Assam.**

Offer No : QS1641965  
Location: **BANGALORE**

### **LETTER OF INTENT**

Dear **Rudrajit Das**

We are pleased to inform that you have been shortlisted for a OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at BATA INDIA LIMITED at BANGALORE as SALES PROMOTER for a fixed term on the following terms and conditions:

**1. You shall report to work within working 10 days.**

2. Date of joining mentioned above is tentative. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.

3. This letter is valid subject to your completion of on-boarding documentation and submission of necessary proofs. It is recommended to use POP link shared on your mobile phone and complete your joining formalities As validity of this letter is purely subjected to completion of your documentation on POP.

4. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.

5. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.

6. The Annual CTC salary offered to you will be INR 164448/- Details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.

7. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. 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.





The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best !!!

With warm regards,  
For **QUESS Corp Limited**.

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

---

I hereby accept the above mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **DISCLAIMER**

### **To whomsoever it may Concern**

I, Rudrajit Das, Offer ID QS1641965 hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**

Date : 4 Dec 2019

**Sanjib Ghosh**  
**Nagaon Assam.**

Offer No : QS1641973  
Location: **BANGALORE**

### **LETTER OF INTENT**

Dear **Sanjib Ghosh**

We are pleased to inform that you have been shortlisted for a OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at BATA INDIA LIMITED at BANGALORE as SALES PROMOTER for a fixed term on the following terms and conditions:

**1. You shall report to work within working 10 days.**

2. Date of joining mentioned above is tentative. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.

3. This letter is valid subject to your completion of on-boarding documentation and submission of necessary proofs. It is recommended to use POP link shared on your mobile phone and complete your joining formalities As validity of this letter is purely subjected to completion of your documentation on POP.

4. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.

5. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.

6. The Annual CTC salary offered to you will be INR 164448/- Details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.

7. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. 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.



The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best !!!

With warm regards,  
For **QUESS Corp Limited**.

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

---

I hereby accept the above mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **DISCLAIMER**

### **To whomsoever it may Concern**

I, Sanjib Ghosh, Offer ID QS1641973 hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**

PRIVATE &amp; CONFIDENTIAL

27 Nov 2019

**Sukumar Mazumder  
Bangalore Karnataka.****Dear Sukumar Mazumder**

We have pleasure to appoint you in our Company, as per below:

Role :CUSTOMER RELATIONSHIP EXE  
Designation :Assistant  
Grade :A3

**1. Date of Appointment**

Your appointment is effective from **27 Nov 2019**. This is to inform you that this letter will be null and void in case you do not report **within 10 working days**.

**2. Place of Posting & Nature of work**

Your posting shall be at **Bangalore, Karnataka**. However, during the employment with the Company, you may be posted / transferred to any of the offices / projects / divisions of the Company or group companies existing or to be set up at any other location in India. Your assignment or work can be changed or altered whenever necessary at the discretion of the Management to suit any new developments or requirements of the company on the same terms and conditions, without any additional benefits.

**3. Compensation & Benefits Program**

You shall be paid an annual Gross Potential Earning of **INR.175000/- (One Lakh Seventy Five Thousand Rupees)**. Other perquisites benefits applicable to your grade shall be payable as per company policy in force. Compensation & Benefit Program applicable to you is provided in **ANNEXURE I**. Your compensation is confidential and if need arises, you may discuss it only with your Reporting Manager or Human Resource Manager.

**4. Probation / Confirmation**

You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. On completion of initial probation period you shall continue to be on probation, till such time it is intimated to you in writing regarding your confirmation.

**5. Insurance**

You shall be covered under Mediclaim Insurance Policy for Hospitalization as per eligibility and Company rules as applicable from time to time.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77 Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037,  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{CIN - U52190KA1997PTC046775}



You shall be covered under the Personal Accident Insurance Policy as per the rules of the Company as applicable from time to time.

#### **6. Provident Fund**

You shall be covered under Provident Fund, which shall be governed by The Employees Provident Funds and Miscellaneous Provisions Act, 1952.

#### **7. Gratuity**

You shall be covered under Gratuity Fund, which shall be governed by the Payment of Gratuity Act, 1972.

#### **8. Leave**

You shall be entitled to leave in accordance with the Company's leave policy in effect from time to time.

#### **9. Retirement**

The retirement age shall be 58 years.

#### **10. Medical Fitness**

Your appointment and continuation in employment in the organization shall be further subject to your remaining medically fit. The Management will have the right subject to medical examination by a Registered Medical Practitioner/Surgeon/Physician appointed by the company whose decision with regard to your fitness shall be final and binding on you.

#### **11. Company Policies**

You shall abide by the rules, regulations, instructions, personnel policies, ethics policy and the policies of the Company and any change thereof, which may be adopted by the Company from time to time and the same shall be deemed to form part of this appointment. A list of misconduct, which are not by themselves exhaustive, are enumerated in Code of Conduct, which shall form part of this Appointment letter.

#### **12. Protection of Interest**

- (i) Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company only. You will not take up any other employment or assignment whether for remuneration or not (part time or otherwise) or work in advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the written permission of the Managing Director / Executive Director of the Company.
- (ii) You shall keep confidential all the information and material provided to you by the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{ CN - U52190KA1997PTC046775 }

(iii) You shall be responsible for safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or in your charge.

(iv) If you conceive any new or advanced method of improving processes, formulae system in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

### 13. Travel

You shall be required to undertake travel on Company's work and you will be paid travel expenses and other allowances as per the Company rules applicable from time to time.

### 14. Address for Correspondence

You shall communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.

### 15. Past Record

Your appointment is being made on the basis of your declaration, pending verification from relevant authorities. In the event of any of the declarations made by you are found to be incorrect or false or any material information has been suppressed or omitted and or if documents has discrepancy or manipulated, fabricated, forged, etc your appointment in the Company would be liable for termination forthwith without assigning any reason and without any notice.

### 16. Notice Period and Termination

(i) Your employment can be terminated by the Company at any time either during the period of probation or upon confirmation, by giving **30 Days** notice or payment of **30 Days** salary in lieu thereof

(ii) At any time during your employment you can resign from the services of the Company by giving **15 Days** notice at the time of probation and **30 Days** notice after confirmation. The Company reserves the right, to waive, either fully or partially, the notice period either on receipt of Salary in lieu thereof or otherwise.

For the purposes of sub clause (i) and (ii) above salary means Basic salary and DA (wherever applicable) only.

(iii) Notwithstanding the above, your employment with the Company can be terminated by the Company without prior notice or payment of salary in lieu thereof, if at any time in the opinion of the Company (which shall be final and binding on you), you have violated any of your obligations under General Terms and Conditions of Employment & Code of Conduct as set out in the Annexure II hereto.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yankur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**17. Return of Property upon Termination**

On termination of this contract of employment, you shall immediately handover to the Reporting Manager/person nominated by the management all correspondence, specifications, formulae, books, assets, documents, cost data, market data, literature, drawings, effects or records etc, belonged to the Company or with relation to its business and shall not make or retain any copies of the above upon which you will be relieved from the Service.

The above terms and conditions are subject to Company policy.

We welcome you aboard & wish you the very best in your career with us.

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

Yours truly,  
For Max Retail,



**Arun Mathews**  
Regional Manager

I agree and accept the terms and conditions mentioned above.

-----  
**Sukumar Mazumder**

**max**

Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**ANNEXURE I**

COMPENSATION & BENEFITS SHEET		
Name	Sukumar Mazumder	
Grade	A3	
Date of Joining	27 Nov 2019	
Designation	Assistant	
Department	Store Operations	
Component	CTC (p.m)	CTC (p.a)
BASIC PAY	8,694.00	104,328.00
HOUSE RENT ALLOWANCE	2,858.00	34,300.00
PERFORMANCE LINKED PAY #	1,021.00	12,250.00
GROSS PAY	12,573.00	150,878.00
EMPLOYER PF CONTRIBUTION	1,043.00	12,519.00
GRATUITY-EMPLOYER CONTRI	418.00	5,018.00
EMPLOYER ESI CONTRIBUTION	549.00	6,585.00
FIXED PAY	14,583.00	175,000.00
Gross Potential Earning	14,583.00	175,000.00

Plus: Health Insurance coverage for Self & Family & Accident Insurance coverage for self as per policy  
Official calls reimbursed on mobile phone as per policy.

**Note:**

- #For employees entitled to Statutory Bonus under Payment of Bonus Act, 1965, Performance Linked Pay will be deemed as and accounted against such Statutory Bonus.
- #Performance Linked Pay shall be payable as per policy.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur P.O.,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CIN - U52190KA1997PTC046775)



**ANNEXURE - II  
LIST OF MISCONDUCT**

**Misconduct includes, but is not limited to:**

- Willful insubordination or disobedience, whether alone or with others to any lawful and reasonable order of a superior, which includes refusal to accept transfer also.
- Theft, fraud or dishonesty in connection with the Company's business or property.
- Willful damage to or causing loss of goods or property.
- Taking or giving bribe or commission for purchase/contracts made for on behalf of the company.
- Remaining absent without information beyond 3 consecutive days.
- Habitual late attendance or leaving the work spot before the scheduled time or absence from place of work without proper permission.
- Entering or remaining within the Company's premises, except on duty or for any lawful purpose.
- Riotous or disorderly behavior during working hours or any act subversive of discipline.
- Negligence or neglect of work.
- Refusal to work regular office hours whilst on premises or stopping co-workers from working or entering office premises.
- Engaging in private work or trade within the Company premises or engaging in any other employment calling for profit while still under service of the Company without the written permission of the Company.
- Displaying, distributing in the company premises any bills, pamphlets, placards, Posters, banners.
- Disclosing to any person any confidential information in regard to work or any process used in the company, which comes into your possession during the course of your employment.
- Coming to work after consuming liquor.
- Convicted by a Court of Law for any criminal offense involving moral turpitude.
- Quarrelling, fighting and using abusive language within the Company's premises.
- Falsification of record and / or defalcation.
- Misbehaving in any manner with any customer / contractor of the Company.
- Using for commercializing any invention, discovery or patent invented, discovered or patented as the case may be, in the course of your employment under the company to the benefit of yourself or any other person.
- Indulging in sexual harassment of an employee of the Company either during the working hours or outside. For this purpose sexual harassment shall mean and include:
  - Physical contact and advances
  - Demand of request for sexual favours
  - Sexually coloured oral remarks
  - Any other unwelcome physical, verbal or non verbal conduct of sexual nature of causing annoyance to coworker/vendor/customer.
- Abetment of any other acts or omission mentioned above shall amount of acts subversive of discipline and misconduct.

**max**

**Lifestyle International Pvt. Ltd.**  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur PO,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CN - US2190KA1997PTC046775)

PRIVATE &amp; CONFIDENTIAL

27 Nov 2019

**Tarak Banik**  
**Bangalore Karnataka.****Dear Tarak Banik**

We have pleasure to appoint you in our Company, as per below:

Role :CUSTOMER RELATIONSHIP EXE  
Designation :Assistant  
Grade :A3

**1. Date of Appointment**

Your appointment is effective from **27 Nov 2019**. This is to inform you that this letter will be null and void in case you do not report **within 10 working days**.

**2. Place of Posting & Nature of work**

Your posting shall be at **Bangalore, Karnataka**. However, during the employment with the Company, you may be posted / transferred to any of the offices / projects / divisions of the Company or group companies existing or to be set up at any other location in India. Your assignment or work can be changed or altered whenever necessary at the discretion of the Management to suit any new developments or requirements of the company on the same terms and conditions, without any additional benefits.

**3. Compensation & Benefits Program**

You shall be paid an annual Gross Potential Earning of **INR.175000/- (One Lakh Seventy Five Thousand Rupees)**. Other perquisites benefits applicable to your grade shall be payable as per company policy in force. Compensation & Benefit Program applicable to you is provided in **ANNEXURE I**. Your compensation is confidential and if need arises, you may discuss it only with your Reporting Manager or Human Resource Manager.

**4. Probation / Confirmation**

You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. On completion of initial probation period you shall continue to be on probation, till such time it is intimated to you in writing regarding your confirmation.

**5. Insurance**

You shall be covered under Mediclaim Insurance Policy for Hospitalization as per eligibility and Company rules as applicable from time to time.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77 Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037,  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{CIN - U52190KA1997PTC046775}

You shall be covered under the Personal Accident Insurance Policy as per the rules of the Company as applicable from time to time.

#### **6. Provident Fund**

You shall be covered under Provident Fund, which shall be governed by The Employees Provident Funds and Miscellaneous Provisions Act, 1952.

#### **7. Gratuity**

You shall be covered under Gratuity Fund, which shall be governed by the Payment of Gratuity Act, 1972.

#### **8. Leave**

You shall be entitled to leave in accordance with the Company's leave policy in effect from time to time.

#### **9. Retirement**

The retirement age shall be 58 years.

#### **10. Medical Fitness**

Your appointment and continuation in employment in the organization shall be further subject to your remaining medically fit. The Management will have the right subject to medical examination by a Registered Medical Practitioner/Surgeon/Physician appointed by the company whose decision with regard to your fitness shall be final and binding on you.

#### **11. Company Policies**

You shall abide by the rules, regulations, instructions, personnel policies, ethics policy and the policies of the Company and any change thereof, which may be adopted by the Company from time to time and the same shall be deemed to form part of this appointment. A list of misconduct, which are not by themselves exhaustive, are enumerated in Code of Conduct, which shall form part of this Appointment letter.

#### **12. Protection of Interest**

- (i) Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company only. You will not take up any other employment or assignment whether for remuneration or not (part time or otherwise) or work in advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the written permission of the Managing Director / Executive Director of the Company.
- (ii) You shall keep confidential all the information and material provided to you by the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.



Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur PO,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
{ CN - U52190KA1997PTC046775 }



(iii) You shall be responsible for safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or in your charge.

(iv) If you conceive any new or advanced method of improving processes, formulae system in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

### 13. Travel

You shall be required to undertake travel on Company's work and you will be paid travel expenses and other allowances as per the Company rules applicable from time to time.

### 14. Address for Correspondence

You shall communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.

### 15. Past Record

Your appointment is being made on the basis of your declaration, pending verification from relevant authorities. In the event of any of the declarations made by you are found to be incorrect or false or any material information has been suppressed or omitted and or if documents has discrepancy or manipulated, fabricated, forged, etc your appointment in the Company would be liable for termination forthwith without assigning any reason and without any notice.

### 16. Notice Period and Termination

(i) Your employment can be terminated by the Company at any time either during the period of probation or upon confirmation, by giving **30 Days** notice or payment of **30 Days** salary in lieu thereof

(ii) At any time during your employment you can resign from the services of the Company by giving **15 Days** notice at the time of probation and **30 Days** notice after confirmation. The Company reserves the right, to waive, either fully or partially, the notice period either on receipt of Salary in lieu thereof or otherwise.

For the purposes of sub clause (i) and (ii) above salary means Basic salary and DA (wherever applicable) only.

(iii) Notwithstanding the above, your employment with the Company can be terminated by the Company without prior notice or payment of salary in lieu thereof, if at any time in the opinion of the Company (which shall be final and binding on you), you have violated any of your obligations under General Terms and Conditions of Employment & Code of Conduct as set out in the Annexure II hereto.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yankur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**17. Return of Property upon Termination**

On termination of this contract of employment, you shall immediately handover to the Reporting Manager/person nominated by the management all correspondence, specifications, formulae, books, assets, documents, cost data, market data, literature, drawings, effects or records etc, belonged to the Company or with relation to its business and shall not make or retain any copies of the above upon which you will be relieved from the Service.

The above terms and conditions are subject to Company policy.

We welcome you aboard & wish you the very best in your career with us.

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

Yours truly,  
For Max Retail,



**Arun Mathews**  
Regional Manager

I agree and accept the terms and conditions mentioned above.

-----  
**Tarak Banik**

**max**

Lifestyle International Pvt. Ltd.  
Max Retail Division,  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - U52190KA1997PTC046775)

**ANNEXURE I**

COMPENSATION & BENEFITS SHEET		
Name	Tarak Banik	
Grade	A3	
Date of Joining	27 Nov 2019	
Designation	Assistant	
Department	Store Operations	
Component	CTC (p.m)	CTC (p.a)
BASIC PAY	8,694.00	104,328.00
HOUSE RENT ALLOWANCE	2,858.00	34,300.00
PERFORMANCE LINKED PAY #	1,021.00	12,250.00
GROSS PAY	12,573.00	150,878.00
EMPLOYER PF CONTRIBUTION	1,043.00	12,519.00
GRATUITY-EMPLOYER CONTRI	418.00	5,018.00
EMPLOYER ESI CONTRIBUTION	549.00	6,585.00
FIXED PAY	14,583.00	175,000.00
Gross Potential Earning	14,583.00	175,000.00

Plus: Health Insurance coverage for Self & Family & Accident Insurance coverage for self as per policy  
Official calls reimbursed on mobile phone as per policy.

**Note:**

- #For employees entitled to Statutory Bonus under Payment of Bonus Act, 1965, Performance Linked Pay will be deemed as and accounted against such Statutory Bonus.
- #Performance Linked Pay shall be payable as per policy.



Lifestyle International Pvt. Ltd.  
**Max Retail Division,**  
77<sup>th</sup> Town Centre, Building No.3, West Wing,  
Off HAL Airport Road, Yamlur P.O.,  
Bangalore - 560 037.  
Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
(CIN - US2190KA1997PTC046775)

**ANNEXURE - II  
LIST OF MISCONDUCT**

**Misconduct includes, but is not limited to:**

- Willful insubordination or disobedience, whether alone or with others to any lawful and reasonable order of a superior, which includes refusal to accept transfer also.
- Theft, fraud or dishonesty in connection with the Company's business or property.
- Willful damage to or causing loss of goods or property.
- Taking or giving bribe or commission for purchase/contracts made for on behalf of the company.
- Remaining absent without information beyond 3 consecutive days.
- Habitual late attendance or leaving the work spot before the scheduled time or absence from place of work without proper permission.
- Entering or remaining within the Company's premises, except on duty or for any lawful purpose.
- Riotous or disorderly behavior during working hours or any act subversive of discipline.
- Negligence or neglect of work.
- Refusal to work regular office hours whilst on premises or stopping co-workers from working or entering office premises.
- Engaging in private work or trade within the Company premises or engaging in any other employment calling for profit while still under service of the Company without the written permission of the Company.
- Displaying, distributing in the company premises any bills, pamphlets, placards, Posters, banners.
- Disclosing to any person any confidential information in regard to work or any process used in the company, which comes into your possession during the course of your employment.
- Coming to work after consuming liquor.
- Convicted by a Court of Law for any criminal offense involving moral turpitude.
- Quarrelling, fighting and using abusive language within the Company's premises.
- Falsification of record and / or defalcation.
- Misbehaving in any manner with any customer / contractor of the Company.
- Using for commercializing any invention, discovery or patent invented, discovered or patented as the case may be, in the course of your employment under the company to the benefit of yourself or any other person.
- Indulging in sexual harassment of an employee of the Company either during the working hours or outside. For this purpose sexual harassment shall mean and include:
  - Physical contact and advances
  - Demand of request for sexual favours
  - Sexually coloured oral remarks
  - Any other unwelcome physical, verbal or non verbal conduct of sexual nature of causing annoyance to coworker/vendor/customer.
- Abetment of any other acts or omission mentioned above shall amount of acts subversive of discipline and misconduct.

**max**

**Lifestyle International Pvt. Ltd.**  
**Max Retail Division,**  
 77<sup>th</sup> Town Centre, Building No.3, West Wing,  
 Off HAL Airport Road, Yamlur PO,  
 Bangalore - 560 037.  
 Phone: 080 23654456

[www.maxfashionindia.com](http://www.maxfashionindia.com)  
 (CN - US2190KA1997PTC046775)

Date : 4 Dec 2019

**Tutu Roy**  
**Nagaon Assam.**

Offer No : QS1641970  
Location: **BANGALORE**

### **LETTER OF INTENT**

Dear **Tutu Roy**

We are pleased to inform that you have been shortlisted for a OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at BATA INDIA LIMITED at BANGALORE as SALES PROMOTER for a fixed term on the following terms and conditions:

**1. You shall report to work within working 10 days.**

2. Date of joining mentioned above is tentative. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.

3. This letter is valid subject to your completion of on-boarding documentation and submission of necessary proofs. It is recommended to use POP link shared on your mobile phone and complete your joining formalities As validity of this letter is purely subjected to completion of your documentation on POP.

4. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.

5. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.

6. The Annual CTC salary offered to you will be INR 164448/- Details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.

7. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. 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.



The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best !!!

With warm regards,  
For **QUESS Corp Limited**.

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

---

I hereby accept the above mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **DISCLAIMER**

### **To whomsoever it may Concern**

I, Tutu Roy, Offer ID QS1641970 hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**